



## Health & Safety Policy

All Employees are advised that all accidents and injuries must be reported immediately to the on-site Foreman / Supervisor, who will in-turn complete an accident investigation report and contact the head office.

**Failure to report accidents may result in worker's compensation benefits being denied.**



## Company Introduction

In a continuing effort to maintain a safe environment for you to work in, all persons during the course of their employment with our company must accept safety as a personal responsibility and agree to abide by our safety policy.

The objective of our company Safety Policy is to prevent accidents causing injuries of any nature. To accomplish this, we require every person from our top management to newest employee to understand the regulation of the Occupational Health and Safety Act, as well as the regulations of our customers when on their premises, and abide by them.

All unsafe conditions must be reported to your job foreman, superintendent or management who are expected to take immediate action to rectify these unsafe conditions.

Your safety is a foremost concern of Concept Air Systems (Mechanical) Inc. and with a keen awareness on your part and the potential and/or direct hazards around you. We are confident we will work together as a team so that everyday is a safe work day.

Sincerely,

A handwritten signature in black ink that reads "Mr. Bornemann". The signature is written in a cursive, flowing style.

Mr. Michael Bornemann

President



### Policy:

It is the policy of this firm, and a requirement of all its employees to perform all work safely. The complete safety of the work-person, fellow co-workers, the customer, and the public is to be considered of the utmost importance at all times.

### Safety Program:

Accident prevention is everyone's responsibility, and an objective of this company is to provide, at all times, a safe and healthy work environment. To accomplish this, it is required that every person understands the regulations outlined in the **Occupational Health and Safety Act** and abide by them.

Accidents do not just happen, they are caused. Concept Air Systems (Mechanical) Inc. believes that the cause of accidents can be eliminated through understanding responsibility and by respecting and promoting safe work practices.

Concept Air Systems (Mechanical) Inc. Safety Program is a structural plan that implements the Company Safety Policy through joint participation of labour and management by both taking a disciplined approach to responsibility, accident prevention, reporting, investigation, and to the enforcement of safety rules and regulations.

The effectiveness of the safety program is measured by key company indicators such as the number of preventable versus non-preventable accidents. The number of lost time due to injuries, and the number of hours worked. Each lost time injury will be reported to the employees.



## Responsibility:

It is our firm's responsibility to provide training, good equipment and safe working conditions.

It is the management's responsibility to select competent forepersons whom are knowledgeable of the **Occupational Health and Safety Act**. Forepersons must understand the requirements of the Concept Air Systems (Mechanical) Inc. **Safety Policy** and have the ability to communicate with the other employees any concerns. Forepersons must ensure injured workers are taken to the hospital and that the light duty policy is explained to all injured workers.

Printed copies of our **Safety Policy** will be provided for each employee. It is the workmen's responsibility to work safely, using common sense at all times and not to take unnecessary risks. Report ALL injuries to your Foreperson (regardless of how small) as soon as they occur.

## WHIMIS

Any employee with concerns regarding hazardous material should contact his/her Foreperson immediately.

Material Safety Data Sheet (MSDS) are available upon request, through the head office for reference, for any/all jobsites. **It is your Right to Know.**



## Reporting and Investigations:

All supervisors will investigate all accidents regardless of how small. These included damages and “close-calls”.

The following is the reporting procedure if medical attention is required as a result of an accident on the job.

- Complete the employer’s Treatment Memorandum Form to take to the doctor or hospital. Pink Worker’s Compensation Form found in WHIMIS Binder, **THIS FORM NEED NOT BE COMPLETE IF IT WILL IN ANY WAY DELAY THE NEED FOR URGENT MEDICAL ATTENTION.**
- Complete and send to the office, the Employer’s Report of Accident Injury Form.

The Worker’s Compensation Board requires all accidents which require **medical aid to be reported immediately to his/her employer.** Failure to do so may result in the claim being disallowed.

## Tools & Equipment:

It is the intention of Concept Air Systems (Mechanical) Inc. to provide safe equipment and tools at all times. No unsafe equipment or tools are to be used on any job. Any defective and unsafe equipment is to be drawn to the attention of the supervisor, and it is his/her responsibility to have such equipment returned to the shop for repair.



### First-Aid Requirements:

All shop departments and field project trailers or offices shall have ready access to a First Aid Kit, adequately stocked and maintained, as required by Workers' Compensation Board regulations.

### Orderliness:

Job sites that are clean and tidy are as a result "wise-sites". An increasing number of accidents are a direct result of careless attitude and untidy work areas.

Failure to comply may result in job shut down by the Ministry of Labour, and / or loss of employment.

### Other Safety Policies

All rules and regulations set forth by our customers for their premises will be respected and adhered to.

### Summation

In general, this policy requires compliance with the **Occupational Health and Safety Act**. A copy of this Act will be available to any employee, upon request.

It has been observed however, that there are certain recurring areas of accident hazard, for this reason, please see *attached 'Appendix A'* listing some of the areas for your particular attention and observation.

## Appendix 'A'

The items listed below are *only part* of the requirement of the Occupational Health and Safety Act. However, since the below is responsible for a large percentage of accidents that occur, your specific attention to these items is requested.

1. Penalty under the Act: The Occupational Health and Safety Act section 97-(1) states that every person who contravenes any provision of this Act of the regulations, is guilty of an offense and on summary conviction is liable for to a fine of not more than \$25,000. or imprisonment for a term of not more than 12 months, or both.
2. Workman Compensation: Your attention is drawn to the Workman's Compensation Act, Chapter 437, Section 3, which states "Compensation is not payable in the case of an accident when injury is attributable solely to the serious and willful misconduct of the workman". (I.e.: Fighting, unruliness on the job site premises).
3. Common Sense: Every person is hereby instructed not to undertake any task which appears to him/her to be unsafe or to undertake any work for which they feel they are not capable of doing.
4. Safety Hats: C.S.A. approved class 'B' Safety Hats must be worn by every employee at all times on a construction site or on any other project where there is exposure to the hazard of head injury.
5. Safety Footwear: C.S.A. approved construction safety footwear shall be worn at all times when on a construction site or on any other project where there is exposure to the hazard of foot injury. Footwear must be fully laced.
6. Eye Protection: Approved eye protection is to be worn by employees exposed to hazard of eye injury, and in addition where required by customer regulations.
7. Ladders: Ladders present a major hazard. Three principal causes of accidents must be guarded against at all times.
  - a) Climbing or descending improperly;
  - b) Failure to secure ladders at top and bottom;
  - c) Broken or unsafely placed ladders.



### Modified Duties Policy:

The Worker's Compensation Board in Ontario has long supported the early rehabilitation (modified duties) of injured workers. Modified duties are minor modifications to your normal job which allow you to remain at work while you recuperate from your injury. At the same time we can maintain your normal wages and your claim is still registered with the W.C.B. should complications arise.

Modified duties in no way affect your right to compensation benefits or future benefits should you require them. We will accommodate any employee who can return to work with little or no lost time.

Modified duties may include, but not limited to:

- Work in the office, shop, site office
- Housekeeping activities
- Inventory control
- Supervisory assistance or work as a helper
- Work at normal job with a helper
- Records control or shipping and receiving

Modified duties will be cleared with the worker and/or their physician to ensure that appropriate measures are instituted and the proper reports are filed.



Acknowledgement:

The undersigned, having read and understood the Concept Air Systems (Mechanical) Inc. Accident Prevention and Safety Policy, agrees to abide and adhere to the policies contained herein. In addition to the Occupational Health and Safety Act and Regulations for construction projects and / or industrial operations.

---

Supervisor's Signature

---

Employee's Signature

---

Print Name

---

Print Name

---

Date

---

Date