

## Acme Construction Employee Handbook (Demo) - Version 2026.1

1. Safety Orientation: Complete orientation before entering active job sites.
2. PPE: Hard hat, hi-vis vest, safety glasses, gloves, steel-toe boots.
3. Incident Reporting: Report incidents within 30 minutes to foreman.
4. Lockout/Tagout: Isolate power and apply lockout before servicing.
5. Timekeeping: Clock in/out using TeamCrest mobile app.
6. Overtime & Breaks: Overtime needs approval; breaks follow policy.
7. Heat Safety: Heat index >95F requires mitigation controls.
8. Equipment Use: Only trained employees operate heavy machinery.
9. Attendance: Call off at least 2 hours before shift start.
10. Conduct: Zero tolerance for harassment and retaliation.
11. Drug & Alcohol: No on-duty impairment; testing may apply.
12. Site Access: Visitors check in and wear badges.