

# Safety Rules

Landrum Professional is committed to safety, and has taken steps to protect you from injury on the job. Your help is vital for your own protection. Please observe the following safety rules at all times.

1. No alcohol or illegal drugs may be used on the job at any time and you should never report to work under the influence of alcohol or non-prescribed drugs.
2. Wear all required safety equipment and protection in designated areas.
3. Report all job accidents immediately, **(always the same day the accident happens)**.
4. All non-emergency treatment for accidents must be authorized by Landrum Professional's claim department before receiving treatment.
5. Seat belts will be worn at all times by drivers and passengers when conducting company business in company or privately owned vehicles.
6. You are responsible for keeping the area where you work clean and neat at all times.
7. Do not remove or bypass any guards on any machinery unless lock-out/tag-out procedures have been followed.
8. Do not operate machinery in an incorrect manner. Ask your supervisor if you need additional equipment or instruction to do the job safely.
9. Lift with your legs, not your back, and get assistance with heavy loads.
10. Advise your supervisor of any hazardous conditions. If the condition is not promptly corrected, contact Landrum Professional's Safety Manager at 476-5100 or 800-888-0472.
11. Follow all other written and spoken safety rules.
12. Threats and acts of harm to persons or property, and the possession of weapons or explosives are strictly prohibited. Report violations immediately.
13. Report (anonymously) any suspected Workers' Compensation fraud to Landrum Professional at 476-5100 or 800-888-0472.

Note: Where injury is caused by the willful refusal of the employee to use safety equipment or obey safety rules, the compensation benefits can be reduced in accordance with state laws.