

... recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by ...'s employees will take into account the intent of this policy. No duty, no matter its perceived result, will be deemed more important than employee health and safety.

... is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents, and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings who are critical to the success of their family, the local community and

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and/or incidents (no matter how slight) are to be reported immediately to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, provincial and local laws, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, ... will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, ... subscribes to these principles:

- All accidents are preventable through implementation of effective safety and health control policies and programs.
- Safety and health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ... in higher regard with customers and increases productivity. This is why we will comply with all safety and health regulations that apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for employees. Consequently, the management team of ... is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
- Employees are responsible for following safe work practices and company rules as well as for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- Management and supervisors of ... will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance as well as work environment and conditions to ensure program objectives are achieved.
- Our safety program applies to all employees and people affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ... must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

President

...

Risk Manager

...

<u>COMMITMENT TO SAFETY</u>	2
<u>TABLE OF CONTENTS</u>	3
<u>EMPLOYEE SAFETY RESPONSIBILITIES</u>	4
<u>SAFETY ORIENTATION TRAINING</u>	5
<u>RETURN TO WORK POLICY</u>	6-7
<u>EMERGENCY ACTION PLAN</u>	8-9
<u>EMERGENCY CONTACT INFORMATION</u>	11
<u>WORKPLACE ABUSE AND HARASSMENT POLICY</u>	12-13
<u>HAZARDOUS SUBSTANCE SPILL RESPONSE POLICY</u>	14-17
<u>VEHICLE USE POLICY</u>	18
<u>GENERAL COMPUTER / EMAIL / INTERNET SECURITY AND USE POLICY</u>	19-22
<u>GENERAL SAFETY PRECAUTIONS</u>	23-29

The primary responsibility of the employees of ... is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe and obey ...'s rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until a discussion has taken place with the supervisor. Together, they will determine the safest way to perform the job.

If, after discussing a safety situation with the supervisor, an employee still has questions or concerns, he or she is required to contact the safety coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or likely to cause injury or a health risk.

Conduct

"Horseplay," practical jokes, etc., are forbidden. Employees are required to work in an injury-free manner while displaying accepted levels of behaviour. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Employees are responsible to keep work areas clean and safe. Cleanup should occur several times throughout the day, with trash and waste disposed of in approved containers, drips and spills wiped up immediately, and equipment and tools put away as work is completed.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to a supervisor immediately. After each medical appointment resulting from a work-related injury, the employee must contact the supervisor to discuss progress. The supervisor must be given any paperwork received at the appointment.

... provides transitional return to work (light-duty) jobs for employees injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while he or she remains productive. Employees are required to return to work immediately upon release.

Off-site Safety

Employees of ... are required to follow all safety and security procedures during off-site visits. If the on-site contact person does not advise regarding safety hazards, the employee should consider emergency exit location(s), proper personal protective equipment and proper work attire.

These rules are established to help employees stay safe and injury-free. Violation of the above rules, or conduct that does not meet the minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

Purpose

... is committed to providing safety- and health-related orientation and training for all employees at all levels of the company. The company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to, the following:

- Company-specific accident and incident data
- Hazards associated with the work area
- Hazards associated with a specific job or task
- Operation of specific equipment
- Personal protective equipment
- Emergency procedures
- Employee accident reporting requirements
- Return to work program
- Any required OH&S training not included or addressed above

Periodic Inspections

It is the policy of our company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors and vendors.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

- Any work-related injury or suspected injury must be reported immediately to your supervisor, job site foreman and to human resources. A first report of injury form must be completed. Failure to promptly report an injury may result in disciplinary action.
- Human resources will issue a return to work evaluation form for the injured employee to take to the treating medical practitioner. The employee must return this form to human resources by the next business day.
- After each practitioner appointment, the employee must report to his or her supervisor and human resources to review his or her progress.
- ... provides light-duty work for employees recovering from injury. Employees are required to return to light-duty work immediately upon release.
- An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.



For the full PDF version please contact us.

Contact Info

Thor Insurance & Registries
PO Box 299, 324 50th St.
Tofield, AB, T0B 4J0

Phone: 1 (855)-662-3465

Thor Financial
450 Ordze Road
Sherwood Park, AB, T8B 1C9

Email: tjones@thorinsurance.ca