



Safety Contract

Deer Hill Expeditions (DHE) strives to provide safe expeditions for its participants while also ensuring the safety and wellbeing of our staff. These safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to some situations you may encounter while employed at DHE. It is impossible to cover every work condition, these are only a few considerations. If you are in doubt about the safety of any situation, practice or procedure, please ask for assistance. Signing this document acknowledges your understanding of and agreement to abide by these rules.

1. **FAMILIARITY WITH DHE STAFF MANUAL:** I agree to read and become familiar with all of the material; including guidelines, policies and procedures outlined in the Staff Manual prior to my program. I will ask for clarification about any points that are unclear.
2. **EAP:** I understand DHE's Emergency Action Plan and agree to follow it in the case of an emergency.
3. **ROLES AND RESPONSIBILITIES:** I understand the requirements, roles and responsibilities of my position (AI, I, PL) and I agree to work at or above these levels of expectation.
4. **ACCIDENT REPORTING:** I am familiar with and will use appropriate documentation paperwork to record any accidents or near misses. I agree to report all incidents to my supervisor (PL or Administrators) as soon as possible.
5. **HAZARD REPORTING:** I am responsible for notifying a supervisor (PL or Administrators) immediately of any unsafe condition and/or practice.
6. **ALCOHOL:** I understand that alcohol may be used in moderation while in private quarters at the Deer Hill Basecamp. I also understand that private quarters include the North Forty, staff only living environments, the staff kitchen and other areas in which participants are not permitted. I agree to NOT consume alcohol between participant arrival and departure if working as field staff. Additionally, I agree to abstain from consuming alcohol for a minimum of ten hours prior to operating a Deer Hill vehicle.
7. **TOBACCO:** I understand that the use of all tobacco products is prohibited on Deer Hill property. I agree to NOT use tobacco products in front of participants. Additionally, I agree to NOT use tobacco products between participant arrival and departure if working as field staff.
8. **MARIJUANA:** I understand that the use of marijuana is prohibited on Deer Hill property and while staff are on contract. Additionally, I understand that all employees will abstain from using marijuana for a minimum of ten hours prior to operating a Deer Hill vehicle.
9. **OTHER CONTROLLED SUBSTANCES:** I agree to abstain from using controlled substances while working. I will notify my supervisor if I am taking any prescription drugs that might affect my judgment, state of mind or ability to safely participate in any element of my program.
10. **SEAT BELTS:** While employed by DHE, I agree to wear a seat belt at all times, whether in my car or a DHE vehicle. I know, understand, and will follow all DHE Vehicle Policies and Guidelines.



11. **EQUIPMENT:** I will fix, repair and clean all gear and equipment. If I am unable to fix something, I will report it to the appropriate person immediately. I will only use tools and equipment with which I am familiar or have received training for proper use.
12. **HAZARDOUS MATERIALS:** I agree to follow proper use and handling procedures for all hazardous materials. I will not use a chemical with which I am unfamiliar or have not received and been trained on the required protective equipment.
13. **HOUSEKEEPING:** I will keep my belongings put away and keep my (and all shared) work and living areas clean and available for others to enjoy. I understand that DHE is not responsible for lost or stolen items and will take possession of anything that seems abandoned or is compromising operations.
14. **PERSONAL PROTECTIVE EQUIPMENT:** I understand that I am required to practice proper use, care, and storage of personal protective equipment.
15. **SIGNS/LABELS:** I will always pay attention to all signs and labels. They are present as reminders for safety.
16. **DRINKING WATER:** My program participants and I will always drink from regular water fountains or approved water coolers. I understand that water from any other source may be unsafe to drink. I agree to treat all non-municipal water sources.
17. **HYGIENE:** I agree to role model and require a high level of personal hygiene in while working with DHE. I will always wash my hands with soap after using the bathroom as well as before eating, handling any food, dishes, or kitchenware.
18. **CONCENTRATE:** Most accidents can be avoided by concentrating on the task. I will maintain a high level of awareness of my surroundings and what is going on around me.
19. **ILLNESS/INJURIES IN THE FIELD:** I understand that if I am injured on the job I am eligible to file a worker's compensation claim (process described on poster in Staff Kitchen). I also understand that if I leave the field or if I am unable to fulfill my responsibilities due to any health issues, I must see a health care provider (at my own cost) and the results of this examination will determine whether or not I rejoin the course. Any Field Staff who leaves the field for a medical reason and does not get medical attention may have their contract cancelled and will be compensated for only the number of days worked up to that point.
20. **PHONE USE AND DRIVING:** I understand that texting while driving is extremely dangerous as well as ILLEGAL. I agree to refrain from texting while operating a Deer Hill vehicle.

I have read and understand the safety rules of Deer Hill Expeditions. I agree to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action that could include termination of employment.

Signature _____ Printed Name _____ Date _____