

APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM



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# OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

APPLIED SYSTEMS TECHNOLOGIES INC. USE ONLY

March 1, 2021

**TABLE OF CONTENTS**

SECTION 1:.....OHSMS INTRODUCTION

SECTION 2:..... COMPANY SAFETY POLICY

SECTION 3:.....WORKPLACE VIOLENCE/HARASSMENT

SECTION 4:.....HSE DUTIES & RESPONSIBILITIES

SECTION 5:.....POSTING REQUIREMENTS

SECTION 6:.....HAZARD & RISK ANALYSIS

SECTION 7:.....JH & SC COMMITTEES/SAFETY REPS

SECTION 8:.....HSE TRAINING

SECTION 9:.....HSE DUTIES & RESPONSIBILITIES

SECTION 10:.....EMERGENCY RESPONSE

SECTION 11:.....HSE INSPECTIONS

SECTION 12:.....PREVENTION POLICIES & PREVENTIVE MAINTENANCE

SECTION 13:.....ADMINISTRATION

SECTION 14:.....WSIB & ESRTW

SECTION 15:.....AODA INSTRUCTION

SECTION 16:.....FORMS

SECTION 17:.....COVID-19

SECTION 18:..... COVID STAFF NOTICE

SECTION 19:.....BUSINESS CONTINUITY PLAN

# Table of Contents

<b>SECTION: OHSMS INTRODUCTION</b> .....	<b>11</b>
General .....	12
<b>SECTION: COMPANY SAFETY POLICY</b> .....	<b>14</b>
<b>SECTION: WORKPLACE VIOLENCE/HARASSMENT</b> .....	<b>15</b>
<b>SECTION: HSE DUTIES &amp; RESPONSIBILITIES</b> .....	<b>16</b>
Constructors .....	16
Employers .....	16
Supervisors .....	17
Workers, or Sub-Contractors .....	17
Visitors & Guests .....	18
Contractor & Sub-Contractor Program .....	18
Responsibilities for Contractor / Sub Contractor Program Administration .....	19
Health & Safety Coordinator (if, when or where applicable) .....	19
Purchasing Standards .....	19
Equipment Purchases and Modifications .....	20
<b>SECTION: POSTING REQUIREMENTS</b> .....	<b>23</b>
<b>SECTION: HAZARD &amp; RISK ANALYSIS</b> .....	<b>28</b>
Conducting the Workplace Hazard Analysis .....	28
Identifying Hazard Factors .....	28
Identifying Hazard Types .....	30
Assess the Hazard .....	30
Determining a Critical Rating .....	30
Identifying Safety Standards & Loss Control Measures .....	31
Validating the Analysis .....	32
<b>SECTION: JH&amp;SC / SMC</b> .....	<b>33</b>
JH&SC Composition .....	33
JH&SC Quorum .....	33
JH&SC Selection .....	34

**APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

JH&SC Committee Members Certification.....	34
Replacement of JH&SC Members.....	34
Selection of JH&SC Co-Chairs .....	34
JH&SC Committee Meetings.....	34
JH&SC Recommendations .....	35
JH&SC Workplace Inspections .....	35
Powers of a JH&SC .....	35
JH&SC on Construction Projects .....	36
<b>SECTION: HSE TRAINING .....</b>	<b>38</b>
New Employee Orientations.....	39
Equipment & Skills Orientation .....	40
Workplace / Site Orientation .....	40
Employee Promotion, Transfer or Leave of Absence.....	40
Ministry of Labour Health & Safety Awareness Programs.....	41
OHSMS Orientation & Hazard Awareness .....	41
Workplace Hazardous Materials Information .....	43
Working At Heights (Fall Protection Basics) .....	44
Fire Extinguisher & Prevention .....	45
OHSA & Regulations.....	46
Work Reintegration Program.....	47
First Aid & CPR.....	48
<b>SECTION: HAZARD &amp; ACCIDENT RESPONSE .....</b>	<b>50</b>
Hazard Reporting .....	50
Reporting A Near Miss Incident Or Other Accidents.....	51
Minor Injuries Requiring First Aid .....	51
Injuries & Illnesses Requiring Health Care / Medical Aid .....	52
Critical Injury / Accident Response .....	54
Communication .....	59
Transportation .....	59

**APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

Evacuation .....	59
Responsibilities for Personnel .....	59
Analysis.....	59
Reporting Injuries to WSIB .....	60
Accident Investigation.....	60
Communication .....	63
Notification Requirements .....	63
<b>SECTION: EMERGENCY RESPONSE .....</b>	<b>66</b>
Building Emergency Procedures .....	66
Construction Site Emergency Procedures.....	67
Emergency Drills .....	67
Specific Emergency Instructions .....	67
<b>SECTION: HSE INSPECTIONS.....</b>	<b>71</b>
Types of Inspections - Joint Health & Safety Committee .....	71
Elements for Inspections .....	71
Determining Degree of Hazards.....	72
Inspection Contacts .....	72
Inspection Forms.....	73
Distribution of Inspection Results .....	73
Review of Inspection Reports.....	73
Follow Up for Inspection Reports .....	73
Pre-Use Inspection for Equipment Use.....	73
<b>SECTION: PREVENTION POLICIES &amp; PREVENTIVE MAINTENANCE .....</b>	<b>75</b>
Prevention .....	75
Document Control.....	77
Violence & Harassment Prevention .....	77
Environmental Protection .....	81
Substance Abuse .....	81
Government Inspectors.....	82
The Right to Refuse Unsafe Work .....	82

**APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

Disciplinary Actions.....	84
Procurement & Contacting Work.....	85
Managing Change.....	85
Ergonomics.....	86
Pandemic Planning.....	87
Preventative Maintenance.....	87
<b>SECTION: ADMINISTRATION.....</b>	<b>90</b>
Senior Management Committee for 2021-2022.....	90
Implementing the Company OHSMS.....	90
Communication & the OHSMS.....	91
Senior Management OHSMS Plan.....	91
Responding to Recommendations.....	93
Documentation and Record Keeping.....	93
The Company OHSMS Agenda.....	93
Cofinal Improvement Program.....	95
Management Accountabilities.....	95
OHSMS Accountabilities & Responsibilities- Quarterly Reviews.....	96
OHSMS Accountabilities & Responsibilities- Monthly Reviews.....	97
<b>SECTION: WISB WORKING REINTEGRATION.....</b>	<b>99</b>
Work Reintegration Principles, Concepts and Definitions.....	99
Initializing the Work Reintegration Program.....	100
Stay-at-home Process.....	100
Principles of Modified Duty.....	101
Work Hardening Program.....	101
Transitional Work Program.....	101
Responsibilities of the Work Parties in Work Reintegration.....	101

**APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM**

Work Place-Operation Parties Obligations..... 102

Re-Employment Obligations- Non-Construction Requirements..... 102

Union Responsibilities (if applicable)..... 105

Worker Responsibilities ..... 105

Workplace Safety & Insurance Board Roles ..... 106

General Procedures ..... **107**

Employers Workplace Safety and Insurance Board Reporting Requirements ..... 108

Qualification to Work ..... 108

Training Requirements ..... 108

Determining Suitable Occupation ..... 109

Work Transition Plans ..... 111

Work Transition Expenses ..... 113

Relocation Services..... 113

**SECTION: AODA INTRODUCTION ..... 115**

**Index**

**WORKING DEFINITIONS of COMMON HSE TERMS (FOR REFERENCE)**

<b>ACCIDENT</b>	An undesired event that results in physical injury or illness to people, damage to property or loss to process
<b>AGENT</b>	A person authorized to act on behalf of our company.
<b>BASIC CERTIFICATION</b>	An educational process to become a Certified JH&SC member
<b>BEST PRACTICES</b>	Activities performed in a manner that eliminates or minimizes the likelihood of an injury/incident.
<b>COMPETENT PERSON</b>	One who has knowledge, training & experience with the work, OHSA and Hazard Awareness as defined under the OHSA.
<b>CONFINED SPACE</b>	As defined under ONTARIO REGULATION 632/05
<b>CONSTRUCTOR</b>	An employer who is responsible for health & safety on a project.
<b>DESIGNATED SUBSTANCES</b>	Specific chemicals that, due to their hazards, are regulated in Ontario for their use, exposure, control and training.
<b>EMPLOYEE CERTIFICATIONS</b>	Employee certifications/competencies refer to standards, licenses and qualifications that are required.
<b>EMPLOYER</b>	Refers to any company that employs workers.
<b>ENVIRONMENTAL RELEASE</b>	An accidental discharge of a physical, biological or chemical substance in the workplace and/or community.
<b>ESRTW</b>	Refers to Early & Safe Return to Work
<b>FATALITY</b>	An injury that results in loss of life.
<b>FIRE/EXPLOSION</b>	An event where combustion occurs.
<b>FIRST AID</b>	Emergency treatment administered to an injured or sick person before professional medical care is available.
<b>FIRST AID ATTENDANT</b>	An individual that meets the qualification requirements of Regulation 1101 and who has been assigned by the employer to respond to injuries that occur in the workplace.
<b>FIRST AID REGULATION</b>	Regulation 1101 under the Workplace Safety & Insurance Act.
<b>FORM 82 (IN CASE OF INJURY)</b>	A WSIB Poster listing the responsibilities of both the employer and the worker when an injury occurs in the workplace.
<b>FUNCTIONAL ABILITIES</b>	A WSIB Form identifies physical limitations an injured worker has
<b>HAZARD</b>	Refers to a condition or practice with the potential for accidental loss.

APPLIED SYSTEMS TECHNOLOGIES INC.  
 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

<b>HEALTH CARE</b>	An injury that results in medical attention received but that does not result in time away from scheduled work nor a wage loss.
<b>HEALTH CARE PROVIDER</b>	An accredited person in a recognized medical field that is providing medical care for an injured employee.
<b>H&amp;S REPRESENTATIVE</b>	Worker chosen by workers to act on/present safety concerns
<b>HEALTH HAZARDS</b>	Any chemical, biological or physical agent that may compromise the health of a person.
<b>HOT WORK</b>	Any process that may generate an uncontrolled spark or flame or other source of heat that could be a danger in a workplace.
<b>HSE</b>	Health Safety and Environment
<b>ILLNESS</b>	A deviation from the normal, healthy state of the body.
<b>INCIDENT</b>	An event that could have resulted in injury to people, damage to the environment, equipment, property and/or material.
<b>LEGISLATION</b>	Laws that govern conduct
<b>LOCK-OUT</b>	A procedure to ensure that a machine or process that is shut down for maintenance or other procedures is secured against accidental start-up
<b>LOST TIME /LTI</b>	Refers to a Lost Time Injury –work related injury or illness.
<b>MAJOR HAZARD</b>	Any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury, or lost time injuries.
<b>MANAGER</b>	A person who is in charge of a workplace or has authority over a worker.
<b>MINOR HAZARD</b>	Any biological, physical or chemical hazard that has the potential to cause injury requiring minor first aid or no treatment injuries.
<b>MODERATE HAZARD</b>	Any biological, physical or chemical hazard that has the potential to cause injury requiring medical services but not so great as to cause a lost time injury.
<b>MODIFIED EQUIPMENT</b>	Repairing/redesigning equipment or changing a method or process.
<b>MODIFIED PROCESS</b>	Changing the process of how the work process flows
<b>MOL MSDS</b>	ONTARIO MINISTRY OF LABOUR Material Safety Data Sheet
<b>NON-ROUTINE WORK</b>	Activities that are not generally performed on a regular basis.

APPLIED SYSTEMS TECHNOLOGIES INC.  
 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

<b>OBJECTIVE</b>	Desired outcome of the activity.
<b>OCCUPATION</b>	The vocation of a person
<b>OCCUPATIONAL ILLNESS</b>	Exposure to a physical, chemical or biological agent to the extent that the health of the worker is impaired.
<b>OFF-THE-JOB</b>	Non-work related activities.
<b>OH&amp;S</b>	Occupational Health & Safety
<b>OH&amp;SA</b>	The most recent version of the Occupational Health & Safety Act.
<b>OHSMS</b>	Occupational Health & Safety Management System which is a strategic, systematic approach to loss prevention.
<b>ORGANIZATION</b>	Includes all components of a business operation such as production, maintenance, administration, sales, installation etc
<b>PPE</b>	Personal Protective Equipment
<b>PREVENTIVE MAINTENANCE</b>	A system of regular maintenance to ensure equipment operates in accordance with manufacturer's specifications.
<b>PROPERTY DAMAGE</b>	An event where contact is made between two or more objects resulting in damage to property.
<b>PURCHASING AGENT</b>	An employee authorized to purchase materials or equipment who has specific knowledge on safety needs & standards.
<b>QUALIFIED PERSON</b>	Means a person because of knowledge, training and experience has acquired the skills to organize specific activities.
<b>SAFE OPERATING PROCEDURES (S.O.P.)</b>	A set of instructions for a job, process or machine that when applied will provide optimum safety to the worker.
<b>SAFE WORK PROCEDURES</b>	A written procedure outlining how to perform work to minimize the likelihood of injury/incident.
<b>SAFETY TRAINING</b>	A systematic approach to explain and demonstrate to another individual the safe and proper way to perform an activity.
<b>SENIOR MANAGEMENT</b>	Vice-President, CEO, Owner, or Manager.
<b>SENIOR MANAGEMENT COMMITTEE</b>	Senior company officials responsible for the implementation and review of the Occupational Health & Safety Management System.
	contractor / entity.
<b>SUPERVISOR/FOREMAN</b>	Refers to a person who has authority over another worker(s).

APPLIED SYSTEMS TECHNOLOGIES INC.  
 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

<b>SUPPLIED LABOUR</b>	Employees that are hired through an Employment Agency.
<b>TRAINED</b>	An individual(s) who has received training.
<b>WORK REINTEGRATION</b>	An employee temporarily performing activities other than their pre-injury activities during the recovery period of their work related injury.
<b>UNSAFE ACT</b>	Behaviors, which could lead to an accident or incident.
<b>UNSAFE CONDITION</b>	Circumstances which could allow the accident or incident to occur.
<b>VISITOR</b>	A person temporarily entering the workplace. A visitor usually is on business but is not under contract.
<b>WHMIS</b>	Workplace Hazardous Materials Information System
<b>WORK ENVIRONMENT</b>	The physical areas to which an employee has access to during their workday.
<b>WORK HARDENING</b>	A worker who is performing some of their pre-injury activities until being able to completely perform their pre-injury job.
<b>WORKER (EMPLOYEE)</b>	Refers to all employees or agents of our company and can include workers employed by subcontractors performing work under contract to our company.
<b>WORKPLACE HARASSMENT</b>	A course of vexatious conduct or comment against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
<b>WORKPLACE VIOLENCE</b>	Any attempt or the exercise of physical force by a person against a worker in a workplace that causes (or could cause) physical injury to the worker.
<b>WSIA</b>	Workplace Safety & Insurance Act
<b>WSIB</b>	Workplace Safety & Insurance Board in Ontario
<b>WSIAT</b>	Workplace Safety & Insurance Tribunal
<b>ZERO TOLERANCE</b>	A violation of the OHSMS program resulting in immediate discipline.

<b>SECTION: OHSMS INTRODUCTION</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
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<b>APPLICABLE LOCATIONS: ALL LOCATIONS AND FOR ALL STAFF MEMBERS</b>	

## SECTION 1.0

### 1.1 PURPOSE

The purpose of this section is to introduce and explain our OHSMS for the various workplace parties identified.

### 1.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 1.3 STANDARDS / PROCEDURES

All policies and procedures contained in this manual are intended to meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given due consideration when developing safe work initiatives. ***The more stringent safety standards shall always apply to the work involved.***

### 1.4 INTRODUCTION to ROLES / RESPONSIBILITIES / APPLICATION

#### WHAT ONE JUDGE SAID....

In considering the particular pollution offence charged in **Sault Ste. Marie**, Dickson J. stated, at p.376, the prohibited act would be committed by those who undertake the activity (in that case, the collection and disposal of garbage) "*who are in a position to exercise control of this activity and prevent the pollution from occurring, but failed to do so.*" After observing, at p. 377, that a municipality could not slough off its responsibility by contracting out the work, when it was in a position to control those hired and to supervise their work through the provisions of a contract or municipal by-law, Dickson J. stated the following:

*"One comment of the defense of reasonable care in this context should be added. Since the issue is whether the defendant is guilty of an offence, the doctrine of respondent superior has no application. The due diligence which must be established is that of the accused alone. Where an employer is charged in respect of an act committed by an employee acting in the course of employment, the question will be whether the act took place without the accused's direction or approval, thus negating willful involvement of the accused, and whether the accused exercised all reasonable care by establishing a proper system to prevent commission of the offence and by taking reasonable steps to ensure the effective operation of the system. The availability of the defense to a corporation will depend on whether such due diligence was taken by those who are the directing mind and will of the corporation, whose acts are therefore in law and acts of the corporation itself".*

The underlined portion of the preceding statement is our *emphasis added*. We believe this commentary is the very foundation of "due diligence." **Every employer needs a "proper system" and needs to implement and monitor their system to ensure the effective operation of the system.** It also outlines companies are responsible for work that is contracted out to others. You do not relinquish control or responsibility for their actions.

We have embarked on a process which incorporates relevant parts of the CSA Z1000-06 Standards for Occupational Health and Safety Management Systems into our HSE Policy applications. This has resulted in our safety policy and safety systems being updated and enhanced to reflect the requirements of this important national standard. The policies being presented herein were developed with special attention given to provincial health and safety laws, regulations and the CSA Z1000-06 standard.

The **Internal Responsibility System**, is a process wherein all workplace parties must be involved, empowered and participate in the accident prevention process if accidents, injuries and illnesses are to be eliminated. Our #1 goal is to eliminate workplace injuries and illness. To achieve this, we need the cooperation of management, supervision and all workers at all times.

The primary objective of our OHSMS Policy and Program is to establish, communicate and implement HSE policies and procedures. Through a collaborative effort and ongoing monitoring and enforcement, we believe that we can achieve success in our objectives to eliminate injury and illness.

We will use a variety of methods to evaluate our accident statistical data and compare that information to the standards within our industry. We will also set benchmarks for future performance based on these yearly results. We will always set an objective to meet or exceed the required levels of safety performance for our industry. Results below the expected industry standards will result in a senior management inquiry into the circumstances and resolution steps being initiated.

### **1.5 GENERAL**

Our OHSMS Policy has been prepared for the use by all employees, agents, and in some cases, other companies working under a contract with our firm. It is important that all parties understand our commitment to the health and safety of all employees, agents and subcontractors. Similarly, protecting our natural resources through responsible environmental policy is also a key cornerstone priority.

Successful Health, Safety & Environmental (HSE) programs require the involvement and cooperation of all levels of management, employees, agents, subcontractors and their employees. As indicated throughout this policy, specific guidelines and policies have been developed to assist every Making employee the Right Choice in" when "it comes to decisions regarding HSE issues and their personal safety.

OHSMS Policy violations by any employee, agent or subcontractor will be treated as a major breach of company policy and will be grounds for immediate disciplinary action up to and including discharge. The Internal Responsibility System (IRS) means that all workplace parties must work together to ensure health and safety compliance is a primary focus for everyone.

Our company **never**, under any circumstances, expects employees to work in an unsafe or unhealthy manner at any time. The municipal, provincial (state) and federal standards and laws, Acts and applicable regulations addressing workplace health and safety will form the **minimum** standards for all of our work. Remember the following every working day. Protecting health, safety & our environment is always about.....

### **“MAKING THE RIGHT CHOICE”**

#### **1.6 COMMUNICATION**

Our OHSMS will be communicated to all personnel throughout their employment and during their initial orientation and other training sessions. Training may be done one on one, through reading information, informal meetings, discussions and formal training sessions. Each manager or Supervisor is responsible for communicating this information and any revisions to their staff.

#### **1.7 TRAINING / IMPLEMENTATION (TA)**

Management and workers must be aware of their HSE responsibilities and requirements of the Act and Regulations that apply to the work. Training will have a sign in sheet, listing the topic; date of training; the trainer's name and those in attendance. Any associated tests will be retained for records.

#### **1.8 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

#### **1.9 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

#### **1.10 REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. Sections 23 –32

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Canadian Standards Association - CSA - Z-1000-06

[www.csa.ca](http://www.csa.ca)

Workplace Safety & Insurance

Board [www.wsib.on.ca](http://www.wsib.on.ca)

<b>SECTION: COMPANY SAFETY POLICY</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
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<b>APPLICABLE LOCATIONS: ALL LOCATIONS AND FOR ALL STAFF MEMBERS</b>	

**SECTION 2.0**

**2.1 PURPOSE**

The purpose of this safety policy is to outline the President's commitment, he company, to workplace health and safety and environmental protection standards.

**2.2 SCOPE**

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

**A MESSAGE FROM THE VICE PRESIDENT**

On behalf of the company, I would like to thank those involved with the development and implementation of our OHSMS policies and program. Your participation is required and appreciated. We are committed to eliminating accidents, injuries, illness and incidents. We will provide leadership for these activities and assume overall responsibility for the program. We will accomplish our goals by being responsible for the following;

- **Ensuring** workers know about actual & potential hazards and dangers by providing information, instruction and supervision on how to work safely,
- **Ensuring** supervisors are competent and understand our standards that are required to protect workers health and safety on the job,
- **Ensuring** workplace health and safety policies and procedures are in place & known,
- **Ensuring** everyone follows OH&S laws and the workplace health and safety policies and procedures we have established,
- **Ensuring** workers wear and use the proper personal protective equipment,
- **Ensuring** all reasonable precautions are taken to protect all workers from being injured or being exposed to a work-related illness,
- **Ensuring** management and supervisors are responsible for maintaining a safe working environment and ensuring that workers comply with all OH&S requirements.

The OHSMS Policy shall be reviewed annually. Any changes or revisions to the Policy shall be communicated to all parties by effective means. **We never expect you to work in an unsafe or unhealthy manner; at any time.** We ask that you read your employee handbook carefully and completely, raising any questions or concerns with your immediate Supervisor. Thank you for your cooperation.

  
\_\_\_\_\_  
LUCIANO -CICCI Vice President

\_\_\_\_\_  
Date: MARCH 1, 2021

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<b>SECTION: WORKPLACE VIOLENCE/HARASSMENT</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
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**SECTION 3.0**

**3.1 PURPOSE**

The purpose of this policy is to outline the President's to the prevention of workplace violence and harassment.

**3.2 SCOPE**

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

Our company has implemented procedures that are to be followed in the event an incident involving workplace violence or harassment is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that;

- Employees understand the definitions of Workplace Violence and Harassment,
- Employees understand the effects of Workplace Violence and Harassment,
- Employees understand their rights and responsibilities to report any act of Workplace Violence and/or Harassment,
- Employees understand the consequences of contravening this policy.

In addition, the company will be further involved by:

- Assessing the workplace for actual and potential risks associated with Workplace Violence and/or Harassment,
- Establishing written measures and procedures designed to reduce the risk of Workplace Violence and Harassment,
- Providing information to employees indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence or Harassment,
- Providing assistance to employees who have been victimized by acts of Violence or Harassment in the Workplace,
- Providing a system for responding to acts of Violence or Harassment in the Workplace.

**Workplace violence or harassment will not be tolerated by anyone employed in our workplace.**



\_\_\_\_\_  
LUCIANO –CICCI Vice President

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Date: MARCH 1, 2021

<b>SECTION: HSE DUTIES &amp; RESPONSIBILITIES</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
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## SECTION 4.0

### 4.1 PURPOSE

The purpose of this section is to introduce, identify, and explain Health Safety & Environmental responsibilities for the various workplace parties identified.

### 4.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 4.3 STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation, as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

### 4.4 ROLES & RESPONSIBILITIES / APPLICATION

#### 4.4.1 Constructors (*General Contractor*) Please refer to the appropriate Section of the OH&SA

They are responsible for the and every protection employer's health and of every safety on a construction project. They are responsible to ensure that all employers, workers and subcontractors comply with OH&S legislation, which then requires that all workers be qualified perform the work being. They also must ensure all required documentation is available at the workplace prior to starting work on the project. They also have duties as an Employer.

#### 4.4.2 Employers - Please refer to the appropriate Section of the OH&SA

Employers must ensure the health and safety of employees, agents, subcontractors and their employees is protected at all times. We have the responsibility to develop, implement and maintain an accident prevention program along with systems and procedures to promote and maintain a safe and healthy workplace. In order to accomplish this we will:

- Appoint competent Supervisors to supervise the work,
- Provide the necessary (prescribed) equipment, materials and protective devices (PPE),
- Advise workers of actual and potential safety hazards associated with their work,
- Provide training in health and safety topics related to the circumstances present,
- Update and post (or provided access to) this health and safety policy,
- Post the OH&SA and Regulations for reference,
- Have a safety representative or a JH&SC in place, as required,
- Develop a program to assist in implementing our company safety policies,

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- Develop a Work Reintegration Program to assist any injured worker,
- Monitor all accident / incident reports and corrective action taken,
- Encourage the reporting of unsafe acts and/or conditions,
- Implement reasonable measures to prevent workplace violence and/or harassment,
- Establish a schedule for health and safety meetings and toolbox talks,
- Perform workplace inspections, as required,
- Take every reasonable precaution to protect workers from injury and/or illness,
- Commend efforts of employees demonstrating positive health and safety performance,
- Evaluate the OH&S performance of our Supervisors.<sup>1</sup>

**4.4.3 Supervisors** - Please refer to the appropriate Section of the OH&S

- Supervise the work personally, or appoint a competent person to do so,
- Ensure all workers comply with our policies and the HSE laws and regulations,
- Advise workers of actual and potential safety hazards associated with their work,
- Provide and/or arrange for training in required health and safety topics,
- Circulate, post and explain this health and safety policy to our workers,
- Discipline any worker that violates our HSE policies or OH&S laws,
- Have a current copy of the OH&SA and Regulations available for reference,
- Work with the safety representative, or the JH&SC as required,
- Implement the company program to ensure our policies are known & followed,
- Monitor and implement our Work Reintegration Program
- Perform routine workplace safety inspections and make records as required,
- Conduct investigations and monitor all accidents and incidents as they occur,
- Generate accident/incident reports and institute the corrective actions required,
- Encourage the immediate reporting of unsafe acts and/or conditions,<sup>2</sup>
- Ensure corrective measures or disciplinary actions are completed in a timely manner,<sup>3</sup>
- Conduct health and safety meetings and toolbox talks as required,
- Commend efforts of workers demonstrating positive health and safety performance,<sup>4</sup>
- Ensure that all required task specific safe work procedures are in place,
- Ensure that PPE is available, worn and used as required,
- Ensure that safe and healthy conditions are maintained in the workplace,
- Take every reasonable precaution to protect workers from injury and/or illness.

**4.4.4 Workers, or Sub-Contractors** - Please refer to the appropriate Section of the OH&SA

- Agree to comply with OH&S laws and our company HSE policy,
- Use the prescribed protective devices required for the work,
- Use and understand the limitations of the PPE required for the hazards present,
- Be aware of actual or potential safety and health hazards associated with your work,

<sup>1</sup> Reference Form #F001 –HSE EVALUATION FORM

<sup>2</sup> Reference Form #F005 –HAZARD REPORT FORM

<sup>3</sup> Reference Form #F006 –DISCIPLINARY RESOLUTION REPORT

<sup>4</sup> Reference Form #F002–EMPLOYEE RECOGNITION AWARD

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- x Participate in training related to required health and safety topics,
- x Refer to our HSE policy for information as required (see your supervisor),
- x Be aware of your responsibilities under the OH&SA (a copy is available / posted),
- x Support your safety representative or JH&SC as required,
- x Cooperate with our program and assist in complying with our company policies,
- x Comply with our Work Reintegration Program (for injured workers),
- x Report any accident or incident to your Supervisor immediately (within 5 minutes),
- x Report unsafe acts and/or conditions to your Supervisor,
- x Participate in health and safety meetings and toolbox talks,
- x Always work in a manner that is safe and do not endanger yourself or other workers,
- x Work in a respectful manner and do not engage in acts of violence or harassment,
- x Never engage in horseplay or report for work in an unfit manner,
- x If you are unsure of any job or task "ASK YOUR SUPERVISOR",
- x Never assume or guess on safety issues ±be certain ±be safe <sup>3</sup>ASK FOR HELP ´ ,
- x All serious or potentially serious incidents or occurrences must be reported to our head office immediately and without delay.

#### 4.4.5 Visitors & Guests

Visitors have the right to a healthy and safe environment throughout the duration of their stay / visit at our workplace, and are expected to comply with the following requirements at all times;

- x Where required, sign in and sign out each time you visit our company or site,<sup>5</sup>
- x Report any accidents immediately (within 5 minutes) to your escort,
- x Use and wear the prescribed protective devices required / supplied,
- x Remain with your assigned company escort at all times,
- x Do not enter any restricted areas unless you have the proper authorization,
- x Conduct your visit safely and not endanger yourself or any workers,
- x Never engage in horseplay or report for your visit in an unfit manner,
- x All serious or potentially serious incidents or occurrences must be reported to the office immediately and without delay.

#### 4.5 Contractor & Sub-Contractor Program

The cooperation of all subcontractors, agents, visitors etc. is essential. Our program will therefore outline R X U F R P S D Q \ ¶ V specific expectations and needs to those firms selected as contractors/sub-contractors to our firm.

The **Contractor** or **Sub-Contractor** shall ensure that any and all work performed on our property or sites, by their employees and/or the employees of their Sub-Contractors or service providers, meet the requirements of the OH&S Act and applicable Regulations and our internal safety standards. The sub-contractor is not permitted to sub-contract out any portion of their work to another party without written permission from our company.

### **Responsibilities for Contractor / Sub Contractor Program Administration**

The Supervisor may forward a copy of the Company's and OHSMS any other relevant company procedures to the contractor/sub-contractor. Contractors/sub-contractors will be responsible for acknowledging receipt and awareness of our OHSMS and agree to all requirements prior to any work being performed.

The Joint Health and Safety Committee and Senior Management Committee will include notations on the contractors/sub-contractors' adherence to their health and safety roles and responsibilities when conducting monthly inspections. The Health and Safety Coordinator shall keep the list of approved contractors/sub-contractors. This list shall be reviewed annually.

### **4.6 Health & Safety Coordinator (if, when or where applicable)**

The company's Healthily Coordinator and has additional Saf OH&S knowledge and is responsible for assisting in the implementation of our company safety policies and procedures. The Health and Safety Coordinator is accountable to the Senior Management Committee.

Health and Safety Coordinator's activities can include (where required)

- Developing and implementing health and safety standards and procedures,
- Be the management co-chair of the Joint Health and Safety Committee,
- Be the certified management member of the Joint Health and Safety Committee,
- Ensure that the JH&SC minutes are documented, distributed and posted,
- Monitor and maintain the company Health & Safety Bulletin Board,
- Participate in workplace inspections, as required,
- Assist Senior Mgmt with annual audits of the company's health and safety
- Ensure training and certification standards are maintained as required,
- Provide resource information for company health and safety training,
- Be the company liaison for any Ministry of Labour inspections,
- Assist company personnel with procedural requirements, Hazard Reporting, Permits, etc.

### **The Health and Safety Co-Coordinator may (should) have the following training:**

- ✓ Knowledge of applicable safety legislation,
- ✓ Knowledge of how to perform an Injury/Incident Investigation,
- ✓ Knowledge of Planned Workplace Inspections (or may complete JH&SC Certification training from an accredited training provider).

### **4.6 Purchasing Standards**

All equipment and materials purchased for use by our company personnel should be ordered, inspected and approved with safety in mind prior to its installation and/or general use. (Sub) Contractors will be expected to abide by this policy when purchasing / supplying.

The Supervisor and/or purchasing agent will be responsible for the following:

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- Ensuring that all Personal Protective Equipment (Safety Glasses, Hearing Protection) are approved by the CSA (or in some cases NIOSH),
- Ensuring that all respirators suitable for the hazards are NIOSH approved,
- Ensuring all other equipment purchased has an approved rating from a recognized North American Testing Agency (example - ULC),
- Ensuring all equipment is under proper warranty and that all maintenance schedules are met under manufacturers', specifications
- Ensuring all equipment is inspected and equipped with the appropriate protective devices before introducing it into the workplace,
- Ensure that all PPE and equipment includes instructional information such as manuals for inspection, maintenance and use,
- Ensure that all PPE or equipment received is consistent with the purchase order as required,
- Ensure that safety requirements are reviewed prior to initial use.

A formalized list for purchasing standards will assist the Supervisor and/or purchasing agent in ensuring that the proper equipment is being purchased.<sup>6</sup> In any instance where new or modified equipment may pose a new or elevated risk factor, a Safe Operating Procedure will be developed by the Supervisor and JH&SC prior to that equipment being used. Invoice numbers for parts and materials are to be kept on record for reference purposes and warranties.

### **Equipment Purchases and Modifications**

In the event that new equipment has been purchased for installation in our workplace, or existing equipment has been decommissioned and modified or retooled, a pre-start inspection as required under section 7 of the Regulations for Industrial Establishments (Regulation 851) must be performed.

#### **Typically a pre-start review will be required;**

- when a new apparatus, structure or protective element is to be constructed, added or installed or a new process used, as identified in Regulation 851; or,
- when there is to be a modification to an existing apparatus, structure, protective element or process as identified in Regulation 851.

### **Pre-Start Inspections & Commissioning (Industrial Regulations)**

Equipment or machinery operators should be present to review the commissioning of new equipment. In all cases, a detailed report must be provided. The professional engineer will conduct the Pre-start. Completed forms are to be signed off by the Joint Health & Safety Committee and the Health & Safety Coordinator.

#### **4.7 COMMUNICATION**

HSE duties and responsibilities will be communicated to all involved personnel during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating this information and any revisions to their staff.

#### **4.8 TRAINING / IMPLEMENTATION (TA)**

Management and workers must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

#### **4.9 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current. Any changes to this section will be communicated as required.

#### **4.10 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis. Footnotes in this section refer to forms in the Forms Section

Form #F001 - Management Performance Evaluation

Form #F002 - Employee Recognition Award

Form #F003 - Visitor Sign-In Sheet

Form #F004 - (Sub) Contractor Agreement

Form #F005 - Hazard Reporting Record

Form #F006 - Disciplinary Resolution Report

Form #F007 - Purchasing Control Standards

#### **4.11 REFERENCE MATERIALS / ORGANIZATIONS**

R.S.O. 1990 c 0.1 as amended. Sections 23 –32

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Ontario Regulation 851 [www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900851\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900851_e.htm)

National Institute of Occupational Health and Safety; [www.cdc.gov/niosh/](http://www.cdc.gov/niosh/)

Ontario Ministry of Labour [www.labour.gov.on.ca/english](http://www.labour.gov.on.ca/english)

Construction Safety Association of

Ontario [www.IHSA.org](http://www.IHSA.org)

Workplace Safety & Insurance  
Board [www.wsib.on.ca](http://www.wsib.on.ca)

World Health Organization;



<b>SECTION: POSTING REQUIREMENTS</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL SITE LOCATION SAFETY BOARDS –HEAD OFFICE</b>	

**SECTION 5.0**

**5.1 PURPOSE**

The purpose of this section is to identify the requirements for posting the required documentation to ensure we are compliant to legislated requirements.

**5.2 SCOPE**

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.



**5.3 STANDARD / PROCEDURE**

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.





**5.4 ROLES / RESPONSIBILITIES / APPLICATION**

Management is responsible to ensure that all required postings are in place and current. Each workplace or site must have all required HSE information posted as outlined below.

**POSTINGS**

LEGISLATIVE POSTING REQUIREMENTS	
Occupational Health & Safety Act & Applicable Regulations <ul style="list-style-type: none"> <li>• R.S.O. 1990 0.1 as amended</li> <li>• O.Reg 213/91 –Construction Regulations</li> <li>• R.R.O. 1990, Reg. 851, - Regulations for Industrial Establishments</li> </ul> <p><i>Please note that the most recent published version must be posted as required.</i></p>	
WHMIS Regulations <ul style="list-style-type: none"> <li>• Also recommended to post reference for symbols and classifications</li> </ul>	

APPLIED SYSTEMS TECHNOLOGIES INC.  
 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

<p>Form 82 –In Case Of Injury Poster from the WSIB</p> <ul style="list-style-type: none"> <li>• Post large poster on HSE Board</li> <li>• Smaller stickers are available for toolboxes, lockers etc</li> </ul>	
<p>First Aid Regulation 1101</p> <ul style="list-style-type: none"> <li>• First Aid/CPR certifications to be posted</li> <li>• When not able to post, provide in the inside of each First Aid kit</li> <li>• Review when inspecting First Aid kits for inventory compliance</li> </ul>	
<p>Material Safety Data Sheets must be available</p> <ul style="list-style-type: none"> <li>• Specific to each WHMIS controlled product in the workplace</li> <li>• MSDS's cannot more than be 3 years old from last revised date printed</li> </ul>	
<p>Designated Substance Regulations (if applicable)        Employers that work with, or are exposed to designated substances as defined under the OHSAs as required to post regulations for the particular designated substance(s) as follows;</p> <ul style="list-style-type: none"> <li>• Ont. Reg. 835/90 Acrylonitrile</li> <li>• Ont. Reg. 837/90 Asbestos</li> <li>• Ont. Reg. 836/90 Arsenic</li> <li>• Ont. Reg. 839/90 Benzene</li> <li>• Ont. Reg. 840/90 Coke Oven Emissions</li> <li>• Ont. Reg. 841/90 Ethylene Oxide</li> <li>• Ont. Reg. 842/90 Isocyanates</li> <li>• Ont. Reg. 843/90 Lead</li> <li>• Ont. Reg. 844/90 Mercury</li> <li>• Ont. Reg. 845/90 Silica</li> <li>• Ont. Reg. 846/90 Vinyl Chloride</li> </ul>	

MOL / IHSA EXPLANATORY MATERIALS

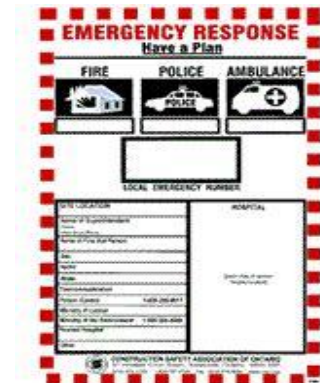
Recommended Materials include;

- Ministry of Labour Guidelines to WHMIS Regulations
- Ministry of Labour Guidelines to JH&SC
- Ministry of Labour Guidelines to the OHSA
- Ministry of Labour Guidelines to Pre-Start Reviews
- Applicable Trade Specific Information from the Infrastructure Health & Safety Association of Ontario



Emergency Contact Numbers

- 911 (Fire –Ambulance –Police)
- Emergency Evacuation Plan
- Emergency Fall Rescue Plan (if applicable)
- Emergency Site Plan
- Supervisor & Employer Contact #
- Electric Utilities
- Water and Gas
- Ministry of Labour
- Ministry of Environment
- Poison Control Centre



Emergency Floor Plan & Procedures





- Location of Emergency Exits
- Location of Fire Extinguishers
- Location of First Aid Kit(s)
- Location of Eye Wash Station(s)
- Evacuation Instructions and Gathering Point(s)

Also identify where required;

- Pull Stations
- Fire Hose Cabinets
- Stretcher
- Deluge Shower



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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

<p>Map to the closest Hospital and contact numbers</p> <ul style="list-style-type: none"> <li>• Make copies that can be taken</li> <li>• Include written address and phone #</li> <li>• Highlight quickest route for easy reference</li> <li>• Include names and locations of nearby walk-in clinics</li> </ul>	
<p>JH&amp;SC Member Poster</p> <ul style="list-style-type: none"> <li>• With members identified (if applicable)</li> <li>• Include postings of scheduled inspection dates</li> <li>• Include posting of scheduled meeting dates</li> </ul>	
<p>JH&amp;SC Minutes &amp; Inspection Reports</p> <ul style="list-style-type: none"> <li>• Post signed copies of minutes and workplace inspection records</li> <li>• Post signed copies of any responses to JH&amp;SC or worker recommendations, issues or concerns in the workplace.</li> <li>• Post incident summaries completed by JH&amp;SC</li> </ul>	
<p>Ministry of Labour orders (if applicable)</p> <ul style="list-style-type: none"> <li>• MOL postings must be posted in a conspicuous location for no less than 14 days from date of order.</li> </ul>	

Ministry of Labour Health & Safety at Work Poster  
Occupational Health & Safety Policy  
Workplace Violence & Harassment Policy



*\*ITEMS SHOWN MAY NOT BE EXACTLY AS DEPICTED*

## **5.5 COMMUNICATIONS**

HSE postings will be communicated to all involved personnel during their training. This can be done one on one, through reading this information, informal meetings and discussions and formal training sessions. Each manager / supervisor is responsible for communicating this information and any revisions to their staff.

## **5.6 TRAINING / IMPLEMENTATION (TA)**

Our training program information can be found in this manual under Tab 7. Management and workers must be advised as to where they can locate the required posting information. Most training sessions will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests will be retained for records. Management is responsible to ensure that all required postings are in place and current.

## **5.7 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **5.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## **5.9 REFERENCE MATERIALS**

Ontario Ministry of Labour

[www.labour.gov.on.ca/english](http://www.labour.gov.on.ca/english)

Construction Safety Association of Ontario

[www.IHSA.org](http://www.IHSA.org)

Workplace Safety & Insurance Board

[www.wsib.on.ca](http://www.wsib.on.ca)

<b>SECTION: HAZARD &amp; RISK ANALYSIS</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCIREVISE</b>	<b>DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL WORKPLACE LOCATIONS</b>	

## SECTION 6.0

### 6.1 PURPOSE

The purpose of a Workplace Hazard Analysis is to assist employers, supervisors and workers in identifying and understanding the dangers associated with the tasks they are expected to perform during their work.

### 6.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 6.3 ROLES & RESPONSIBILITIES

Our management, supervisors, workers and our JH&SC or Safety Representative are all responsible to identify actual and potential workplace hazards. This includes understanding the needs for health and safety analysis, what (if anything) they need to do with the analysis and how to implement and communicate any changes, safety information and safety precautions.

### 6.4 STANDARD / PROCEDURE

The Workplace Hazard Analysis has been designed to;

- Identify Actual or Potential hazards involved in all aspects of our work,
- Identify Control & Corrective Measures to minimize risk factors, and
- Provide a Risk Analysis by use of our Critical Rating System.

### 6.5 Conducting the Workplace Hazard Analysis

The Workplace Hazard Analysis will consist of Job Task Analysis Worksheets<sup>7</sup> used to identify tasks in all areas of the workplace, as required. Supervisors, workers and JH&SC Members may jointly analyze the workplace for hazardous conditions. When conducting a hazard analysis, participants may use the following guidelines;

#### Identifying Hazard Factors

- i. Create a list of tasks performed by workers in the workplace. Include all workplace locations including office, warehouses and field operations. Anywhere where a worker may perform duties is considered a workplace. Attention should be given to tasks with a

history of occurrences or where complaints have been received. Observe workers perform each duty and try to identify risk exposure factors associated with the task.

- ii. Break each task down into steps. Describe and list each step in work sequence. Steps can be recorded as a general procedure in the workplace hazard analysis. (Incorrect or dangerous activities observed can be noted as potential hazards) Identify the risk factors associated with the task. Consider any factors involved that could cause an accident or impact a person's health.
- iii. Identify the hazards associated with each task/factor combination. Systematically go through every risk factor for every task, and consider what specific hazards might be involved. Make a list of both health and safety hazards. Remember to ask the following questions when ready to analyze risk;

### **Workers**

- Are personnel properly trained and qualified to do their tasks?
- Do personnel understand the tasks they are performing?
- Are personnel aware of the hazard potential of the tasks they are performing?
- Are they competent to perform the work?

### **Work Processes**

- Is the work process the safest?
- Is the particular work process (or standard) common in the industry?
- Is the work process regulated by a regulation or standard?
- Is an increased level of diligence required due to clear and present dangers?
- Do the circumstances require meticulous attention to the safe work practices?

### **Equipment**

- Is the equipment in good (original & maintained) working condition?
- Is there a regular maintenance schedule? Do we maintain documentation?
- Where did the equipment come from?
- When was the last time the equipment was serviced?
- Is the correct equipment being used? Is it being used correctly?
- Are operators fully trained in the basic safe operation of the equipment?
- Is additional special training required to operate the equipment?
- Are operator manuals and instructions available?

### **Materials**

- Is the material a controlled or designated substance?
- Is the material dangerous to handle? Does it require special training to handle?
- Is the material being used as instructed?

**Environment**

- Are there any hazards associated with the environment?
- How important is housekeeping and material storage here?
- Is cross-contamination an issue or problem?
- Do we need specialized equipment for spill response?
- Are there hazards present or possible from other tradespersons?
- Is there adequate light, heat or ventilation?

**Identifying Hazard Types**

PHYSICAL	noise, weather, heat, cold, radiation, vibration, blunt force
SAFETY	housekeeping, inadequate machine guarding, material handling
CHEMICAL	compressed gases, flammables, controlled substances, drugs
BIOLOGICAL	blood, bodily fluids and includes pathogenic organisms capable of causing illness (bacteria, viruses, fungi, molds, yeast, parasites)
PSYCHOLOGICAL	workplace stress, violence, health conditions, harassment
ERGONOMIC	tasks with repetition, force, duration, awkward body postures etc

**Assess the Hazard**

Evaluate the extent (degree of risk) to which the hazard is likely to cause loss of life, permanent disability or serious injury as well as the probability of occurrence. When considering health hazards, you should also consider the number of persons exposed and the duration of exposure. (Where there is exposure to hazardous chemical, biological or physical agents, you will need to include workplace and personal exposure monitoring to ensure that exposures do not exceed regulated or recommended limits).

**Determining a Critical Rating**

Each task to be performed will be analyzed for accident or illness potential and recorded on the standard form using the following factors;

- A. Severity:** This measures the degree of loss on a victim and is measured with a value of 0, 2, 4 or 6 respectively.

<b>0</b>	No Loss expected with performing this task
<b>2</b>	Minor Loss, associated with loss resulting in first aid, no lost time
<b>4</b>	Moderate Loss, associated with loss resulting in lost time;
<b>6</b>	Severe Loss, associated with critical Injury or potential fatality

- B. Frequency:** This area provides information on the frequency of exposure for a given task. The frequency of the task is measured from higher daily exposure values to lower,

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 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

<b>1</b>	Task is performed intermittently, or as required (LOW)
<b>2</b>	Task is performed as per schedule, weekly or monthly (MODERATE)
<b>3</b>	Task is performed regularly, usually on a daily basis (HIGH)

**C. Probability:** This area estimates the likelihood of the occurrence happening under normal conditions. Probability is measured on a value of -1, 0 or +1.

<b>- 1</b>	Not likely to pose any hazard when control measures are used
<b>0</b>	Though unlikely, the possibility for injury does exist even if control measures are in place and used
<b>1</b>	Very likely to happen even if control measures are used

Once these factors have been established, they may then be calculated by adding **Severity, Frequency** and **Probability** together to determine what the **Critical Rating (CR)** would be for that specific task. ( $A + B + C = CR$ )

**Critical Rating (CR):** This section identifies the loss indicators to the company if an incident does occur. It is measured on a scale of 1 to10. It is arrived at by "adding"  $A + B + C = CR$

<b>1-3</b>	Minimal or no loss to company, no loss time or equipment damage
<b>4-6</b>	Moderate Loss to company, injuries resulting in loss time, loss or damage to equipment, staff re-training or re-staffing etc.
<b>7-9</b>	Severe loss to company, most likely a critical injury or other serious incident.
<b>10</b>	Fatality or other catastrophic event.

**Identifying Safety Standards & Loss Control Measures**

Identifying safety standards, procedures or modifications needed to eliminate; substitute; isolate; engineer; apply administrative controls or to determine the proper PPE is the primary methodologies used to control workplace hazards. This may require changes to the way people perform the work, equipment, PPE, materials, procedures, tools, systems or processes. PPE is always considered the last resort, when no other process will work.

The chart below outlines "control methodology" for protecting against known hazards

ENGINEERING	Sometimes mechanical or special equipment needs to be implemented as control measures. Example - guards, limit switches, exhaust hoods, welding screens and de-energizing lock outs, laser shut down switches.
PROCEDURE	Any written procedure needs to be specific to the circumstances present. Address actual & potential hazards involved with the process.
TRAINING	Employees need to be trained to adequately understand their responsibilities and duties to perform the job safely at all times.
PERSONAL PROTECTIVE EQUIPMENT	Proper PPE needs to be used to ensure the safety of the worker while performing the described task at hand. The type of PPE will typically be specified by the regulations, MSDS or manufacturer

**Validating the Analysis**

After implementing the controls, we must then validate the analysis by observing the task in operation. This can be done during routine committee inspections or through random inspections. In the event that control measures introduce new hazards, the analysis must be reviewed by the committees and amended to identify and control any new hazards.

**6.6 COMMUNICATION**

A copy of the Workplace Hazard Analysis will be available in the OHSMS Binder for review by all employees in the workplace. Copies of the workplace hazard analysis will be included in any OHSMS submittals to other workplace parties as required.

**6.7 TRAINING / IMPLEMENTATION**

Supervisors, JH&SC members or Safety Representatives are to be trained by a competent person to identify and assess hazards in the workplace, and in the creation and implementation of the workplace hazard analysis. The Workplace Hazard Analyses may be used for training purposes for new worker orientations or re-training purposes where required.

**6.8 EVALUATION**

The Workplace Hazard Analysis will be reviewed on as part of the yearly revision to our health and safety policy. Additional items may be added to the analysis as hazards are recognized through occurrences and inspections by management and through JH&SC recommendations.

**6.9 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.  
 Form #F008 –Workplace Hazard Analysis Form

**6.10 REFERENCE MATERIALS**

<b>SECTION: JH&amp;SC / SMC</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
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<b>APPLICABLE LOCATIONS: ALL LOCATIONS</b>	

## SECTION 7.0

### 7.1 PURPOSE

The purpose of this section is to Joint Health provide & Safety Committee (**JH&SC**) and Senior Management Committee (**SMC**). If we do not require a JH&SC, this information can be used for educational purposes. If we require a safety representative one shall be chosen by the workers. Their duties can be found under the OH&SA.

### 7.2 SCOPE

This policy applies to the members of our Joint Health & Safety Committee (**JH&SC**) and Senior Management Committee.

### 7.3 STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

### 7.4 ROLES / RESPONSIBILITIES / APPLICATION

The Joint Health & Safety Committee is an essential part of any HSE program. The committee framework allows for management and labour (or the workers) to work together in order to identify HSE issues in our workplace and then improve conditions through their corrective action recommendations. The JH&SC has various functions and powers within the workplace. They are able to;

- ✓ Identify hazardous situations, and notify workers and management immediately,
- ✓ Make recommendations to improve worker health and safety,
- ✓ Have a designated workers' present during the reconducting of any OH&S test
- ✓ Obtain information from the employer regarding various health and safety issues, and
- ✓ Assist in resolving work refusals or work stoppages as required under the Act.

#### 7.4.1 JH&SC Composition

The committee for our company shall consist of one management member and one labour member if we employ fewer than 50 workers and two management members and two labour members if we employ over 50 workers.

#### 7.4.2 JH&SC Quorum

Our committee will consist of at least one certified management member and one certified worker member at all times where reasonably possible. These members will be considered the JH&SC Co-Chairs and will carry out the duties and functions as required under the OHSA.

### **7.4.3 JH&SC Selection**

Management Representatives for the JH&SC will be selected by the company. Worker representatives may be nominated by fellow workers, or may nominate themselves as a candidate for the committee. They cannot exercise any managerial duties.

### **7.4.4 JH&SC Committee Members Certification**

At least one worker member and at least one management member will be required to obtain certification by completing the prescribed course of study, as required through the Act. All JH&SC members will be identified on the Health & Safety Bulletin Board.

### **7.4.5 Replacement of JH&SC Members**

In the event that a worker representative member ceases to be a member, or if an alternate member is required, the JH&SC will make all reasonable attempts to have another worker member selected by trade union or workers. Vacancy notice will be posted on the Health & Safety Bulletin Board. If applicable, written notice concerning the recent vacancy will be given to the trade union. In the event a management member ceases to be a member, or if an alternate member is required, the company will choose a replacement management member. In the event that replacement members are to replace certified members the Health & Safety Coordinator will arrange certification training within a reasonable time period.

### **7.4.6 Selection of JH&SC Co-Chairs**

Committee Co-Chairs will consist of a Management member and a Worker member as required. Co-Chairs will assume the responsibility in organizing JH&SC activities including, but not limited to workplace inspection schedules, meeting schedules, program requirements (etc).

### **7.4.7 JH&SC Committee Meetings**

Committees shall meet at least once every 3 months to discuss and review HSE issues of concern. The meetings shall be co-chaired by management and workers and minutes of the meetings shall be posted and kept for review. All meetings will commence when a quorum is achieved, which consists of one worker representative and one management representative.

The meetings shall follow a standard format<sup>8</sup> which includes;

- ✓ Reviewing "Previous Business" the minutes of the previous meeting,
- ✓ Reviewing "New Business" regarding HSE issues of concern at the company,
- ✓ Assigning any follow up needs to members with a date for completion,
- ✓ Discuss any "Other Business" for discussion and adjourn the meeting.

A copy of the minutes will be forwarded to management along with any recommendations for their review and reply and a copy posted on the Health & Safety Bulletin Board. A date for the next meeting should be made, or confirmed prior to adjournment.

#### 7.4.8 JH&SC Recommendations

It is the company's intention to respond to all concerns and corrective measures on a priority basis. Proper reporting and follow up on documented concerns are a key component in loss prevention.

##### Procedure

Recommendations resulting from JH&SC scheduled meetings must be submitted to the company within 3 days of the meeting date or immediately if the circumstance requires immediate response. (Please note that formal hazard reports should accompany recommendations where required.) All formal recommendations must be accompanied by copies of the minutes from the previous Joint Health and Safety Committee meeting. All recommendations must be documented using the standard recommendation form<sup>9</sup>.

The company will acknowledge and respond to all documented workplace recommendations within 21 days of receiving the recommendation(s) as required. Response to recommendations must be done in writing. Written recommendations will be posted along with company meeting minutes on the health & safety bulletin board. Recommendations can be made by any employee of the company at any time.

#### 7.4.9 JH&SC Workplace Inspections

A JH&SC member representing workers (certified member when required & available) shall inspect the physical condition of the workplace at least once a month or, if impractical to do so, shall inspect a part of the workplace each month so that over a 12-month period the entire workplace is inspected. All inspections shall be documented on a standard company form.<sup>10</sup> Inspection schedules shall be posted indicating the date of inspection. Committee activities will be documented using the standard form<sup>11</sup> and posted on the Health & Safety Bulletin Board.

For full detailed information, please refer to the OH&SA. All members of the JH&SC shall receive information on safety-specific issues relevant to the comp

#### 7.4.10 Powers of a JH&SC

It is the function of a committee and it has power to;

- identify situations that may be a source of danger or hazard to workers,
- make recommendations for the improvement of the health and safety of workers,
- recommend the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers,
- obtain information from the constructor or employer respecting, the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge,

<sup>9</sup> Reference Form #F009 - JH&SC RECOMMENDATION FORM

<sup>10</sup> Reference Form #F019 –WORKPLACE INSPECTION FORM

<sup>11</sup> Reference Form #F018 –COMMITTEE ACTIVITY SCHEDULE

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- obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and,
- be consulted about, and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

to this section will be communicated as required.

#### 7.4.11 JH&SC on Construction Projects

Joint Health & Safety Committees for construction projects are the responsibility of the Constructor. While the operating criteria are virtually the same as those for individual companies, there are different requirements for the certification of the JH&SC members on projects. It is again suggested that you refer to the OH&SA for information and other specific requirements.

**At Projects with 20 or more workers, that will last 3 months or longer** the committee shall consist of one management member and one labour member. There is no certification requirement for members.

**At Projects with 50 or more workers, that will last 3 months or longer** the committee will require two management members and two labour members. At least one of each of the members representing employers and members representing workers shall be certified.

Joint Health & Safety Committee members representing workers shall be selected by the workers or by the trade union if represented by a union. The company will appoint the management members. The committee should have an equal number of management and labour members at all times. If, for any reason, a member of the committee ceases to be a member of the JH&SC, they must be replaced as soon as possible. In the event that an accident or incident investigation is required, a certified member of the committee may be included in the investigation.

#### 7.5 COMMUNICATION

The names and positions of the members of the JH&SC shall be posted and the minutes of the meetings will be posted and communicated for all personnel to review. Each manager or Supervisor is responsible for addressing issues related to their work areas. The Senior Management Committee will communicate resolutions to all concerned parties as required.

#### 7.6 TRAINING / IMPLEMENTATION (TA)

The JH&SC must be trained in their responsibilities under Section 9 of the Act and in the applicable Regulations that apply to their role. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

#### 7.7 EVALUATION

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes



### **7.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis. The minutes for JH&SC must be posted and retained for records.

Reference Form #F009 - JH&SC Recommendation Form

Reference Form #F019 –Workplace Inspection Form

Reference Form #F018 –Committee Activity Schedule

### **7.9 REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. Section 9

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>SECTION: HSE TRAINING</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL LOCATIONS</b>	

## SECTION 8.0

### 8.1 PURPOSE

The purpose of this section is to establish the importance of clear communications and to outline the training that will be provided or made available to you during your employment.

### 8.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 8.3 STANDARD / PROCEDURE

All safety policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

### 8.4 ROLES / RESPONSIBILITIES / APPLICATION

OH&S communications, training and educational programs are an ongoing commitment we make to our workers. In addition to specific training, workers will also be required to show a basic knowledge of health, safety and environmental protection issues. Some workers have an extensive trade or skills background and may have already received the required training, while others need updating. It is our intention to provide the required training programs in HSE topics for all workers in our company, including senior management and Supervisors. This may involve demonstrations, video training, classroom instruction, memos, letters or documentation review. You should raise questions about the training or information provided to the trainer.

Orientation processes will apply to;

- ✓ **New employees,**
- ✓ **Employees returning from extended leave of absences,**
- ✓ **Contract employees,**
- ✓ **Student employees (Including Co-operative Education Students),**
- ✓ **Employees hired through labour supply companies,**
- ✓ **Subcontractors under contract to our firm,**
- ✓ **Those acting as Agents for our firm.**

The following lists topics of the training you may be required to participate in; these include but are not limited to;

- **MINISTRY OF LABOUR WORKER AWARENESS PROGRAM** –all workers,
- **MINISTRY OF LABOUR SUPERVISOR AWARENESS PROGRAM** –all supervisors,

- **WHMIS** – all employees,
- **WORKING AT HEIGHTS** – for workers working at elevation,
- **OH&SA / REGULATIONS** – for management,
- **FIRST AID & CPR** – as required by Regulation 1101,
- **SAFETY POLICY** –every employee will receive a worker copy,
- **SAFE WORK PROCEDURES** - as required under regulation,
- **PERSONAL PROTECTIVE EQUIPMENT** – as required,
- **HAZARD RECOGNITION** – knowing how to recognize and report hazards,
- **ACCIDENT INVESTIGATION** – for supervision and management,
- **SUPERVISORY COMPETENCE** –mandatory for Supervisors / Vice President,
- **EQUIPMENT USE** –as required,
- **WORK REINTEGRATION** - for all employees,
- **EMERGENCY PROCEDURES** – for all employees, •
- ACCIDENT REPORTING** - all employees.

#### 8.4.1 New Employee Orientations

Each new employee will be provided with our OHSMS **EMPLOYEE HANDBOOK**. This is an overview of our HSE policies. A full copy of the policy manual will be available either on site, with your Supervisor or in our office at all times for workers to reference. The Supervisor will review the handbook with the employee who must fully read the handbook and sign the receipt page. Supervisors will be responsible to review company training standards with the worker prior to assigning activities or allowing the worker to operate any equipment, tools or machinery. Supervisors or competent person(s) designated by the Supervisor will be responsible for completing the standard company orientation form<sup>12</sup> for each new hire under their supervision. Supervisors will be responsible to assess additional training requirements and schedule training for new employees as required. Target timeline for completion of standard orientation for new workers is 7 days. During this time period new employees must be directly supervised by the Supervisor or competent person designated by the Supervisor. Where required, field workers may be required to undergo site specific orientation as provided by the constructor or project owner. Site specific orientation may require workers to familiarize themselves with constructor policy and procedure, which may include, but not limited to General Construction Rules, Rules of Conduct, Emergency Procedures, Training and Documentation requirements, etc.

If any worker is unsure of any operation or task assigned, do not proceed until all safety precautions are known & understood. Workers will be made aware of safety information before commencing any work. All company personnel will have access to a PDF version of the entire OHSMS program and a hardcopy version in a designated area as required. Where required, a data copy of the PDF version of our OHSMS will be provided upon request.

#### **8.4.2 Equipment & Skills Orientation**

The Supervisor will review what previous training workers have had in the past and record any verification documents for this training. No employee is allowed to operate any machine, device, tool, equipment, or other item without the required certifications, knowledge, skills and/or previous training in the safe operation of the device. Equipment & Skills Orientation will include, but not be limited to;

- Review of Operating Instructions for Equipment and/or Process,
- Identification of Hazards and Hazard Control Measures,
- Review of Safe Operating Procedures.

Please refer to training standards for specific information. Equipment and skills orientation will be recorded on the standard Worker Orientation Form as required.

#### **8.4.3 Workplace / Site Orientation**

Supervisors will ensure that employees familiarize themselves with their surroundings as required. Safety hazards that exist or that could present themselves during the course of your work will be outlined by your Supervisor. Supervisors will familiarize new workers with;

- Location of all relevant Occupational Health & Safety Information (Posting Board),
- Location of Material Safety Data Sheets,
- Location of First Aid Kits and Eyewash Stations,
- Location of Fire Extinguishers,
- Location of Emergency Exits,
- Location of Washrooms, Lunchrooms, etc.

Workers are to STOP and ASK for assistance where they are unsure of any task or assignment.

#### **8.4.4 Employee Promotion, Transfer or Leave of Absence**

In the event of an internal promotion into management or transfer to another position (temporary or otherwise), the Supervisor and/or office management will review the appropriate sections of the OHSMS as required, and implement any additional training needed for the employee to competently perform his/her duties.

The training needs assessment must be performed regardless of the duration of the work term. Relevant sections to review may include;

- Safe operating procedures, hazard controls, operating instructions for specific tools, equipment and/or machinery and any legislative requirements that the employee will be expected to fulfill.

### 8.4.5 Ministry of Labour Health & Safety Awareness Programs

Effective July 1, 2014, all workers under our employ are required to completed this mandatory basic awareness training program as mandated by the Ontario Ministry of Labour. There are two components of this training program:

- **MOL 4 Step Worker Awareness Training Program** –required to be completed by all existing and new employees.
- **MOL 5 Step Supervisor Awareness Training Program** – required to be completed by all existing and new supervisors and senior management.

Both training programs are provided by the Ministry of Labour and can be completed on-line at the MOL website link, or can be downloaded and reviewed. Records of completed training are to be kept at the head office. All Sub contractors and Service Providers providing services must also complete this mandatory training. Proof of training must be provided upon request.

Senior Management will refer to the worker's (if any),original what additional training is required? Senior Management will provide direct training for their respective subordinates in these instances. Employees must complete their training before attempting to perform required tasks without adequate supervision.

TRAINING TOPIC	OHSMS Orientation & Hazard Awareness				
FULL COURSE TRAINING			REVIEW REQUIREMENTS	N/A	
COURSE STANDARDS	<ul style="list-style-type: none"> <li>• MINISTRY OF LABOUR 4 STEP WORKER AWARENESS TRAINING PROGRAM</li> <li>• HEALTH &amp; SAFETY POLICY</li> <li>• EMPLOYEE DUTIES RIGHTS &amp; RESPONSIBILITIES (OHSA)</li> <li>• PPE USE &amp; LIMITATIONS</li> <li>• ACCIDENT CATEGORIES</li> <li>• ACCIDENT, INCIDENT &amp; HAZARD REPORTING</li> <li>• EMERGENCY RESPONSE PROGRAM</li> <li>• JOINT HEALTH &amp; SAFETY COMMITTEES / SAFETY REPRESENTATIVES</li> <li>• WORKPLACE HARASSMENT &amp; VIOLENCE POLICY</li> <li>• EARLY &amp; SAFE RETURN TO WORK PROGRAM</li> <li>• SUBSTANCE ABUSE PROGRAM</li> <li>• ENVIRONMENTAL PROGRAM</li> <li>• EXTERNAL AUTHORITIES (MOL, MOE)</li> <li>• WORK REFUSAL</li> <li>• VISITOR POLICY</li> <li>• DISCIPLINARY POLICY</li> <li>• REVIEW OF COMPANY WORKPLACE HAZARD ANALYSIS</li> </ul>				
COURSE MATERIALS	<ul style="list-style-type: none"> <li>• COMPANY OHSMS EMPLOYEE HANDBOOK</li> </ul>	VIDEO REQ	NO	OUTSIDE COURSE ACCEPTED	NO
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>• 4 hrs to 5 hrs</li> </ul>	EXAMINATION REQUIRED	NO	PASSING MARK	NO
TIMELINE FOR COMPLETION	<ul style="list-style-type: none"> <li>• NEW WORKERS MUST RECEIVE ORIENTATION WITHIN 7 DAYS OF INITIAL HIRING.</li> </ul>				
RESPONSIBILITY FOR TRAINING	<ul style="list-style-type: none"> <li>• SUPERVISOR IS RESPONSIBLE TO TRAIN SHOP AND FIELD STAFF AS REQUIRED</li> <li>• OFFICE MANAGER IS RESPONSIBLE TO TRAIN OFFICE STAFF AND ADMINISTRATION AS REQUIRED</li> <li>• COMPANY VICE PRESIDENT IS RESPONSIBLE FOR TRAINING SENIOR MANAGEMENT</li> </ul>				

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<b>REFRESHER TRAINING</b>					
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>REVIEW AS REQUIRED</li> </ul>	<i>VIDEO REQ</i>	<i>NO</i>		
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>COMPANY OHSMS EMPLOYEE HANDBOOK</li> <li>WORKPLACE HAZARD ANALYSIS</li> </ul>	EXAMINATION REQUIRED	<i>NO</i>	PASSING MARK	<i>N/A</i>
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>1.0 HRS –2.0 HRS</li> </ul>				
<i>TRAINING EVALUATION</i>	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

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TRAINING TOPIC	Workplace Hazardous Materials Information				
<b>FULL COURSE TRAINING</b>		REVIEW REQUIREMENTS			N/A
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• WHMIS SYMBOLS &amp; CLASSIFICATIONS</li> <li>• WHMIS LABEL SYSTEMS</li> <li>• MATERIAL SAFETY DATA SHEETS</li> <li>• MSDS SAMPLE REVIEW</li> <li>• RESPONSIBILITIES FOR WHMIS PROGRAM</li> </ul>				
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• WHMIS COURSE BOOKLET OR EQUIVALENT</li> </ul>	VIDEO REQ	NO	OUTSIDE COURSE ACCEPTED	YES
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>• 2.5 hrs to 3.0 hrs</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80 %
<i>TIMELINE FOR COMPLETION</i>	<ul style="list-style-type: none"> <li>• WORKERS NOT IN POSSESSION OF VALID WHMIS TRAINING MUST COMPLETE TRAINING WITH 7 DAYS OF INITIAL HIRING.</li> </ul>				
<i>RESPONSIBILITY FOR TRAINING</i>	<ul style="list-style-type: none"> <li>• SUPERVISOR IS RESPONSIBLE TO TRAIN SHOP AND FIELD STAFF AS REQUIRED</li> <li>• OFFICE MANAGER IS RESPONSIBLE TO TRAIN OFFICE STAFF AND ADMINISTRATION AS REQUIRED</li> <li>• COMPANY VICE PRESIDENT IS RESPONSIBLE FOR TRAINING SENIOR MANAGEMENT AS REQUIRED.</li> </ul>				
<b>REFRESHER TRAINING</b>					
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• REVIEW AS REQUIRED</li> </ul>	VIDEO REQ	NO		
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• WHMIS COURSE BOOKLET (OR)</li> <li>• COURSE HANDOUT (OR) EQUIVALENT</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80%
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>• 1.0 HRS –2.0 HRS</li> </ul>				
<i>TRAINING EVALUATION</i>	<ul style="list-style-type: none"> <li>• TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

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 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

TRAINING TOPIC	Working At Heights (Fall Protection Basics)				
FULL COURSE TRAINING		REVIEW REQUIREMENTS			N/A
COURSE STANDARDS	<ul style="list-style-type: none"> <li>REVIEW OF O.REG 213/91 REGULATORY STANDARDS</li> <li>TRAVEL RESTRAINT AND FALL ARREST SYSTEMS (THEORY AND APPLICATION)</li> <li>FALL PROTECTION SYSTEM COMPONENTS (INSPECTION AND USE)</li> <li>LADDERS AND SCAFFOLDING SYSTEMS</li> <li>FALL PROTECTION AND POWERED ELEVATED WORK PLATFORMS.</li> <li>FALL PROTECTION PLANNING</li> <li>FALL RESCUE PLANNING</li> </ul>				
	NOTE: THIS COURSE DOES NOT PROVIDED CERTIFICATION FOR INSTALLATION AND/OR USE OF SCAFFOLDING SYSTEMS AND/OR POWERED ELEVATED WORK PLATFORMS.				
COURSE MATERIALS	<ul style="list-style-type: none"> <li>FALL PROTECTION COURSE BOOKLET (OR)</li> <li>IHSA FALL PROTECTION BOOKLET (OR) EQUIVALENT</li> </ul>	VIDEO REQ	YES	OUTSIDE COURSE ACCEPTED	YES
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>3.0 HRS - 3.5 HRS</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80 %
TIMELINE FOR COMPLETION	<ul style="list-style-type: none"> <li>WORKERS NOT IN POSSESSION OF VALID FALL PROTECTION TRAINING MUST COMPLETE TRAINING WITH 7 DAYS OF INITIAL HIRING. (PLEASE NOTE THAT WORKERS ARE NOT PERMITTED TO WORK AT HEIGHTS UNTIL FALL PROTECTION TRAINING HAS BEEN COMPLETED)</li> </ul>				
RESPONSIBILITY FOR TRAINING	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO TRAIN FIELD STAFF AS REQUIRED. (PLEASE NOTE THAT THE SUPERVISOR IS RESPONSIBLE TO ENSURE THAT SUB-CONTRACTORS POSSESS VALID TRAINING PRIOR TO WORKING)</li> <li>COMPANY VICE PRESIDENT IS RESPONSIBLE FOR TRAINING SUPERVISOR AS REQUIRED.</li> </ul>				
REFRESHER TRAINING					
COURSE STANDARDS	<ul style="list-style-type: none"> <li>REVIEW AS REQUIRED</li> </ul>	VIDEO REQ	NO		
COURSE MATERIALS	<ul style="list-style-type: none"> <li>FALL PROTECTION COURSE BOOKLET (OR)</li> <li>IHSA FALL PROTECTION BOOKLET (OR) EQUIVALENT</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80%
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>1.5 HRS –2.0 HRS</li> </ul>				
TRAINING EVALUATION	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

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TRAINING TOPIC	Fire Extinguisher & Prevention				
<b>FULL COURSE TRAINING</b>				REVIEW REQUIREMENTS	N/A
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• FIRE HAZARDS &amp; LOSS POTENTIAL</li> <li>• CLASSIFICATIONS OF FIRE</li> <li>• CAUSES &amp; LOSS CONTROL MEASURES</li> <li>• FIRE EXTINGUISHER CLASSIFICATIONS</li> <li>• FIRE EXTINGUISHER METHOD OF USE &amp; INSPECTION</li> <li>• EMERGENCY PLANNING</li> </ul>				
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• FIRE PROTECTION BOOKLET (OR) EQUIVALENT</li> </ul>	<i>VIDEO REQ</i>	NO	OUTSIDE COURSE ACCEPTED	YES
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>• 1.0 HRS - 2.0 HRS</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80 %
<i>TIMELINE FOR COMPLETION</i>	<ul style="list-style-type: none"> <li>• WORKERS MUST BE TRAINED IN FIRE EXTINGUISHER PRIOR TO BEING ALLOWED TO PERFORM ANY HOT WORK OR OTHERWISE WORK ON A CONSTRUCTION PROJECT.</li> </ul>				
<i>RESPONSIBILITY FOR TRAINING</i>	<ul style="list-style-type: none"> <li>• SUPERVISOR IS RESPONSIBLE TO TRAIN SHOP AND FIELD STAFF AS REQUIRED.</li> <li>• COMPANY VICE PRESIDENT IS RESPONSIBLE FOR TRAINING SUPERVISOR AS REQUIRED.</li> </ul>				
<b>REFRESHER TRAINING</b>					
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• REVIEW AS REQUIRED</li> </ul>	<i>VIDEO REQ</i>	NO		
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• FIRE PROTECTION BOOKLET (OR) EQUIVALENT</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80%
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>• 1.0 hrs –2.0 hrs</li> </ul>				
<i>TRAINING EVALUATION</i>	<ul style="list-style-type: none"> <li>• TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

TRAINING TOPIC	OHS & Regulations				
<b>FULL COURSE TRAINING</b>			REVISION TERMS	N/A	
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• MINISTRY OF LABOUR 5 STEP SUPERVISOR AWARENESS PROGRAM</li> <li>• REVIEW OF THE ONTARIO OCCUPATIONAL HEALTH &amp; SAFETY ACT</li> <li>• REVIEW OF THE ONTARIO CONSTRUCTION REGULATIONS</li> <li>• DISCUSS REASONABLE STANDARDS OF CARE AND IMPLEMENTING DUE DILIGENCE</li> <li>• COMMITTEE REQUIREMENTS</li> <li>• WORK REFUSAL REQUIREMENTS</li> <li>• RESPONSIBILITIES FOR WHMIS IN THE WORKPLACE</li> <li>• DUTIES UNDER THE ACT</li> <li>• NOTIFICATIONS UNDER THE ACT</li> <li>• OFFENCES AND PENALTIES</li> <li>• YOUNG WORKERS IN ONTARIO</li> <li>• UNDERSTANDING BILL C-45</li> <li>• REGULATIONS WORKSHOP</li> </ul>				
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• CMC SUPERVISOR WORKBOOK</li> <li>• OHS/REGS (CURRENT COPY)</li> </ul>	VIDEO REQ	NO	OUTSIDE COURSE ACCEPTED	YES
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>• 8.0 HRS –9.0 HRS</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80 %
<i>TIMELINE FOR COMPLETION</i>	<ul style="list-style-type: none"> <li>• CERTIFICATION MUST BE OBTAINED BY SUPERVISORS WITHIN 2 WEEKS OF PROMOTION OR INITIAL HIRING DATE.</li> </ul>				
<i>RESPONSIBILITY FOR TRAINING</i>	<ul style="list-style-type: none"> <li>• COMPANY VICE PRESIDENT IS RESPONSIBLE FOR TRAINING PERSONNEL AS REQUIRED.</li> </ul>				
<b>REFRESHER TRAINING</b>					
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• REVIEW AS REQUIRED</li> </ul>	VIDEO REQ	NO		
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• CMC SUPERVISOR WORKBOOK</li> <li>• OHS/REGS (CURRENT COPY)</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80%
<i>COURSE LENGTH STANDARD</i>	<ul style="list-style-type: none"> <li>• 8.0 HRS –9.0 HRS</li> </ul>				
<i>TRAINING EVALUATION</i>	<ul style="list-style-type: none"> <li>• TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

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TRAINING TOPIC	Work Reintegration Program				
FULL COURSE TRAINING				REVISION TERMS	N/A
COURSE STANDARDS	<ul style="list-style-type: none"> <li>• WSIB CLAIMS MANAGEMENT PROGRAM</li> <li>• EMERGENCY RESPONSE PROGRAM REVIEW</li> <li>• EARLY &amp; SAFE RETURN TO WORK PROGRAM REVIEW</li> <li>• MODIFIED DUTY OFFERS</li> <li>• PHYSICAL DEMANDS ANALYSIS REQUIREMENTS</li> <li>• WSIB FORMS REVIEW</li> </ul>				
COURSE MATERIALS	<ul style="list-style-type: none"> <li>• CMC ESRTW PROGRAM</li> </ul>	VIDEO REQ	NO	OUTSIDE COURSE ACCEPTED	YES
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>• 3.0 HRS</li> </ul>	EXAMINATION REQUIRED	NO	PASSING MARK	N/A
TIMELINE FOR COMPLETION	<ul style="list-style-type: none"> <li>• TRAINING MUST BE OBTAINED BY PERSONNEL WITHIN 2 WEEKS OF PROMOTION OR INITIAL HIRING DATE.</li> </ul>				
RESPONSIBILITY FOR TRAINING	<ul style="list-style-type: none"> <li>• COMPANY VICE PRESIDENT IS RESPONSIBLE FOR TRAINING PERSONNEL AS REQUIRED.</li> </ul>				
REFRESHER TRAINING					
COURSE STANDARDS	<ul style="list-style-type: none"> <li>• REVIEW AS REQUIRED</li> </ul>	VIDEO REQ	NO		
COURSE MATERIALS	<ul style="list-style-type: none"> <li>• CMC ESRTW PROGRAM</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80%
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>• 1.5 HRS</li> </ul>				
TRAINING EVALUATION	<ul style="list-style-type: none"> <li>• TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

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TRAINING TOPIC	First Aid & CPR				
FULL COURSE TRAINING		REVIEW REQUIREMENTS		3 YEARS	
COURSE STANDARDS	<ul style="list-style-type: none"> <li>COURSE TO BE CONDUCTED IN ACCORDANCE WITH STANDARDS SET BY ST. JOHNS AMBULANCE</li> </ul>				
COURSE MATERIALS	<ul style="list-style-type: none"> <li>ST. JOHN'S MATERIALS</li> </ul>	VIDEO REQ	NO	OUTSIDE COURSE ACCEPTED	YES
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>16 HRS (2 DAYS)</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	
TIMELINE FOR COMPLETION	<ul style="list-style-type: none"> <li>PERSONS REQUIRING TRAINING MUST DO SO AT EARLIEST AVAILABLE SCHEDULED COURSE AS PROVIDED BY INSTRUCTOR.</li> </ul>				
RESPONSIBILITY FOR TRAINING	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO SCHEDULE TRAINING FOR SHOP AND FIELD STAFF AS REQUIRED.</li> <li>COMPANY VICE PRESIDENT IS RESPONSIBLE TO SCHEDULE TRAINING FOR SUPERVISOR OR OFFICE STAFF AS REQUIRED.</li> </ul>				
REFRESHER TRAINING					
COURSE STANDARDS	<ul style="list-style-type: none"> <li>ST. JOHNS STANDARD</li> </ul>	VIDEO REQ	NO		
COURSE MATERIALS	<ul style="list-style-type: none"> <li>ST. JOHNS</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>8.0 HRS</li> </ul>	* Course may only be provided by outside agency approved to train under standards.			
TRAINING EVALUATION	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

### 8.5 COMMUNICATION

HSE training requirements will be communicated to all involved personnel during their initial orientation. Training can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating the required information and any revisions to their staff.

### 8.6 TRAINING / IMPLEMENTATION (TA)

Management must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Workers must be trained in their respective jobs as required. Certain tasks and jobs will require special training which will be arranged for each worker prior to performing the task. Training will be done to meet the expected standards of the industry at all times. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

### 8.7 EVALUATION

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

### **8.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

Reference Form #F020 –Workplace Orientation Form

### **8.9 REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. \_

[www.labour.gov.on.ca](http://www.labour.gov.on.ca)

<b>SECTION: HAZARD &amp; ACCIDENT RESPONSE</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL LOCATIONS</b>	

## SECTION 9.0

### 9.1 PURPOSE

The purpose of this section is to introduce and explain emergency response and accident investigation procedures for the various workplace parties identified.

### 9.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 9.3 STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

### 9.4 ROLES / RESPONSIBILITIES / APPLICATION

#### 9.4.1 HAZARD REPORTING

In the event that an **unsafe act, unsafe condition or unsafe behavior** is observed in the workplace, it must be reported to the appropriate personnel in the workplace immediately. Workers will be required to report known hazards immediately to their supervisor. Supervisors are expected to take every reasonable precaution for the safety of their crews and to resolve hazardous situations in a timely manner. The process for reporting hazards applies to all employees including internal workers and field staff.

To ensure that all reasonable steps are taken to properly resolve identified hazards, Supervisors may utilize any or all of the following steps to resolve the hazard(s);

- Immediately protect workers from the hazardous circumstance as required,
- Completing the standard hazard reporting form with the employee as required;<sup>13</sup>
- Include the rating of hazard(s) to indicate significance,
- Review the hazard reporting form with the employee to confirm accuracy,
- Consult with the SMC / Health & Safety Coordinator as required,
- Assign corrective actions and reasonable timelines for resolution,
- Assign corrective actions to qualified and competent persons,
- Follow to ensure corrective actions have been successfully implemented,
- Confirm the hazardous condition, act or behavior has been resolved,
- Ensure that copies of the hazard report are distributed as required.

All workers will be held accountable for the reporting of unsafe acts and conditions in the workplace. Report to your immediate Supervisor and/or contact a Joint Health and Safety Committee member or Health and Safety coordinator. Workers will be responsible for the following when a hazardous condition is identified;

- Workers will immediately notify their Supervisor and/or JH&SC representative,
- Workers may assist in any investigation process that may be required,
- Workers will assist the Supervisor in the completion of the Hazard Reporting Form,
- Workers may assist the Supervisor in the implementation of any corrective actions,
- Workers will review corrective actions with the Supervisor prior to continuing the work.

The Health and Safety Coordinator will be responsible for the following;

- Act as a resource for identifying hazards and may assist in implementation of controls,
- Follow-up with Supervisor / Worker to ensure that all actions have been completed,
- Review completed hazard reports to identify any other improvements, corrective action or proactive initiatives.

#### **9.4.2 REPORTING A NEAR MISS INCIDENT OR OTHER ACCIDENTS**

In the event an incident occurs that does not result in any personal injury or illness, but under different circumstances may have resulted in serious or critical injury, illness or may have placed the worker(s) life in jeopardy, the circumstances must be investigated. These circumstances may include, but are not limited to;

- Fire or Explosion,
- Flood or sudden inrush of water,
- Failure of equipment, machine, device, article or thing,
- Cave-in, Subsidence or Rock burst,
- Other incidents as prescribed.

**In these instances, the Supervisor is responsible for the following;**

- Ensure workers are protected from any hazardous circumstances that may still exist,
- Ensure preventive measures are taken to correct conditions and prevent a reoccurrence,
- File a report under Section 53 of the OHSA (if required),
- Notify the Health & Safety Coordinator and provide particulars of the incident,
- Complete an incident report.

Other near miss incidents that are not defined under Section 53 of the OHSA do not have to be reported to the Ministry of Labour, however they are still must be investigated by the Supervisor and JH&SC. Results of the investigation are to be forwarded to the Health & Safety Coordinator/SMC for review. The Supervisor will conduct a follow-up to the incident to ensure all proper measures and procedures have been implemented as required.

#### **9.4.3 Minor Injuries Requiring First Aid**

A minor injury is where a worker requires basic First Aid treatment but does not result in that worker seeking medical attention of that of a doctor, paramedic or other licensed medical practitioner or results in loss of time from normal duties.

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- cleaning minor cuts, scrapes or scratches,
- treating a minor burn,
- applying bandages and/or dressings to a minor wound or abrasion,
- using a cold compress, cold pack or ice bag to reduce pain of swelling,
- using a finger splint,
- changing a bandage or a dressing after a follow-up.

**Workers requiring First Aid treatment for minor injuries or illness are responsible to;**

- Report all occupational injuries and illnesses including those not requiring health care to their immediate Supervisor immediately.

**Report any use of First Aid supplies to their immediate Supervisor.**

- Report any knowledge of injury, illness where First Aid inventory has been removed and used from the First Aid Kit to your Supervisor.

**The Supervisor (or SMC) must be immediately informed of any incident requiring First Aid. Supervisors will be responsible for the following;**

- Contact company First Aid personnel to assist the worker as may be required,
- Ensuring First Aid incidents are recorded in the First Aid Log (In First Aid Kit),
- Ensuring First Aid Kits are stocked in compliance with First Aid Regulation 1101,
- Submit copies of first aid logs to the Health and Safety Coordinator on a monthly basis,
- The Supervisor will conduct a follow-up to the incident to ensure all proper measures and procedures have been implemented as required.

The Health and Safety Coordinator will track all occupational occurrences involving minor First Aid incident to establish any trending for the annual OHSMS Program review.

**First Aid on Sites**

In the event that a worker requires First Aid treatment on site;

- The worker will report to (site) office and notify Supervisor or First Aid attendant,
- The supervisor will document on the site First Aid and any inventory used in the log,
- The worker must report any further complications from the minor injury immediately,
- The Supervisor will keep updated information on file for the injured worker,
- The Supervisor will conduct a follow-up to the incident within a reasonable time period.

**9.4.4 Injuries & Illnesses Requiring Health Care / Medical Aid**

- The worker obtains professional medical assistance (Doctor, Paramedic etc),
- The incident results in a loss of time from normal duties at work,
- The incident results in a modified the duty worker's program.

**In the event that a worker suffers an injury or illness the following shall take place;**

- The worker shall immediately notify both the supervisor immediately,
- The injured/ill worker will remain at the site office to be assisted by a First Aid representative. The First Aid attendant can determine if an ambulance is required,
- Workers must immediately report any instance of injury or illness that requires the attention of a professional medical practitioner to their Supervisor,

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- If a worker seeks medical attention outside normal working hours for an injury or illness sustained at work, the worker must inform the Supervisor the next working day,
- Workers are responsible for following all policies and procedures as required under the company Work Reintegration Program,
- Workers must cooperate with the Supervisor and JH&SC and/or MOL while they are conducting an incident investigation,
- The Supervisor will arrange transportation to a medical facility, In the event that a worker requires medical assistance but an ambulance is not required, a First Aid Holder may travel with a worker to assist as required. (Please note the First Aid attendant cannot be the driver),
- The first aid holder (or other person designated by the Supervisor) will remain at the hospital with the injured/ill worker and report back to the Supervisor the status of the injured/ill worker as required,
- Supervisor shall immediately notify the JH&SC and SMC of the occurrence,
- Supervisor with the JH&SC shall conduct the investigation,
- Supervisor shall complete the company accident investigation form,
- Supervisor shall submit the Section 52 (OHS) to the JH&SC within 4 days as required,
- Supervisor shall forward all documentation to the Health & Safety Coordinator.

## OCCUPATIONAL HEALTH

- More workers die each year in Ontario from occupational disease than from traumatic injury. Workplace health must therefore be a key consideration in every OHSMS program.
- All occupational health risks and hazards should be identified, analyzed and then eliminated or as a last resort controlled. Health Hazards can be physical, chemical or biological.
- **Physical** - noise, sunlight, inhalation, absorption, ingestion or injection
- **Chemical** - solvent burns, alkyd paint reactions, dermatitis, allergies, poisoning
- **Biological** - mold, asbestos, histoplasmosis or pharmaceutical exposures
- **Routes of Entry**  
There are four main routes of entry:
  - 1) **Inhalation** - Vapors, mists, dusts can be inhaled into the lungs and may pass into the bloodstream or lodge in the lungs)
  - 2) **Skin absorption** - Vapors, mists, dusts or fluids / liquids may be absorbed through the skin and cause irritations or more serious medical problems.
  - 3) **Ingestion** - Swallowing contaminants, dusts, liquids or eating or smoking without prior cleansing of hands may cause irritations or more serious medical problems.
  - 4) **Injection** - Needles, sharp objects, high-pressure air lines, cuts, abrasions, slivers, or punctures could cause irritations or more serious medical problems.

Occupational health hazards are all around us. They are in the buildings and environments that people frequent every day. The key is to learn about the hazards in your area and take the necessary steps to protect your health. Short (acute) exposures are typically less harmful than long term (Chronic) exposures. What everyone needs to remember is that humans can react differently to the exact same exposures, depending on size, weight, age, prior medical histories etc. The key is always try to eliminate the hazard - or substitute a different safer product into the process - control exposure times and/or use the proper PPE to fully protect against harmful exposures. It doesn't have to be complicated but procedures need to be established, implemented and monitored.

#### **The Health & Safety Coordinator;**

- Will assist the Supervisor with the incident investigation,
- Assist the Supervisor and/or Senior Management Committee with external authorities,
- Ensure that the worker and/or the attending physician is provided with all necessary documentation including WSIB Functional Abilities Forms and Work Reintegration Plans as required by the company Work Reintegration Program,
- Ensure the WSIB Form 7 is completed and submitted to the WSIB within 3 days,
- Review all documentation pertaining to the incident including reports made pursuant to the OSHA and any internal incident reports,
- All reports will be reviewed prior to their submission to the JH&SC / SMC, as required,
- Make recommendations for corrective actions to the Supervisor and SMC,
- Track all occupational occurrences involving medical aid incidents for the purpose of reporting requirements, and for the development of trending analysis to be conducted during the annual OHSMS Program review.

#### **9.4.5 CRITICAL INJURY / ACCIDENT RESPONSE**

In the event of a critical injury, illness or other serious emergency (including fatality), the Senior Management Committee will be involved in, and coordinate our crisis management plan and response.

#### **Critical Injury - Regulation 834 "critical injury" is nature that;**

- Places life in jeopardy,
- Produces unconsciousness,
- Results in a substantial loss of blood,
- Involves the fracture of an arm or leg, but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot, but not a finger or toe,
- Consists of burns to a major portion of the body; or,
- Causes the loss of sight in an eye.

#### **CRITICAL INVESTIGATIONS ON SITE (Legal Considerations / Response)**

**9.4.5.a** 4S Consulting shall advise Services the client that legal representation is required to ensure the investigation is protected under "privilege". Once instructed by the client's legal counsel, 4S Consulting will commence Services preparation of a detailed privileged and confidential report respecting the accident, which will be for the client's counsel. This report is prepared in contemplation of possible OSHA and WSIB litigation and is for the purpose of providing legal a full account of the circumstances around the accident.

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All notes made during the investigation should be identified as "Solicitor Client Privileged and Confidential and In Contemplation of Litigation". All files in connection with the matter and the report prepared should be identified in a similar manner. All emails and correspondence are marked in similar manner.

**9.4.5.b** If any file, notes or report prepared by 4S Consulting are requested Services by the MOL (which is unlikely but possible) please contact your legal counsel immediately as it is likely they would wish to maintain your position that these materials are "Solicitor Client Privileged and Confidential and In Contemplation of Litigation".

matter and investigation details. If individual or individuals have been assigned to stay with the MOL during the MOL investigation, a summary of all of their notes, including all observations of the investigation, all persons interviewed, comments made by MOL, theories suggested and discussed, all tests performed, reconstruction performed, and results should be forwarded. All Ministry of Labour or police theories, conclusions, requests, comments should be recorded in writing.

**9.4.5.d** This information allows you to be in a position to correct any negative information, and to provide any positive information which is not gathered or requested by the MOL. Notes of any personnel on scene recording this should also be preserved in your file. The report should also, thoroughly4SdocumentConsulting'sindependentServices including what if there is occurred, proof of due diligence and what that proof is. For example;

- Before proceeding to investigate, carefully consider, in consultation with counsel any and all potential charges against the corporation or individuals, to focus questions on thorough analysis of any and all information relating to potential charges and potential due diligence defenses.
- Identify and provide names and telephone numbers and any other pertinent contact information for all sources. Sources would include suppliers of equipment, training companies, company representatives, current and former employees, and others.
- If the answer on an issue is negative, i.e. it goes to establishing a violation of the OHSA or regulations or it creates a negative impact from a due diligence perspective, enquire into any and all positive aspects. Look at aspects in which the company or an individual came close to meeting the standard of due diligence, which could provide information for mitigating factors.
- Provide thorough and detailed interview notes of all comments made by any witness. Thorough interviews entail detailed examination of all information on all potential charges or defense issues.

The following must be explored with each witness:

- a) Their knowledge of the OHSA, and specific legal issues relevant to accident.

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- b) Details of any specific efforts they have made to become knowledgeable, courses taken.
  - c) Policies, practices, procedures whether written or in practice at workplace.
  - d) Training of workers on issues relevant to incident. Verbal summary of training given if no detailed training documentation available. Records of training and retraining and reminders of training (formal retraining or safety meeting).
  - e) Supervisory monitoring practices. How often supervisors on site to monitor activity involved in the incident. Is there a process or procedure or practice? Do they have notes?
  - f) Enforcement of policies, practices, procedures. Any notes made by the supervisor or in a personnel file, any letter, reminders to other workers on similar situations as the situation giving rise to the accident.
  - g) Any formal discipline policy. Any training and discipline. Any reprimand letters.
  - h) Communications respecting activities at work place. Pre-job meetings, safety reminder meetings, any specific meeting before the incident to discuss how work would be carried out, specific expectations, who is going to be where and precautionary measures to be taken.
  - i) Any records of Tool Box Talks, start-up meetings, pre-task meetings.
- Obtain copies of all relevant documents, rules, training records, policies, procedures, directives, notes of supervisors. As alluded to above, if rules and/or training are not supported by specific notes or records, obtain a detailed summary from the witness of their efforts to best of their recollection (i.e. what they normally did in the situation in all cases, if they can state this),
  - We must reconcile all inconsistencies and details of information given by various witnesses (i.e. if one individual says no one is supposed to be using a piece of equipment, and another one said they used it regularly, attempt to reconcile this by determining whether workers were disobeying a clear direction, or whether the direction was unclear),
  - Focus must be given to each issue which could be a violation of the OHSA or  
  
Happened "at efforts but were taken to set up a system to prevent the incident or accident. How did that system work? Even simple systems can be relevant,
  - List every step immediately taken post-accident to respond to or correct the situation,
  - Don't just answer accept from witness an which seems unhelpful or negative. Ask why, ask for more details, ask what they did in order to try to protect worker safety to see if any other details are available,
  - If an answer to an issue is unavailable or unclear, ask about any files, any notes, records which someone else might have which may shed light on the issue. Don't be afraid to take the time necessary to uncover details,

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- Establish the specifics of duties and responsibilities of the person interviewed and any prior positions which they may have had at the company which are relevant, or any prior positions which they may have had elsewhere which are relevant (i.e. because it provided them with experience or knowledge about the OSHA or how to operate the equipment, or as otherwise relevant),
- Secure copies of any applicable external standard or materials relied upon in support of conclusions in the report (CSA, ANSI and any other applicable standard), and details on whether this is standard which existed at all relevant times. If company installed a relevant piece of equipment or machinery at a particular point in time, the details of what standards applied at that stage, whether they met the standard existing at the time, and whether if standards have changed over time they would meet the standard at the time of the accident,
- Photographic evidence-details as to who took photograph, the specific location of the picture, what it depicts, and the date on which it was taken and what type of camera,
- Physical evidence-photographs of any large physical evidence which is relevant, and details as to current location and means of maintaining continuity over physical evidence,
- If a large item, address whether item will be disposed of with counsel before it is disposed of. For small item, obtain photographs and details as to who is retaining item and how continuity is being maintained,
- Try to establish a chain of custody for any equipment and materials that are to be taken by the MOL for further testing. Get a receipt for items removed by the MOL.

**9.4.5.e** If interviews with witnesses, persons present, supervisors are taking place (and these have already been started by the MOL, the police and the Fire Marshall) we will kindly request the opportunity to be present, and to obtain a statement copy once the statement is complete. If this request is granted, whomever attends the interview should take detailed notes of the interview and statement-taking. If not granted, or if this has already been completed, witnesses should be interviewed and asked details of the questions and their answers provided during the interview. This post-interview "debriefing" should solicitor client privileged and in contemplation of litigation document. A list of all persons interviewed and by whom, and debriefed, should be part of the report. If interviews with senior management are requested (which is unusual and should set off alarm bells unless the subject relates to what they saw, heard) it is usually best to immediately call your lawyer.

**9.4.5.f** We will limit the team that is involved in the investigation and recording of information to as small a group as possible. Everyone in the group should be necessary for the gathering of information for the report. All should mark their notes "Solicitor Client Privileged and Confidential and In Contemplation of Litigation "and give their notes to the person designated

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

the lead investigator, who should then keep them secure in the file that has been created and marked as "Solicitor privileged and Confidential Client and In Cont Preemption of Litigate We will limit information disseminated regarding the investigation via email (i.e. except for broad procedural updates to management and involved persons, there should be no email trains regarding the subject of this internal investigation or report going out), or solicitor client privilege over this information and these materials may be waived.

**9.4.5.g** If the Joint Health and Safety Committee or a worker representative is involved, they will get information required by statute. We will not be sharing any of the notes, or reports to counsel with the JHSC as this is "Solicitor Client Privileged and Confidential and In Contemplation of Litigation".

### PROCEDURAL STEPS AT ACCIDENT SCENE

In the event that a critical injury does occur, management must be notified immediately. The following actions will be initiated by management;

1. Supervisor will instruct someone to place a call to 911 and request an ambulance, (the worker will act as a communication link with the 911 dispatch), ONLY
2. Supervisor will direct qualified First Aiders to provide first aid to the injured worker, USE
3. The injured worker is not to be moved unless necessary (where life is in danger),
4. If the victim is immobile in an area that poses any risk in regards to rescue, stay near INC.
5. Supervisor will instruct personnel to direct the ambulance or EMS to the accident scene, ---
6. Supervisor will clear the area of all unnecessary personnel,
7. Supervisor will contact the Ministry of Labour by phone and notify them of the accident,
8. Supervisor will ensure that the accident scene remains undisturbed,
10. The injured workers family notification will be coordinate with the police department, \*\*\*\*\*
11. Supervisor must begin making detailed notes regarding the date and time of all calls, who was spoken to and the pertinent details of the conversation,
12. SMC will call 4SConsultingService to coordinate emergency response and APPLIED immediately contact 4S Consulting recommend Service legal **establish** counsel **the solicitor-client privilege,**
13. If the worker has been poisoned, the Supervisor will ensure the MSDS sheet for the suspected product(s) is available and given directly to EMS,
14. Supervisor will designate personnel to travel to the hospital. Personnel will stay at the hospital and report to the Supervisor the status of the injured worker,
15. Once the injured worker has been transported to hospital, the Supervisor will instruct the JHSC to be available for an accident investigation with the MOL,
16. The Supervisor must complete and submit his/her accident report to the SMC within **24 hours** from the time of the accident occurrence,
17. The report must be completed on the company Accident Investigation Form (Form #13).
18. Once the accident investigation report is received, the SMC will complete the Notice requirements to the Ministry of Labour, as required under section 51 of the OHSA, **and do so** within **48 hours** of the occurrence,
19. Critical or Fatal injury investigations will be conducted with the assistance of one or more members of our SMC and a certified member of the JHSC or the Safety Representative. **(4S Consulting) Services** assist to ensure that we are in full Page compliance with all OH&S reporting requirements, (SEE 9.4.5.a)

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20. We ask that everyone respect the serious nature of these situations and refrain from interfering with the investigation process,
21. Written statements and pictures of the accident scene will be taken along with the Supervisor's findings,
22. A corrective action plan will be developed based on the facts and conclusions drawn from the investigation,
23. All investigations shall be analyzed by the SMC and result in actions designed to eliminate or minimize the risk of future like occurrences,
24. A member of the SMC will complete the WSIB Form 7 and submit to the board within **three days** of the occurrence,
- 25.** The SMC will provide the President with a copy of all investigation reports and government submissions prior to their release and authorize the release of any documentation involved in the circumstances.

**Communication** - The key to quick and efficient response time is the method of communication between the accident scene, the front office and the EMS. Always have a method of communication open such as radio or telephone to relay vital information. In an emergency situation, management must stay calm and think clearly. **Specialists in emergency response are essential in these circumstances.**

**Transportation** –An ambulance is always the preferred method of transportation in any case of serious injury, illness or life-threatening event. If for any reason the injured worker refuses transportation there needs to be a discussion with the worker and EMS. As the workers employer you must arrange for **immediate** medical care.

**Notification** –The Supervisor will coordinate any notifications to the injured workers family with the appropriate authorities, (Police / MOL) as requested or required.

**Evacuation** - In the event of an emergency that requires evacuation, the Supervisor will be responsible for the safe evacuation of all of their workers. The Supervisor must ensure that the evacuation plan is understood and adhered to by all employees. The Supervisor will be responsible for the accounting for all personnel during the evacuation by performing a head count at the "Gathering Point".

**Responsibilities for Personnel** – The Supervisor will ultimately be responsible for the conduct of employees during an emergency situation. All employees are required to follow the direction of the Supervisor and are not to leave the property. All employees are to cooperate with any investigations and answer any questions to the best of their ability regarding occurrences.

**Analysis** - Pending results from the company ministry of accident Labour Field report, management along with the JHSC and the SMC will discuss the accident and provide a comprehensive plan to review and implement the required corrective measures.

**Recommendations** - will be given to the SMC for review, along with any information learned from the Ministry of Labour Investigation Report. Any corrective actions will be acted upon immediately. Legal counsel will have been contacted to establish a solicitor –client privilege so

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

the entire process of corrective measures and dealings with the MOL should be noted and discussed with counsel prior to release.

<b>ACCIDENT/INCIDENT REPORTING MATRIX AS REQUIRED BY THE OHSA</b>		
<small>(REFER TO OHSA FOR COMPLETE DETAILS)</small>		
<b>SECTION 51 REPORT</b>	<b>SECTION 52 REPORT</b>	<b>SECTION 53 REPORT</b>
<p><b>Fatality or Critical Injury</b></p> <ul style="list-style-type: none"> <li>• Places life in jeopardy</li> <li>• Produces unconsciousness</li> <li>• Results in substantial loss of Blood</li> <li>• Involves the fracture of an arm or leg, but not a finger or toe</li> <li>• Involves the amputation of an arm, leg, hand or foot but not a finger or toe</li> <li>• Consists of burns to a major portion of the body</li> <li>• Causes loss of sight in an eye</li> <li>• Results in fatality</li> </ul>	<p><b>Medical Aid</b></p> <ul style="list-style-type: none"> <li>• Any incident that results in a worker obtaining professional medical aid (ambulance, hospital, physician etc) as a result of a work related injury or illness.</li> <li>• Any incident that results in a worker losing time from work as a result of a work related accident or illness.</li> </ul>	<p><b>Accident without Injury</b></p> <ul style="list-style-type: none"> <li>• Fire or explosion</li> <li>• Flood</li> <li>• Structural collapse</li> <li>• Equipment failure resulting in damages</li> <li>• Worker falling in fall arrest system</li> </ul>
Report done by: Employer	Report done by: Employer	Report done by: Constructor
<b>Timeline for Report Submittal to MOL and/or JH&amp;SC as Required</b>		
2 days	4 days	2 days
<small>ALWAYS REFER TO THE APPROPRIATE REGULATIONS AS PRESCRIBED FOR SPECIFIC CONTENT REQUIRED TO BE INCLUDED IN THE REPORT.</small>		

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If a Section 51 or 52 report is required, the Supervisor will ensure the report is completed and submitted to the SMC, JH&SC and the MOL as required within the allotted timeframes.

**Reporting Injuries to WSIB**

In any instance where a work related injury or illness causes a worker to seek professional medical assistance, or if the worker is on their 8<sup>th</sup> day of modified work, the Supervisor shall ensure that a Form 7 containing the necessary information and details is sent to the Workplace Safety and Insurance Board within 3 days as required.

**9.4.6 Accident Investigation**

The process of investigating any accident, illness, fires, explosions, spills or other incident is for the sole purpose of establishing the causes (facts) of the occurrence, which then facilitate the implementation of corrective actions to eliminate or reduce the risk of other similar like occurrences. It is company policy to immediately investigate incidents that result in;

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- Critical Incidents or Fatalities,
- Lost time from work,
- Occupational Illness,
- Property Damage / Equipment Damage,
- Fire,
- Accidental Environmental Release,
- Workplace Violence & Harassment.

Investigations may also be used to create and file formal reports to the WSIB, JH&SC or MOL, reporting the circumstances surrounding the occurrence. It is impossible to complete the required WSIB and MOL forms without a proper accident investigation into the facts of the case.

### **Supervisor Responsibilities**

- Ensure that the injured worker receives prompt medical care,
- Investigate accidents as required in conjunction with the JH&SC,
- Interview eye witnesses or persons of knowledge of the incident,
- Obtain assistance from senior management members or third party services,
- Complete accident reports on the Accident Investigation Form within 24 hours,
- Submit the accident investigation report to the JH&SC, SMC and/or the Vice
- Follow all procedural requirements when conducting an accident investigation,
- Assist external authorities (Fire department, MOE, MOL) as requested,
- Ensure that accidents reports are properly completed, dated and signed,
- Submit all required reports to MOL, WSIB and JH&SC in the required timeframes,
- Determine, implement & follow up on any recommendations and/or remedial action.

### **Health & Safety Coordinator**

- Assist the Supervisor and JH&SC in the investigation procedure,
- Assist in the completion of reports to the MOL, WSIB and JH&SC,
- Review documentation and make records to be used in trend analysis.

### **Joint Health and Safety Committee**

- The worker representative will be notified of incidents as required by the Supervisor and will be expected to assist in the investigation,
- Worker representatives can be involved in both critical and fatal accident investigations,
- Assist external authorities (Fire department, MOE, MOL) as requested,
- Assist the Supervisor in reviewing the accuracy of the accident report information,
- Assist the Supervisor to follow up on any recommendations and/or remedial action.

### **Accident Investigation Step-by-Step Procedure & Considerations**

- Investigations will establish **who** was involved, **what** happened, **when** it happened, **where** it happened and **why** it happened,
- If it involves a personal injury accident, provide immediate first aid or medical attention.
- The investigation starts AFTER the injured person has been properly taken care of,

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- Begin your investigation by noting the time of day, weather conditions, accident location, person(s) involved, witnesses to the accident, machines or equipment involved, and what the worker(s) was doing at the time of the accident,
  - Establish the injured workers(s) name, address, telephone number, occupation, and number of months or years employed by our company for the report,
  - Describe, in writing, the accident scene (or photograph) in explicit detail,
  - The Supervisor and/or a JH&SC representative will conduct an interview with witnesses & begin to question each eye witness separately. Interview in a quiet place in private.
  - Record eyewitness accounts in writing and have the witness(s) sign their statement<sup>14</sup> once it is complete,
  - Where necessary provide sketches of the accident/incident scene indicating sizes, distances and weights of objects for the purpose of the investigation.
  - Inspect (or consult qualified person to inspect) the site of the accident/incident, equipment or materials that were, or may be involved.
  - Assess persons in the workplace who may have specific knowledge of the incident to obtain their statements,
  - Witness statements should be obtained as soon as possible after the accident occurs.
  - Interview witness one at a time. Where multiple witnesses exist, please ensure that they are kept separate from each other and instruct them to refrain from speaking about the incident to anyone (except for MOL),
  - Witnesses are to be office. (If the incident occurs on a job site then request that the interview be conducted in an office trailer),
  - All witness statements are to be recorded on company Witness statement form.
  - A witness statement is to be signed by the person providing the statement. If the witness would like a copy of their statement, provide one,
  - Remember that the purpose of the investigation is to establish contributing factors, not to draw any conclusions during the investigation process. We are not investigating to establish the responsibility of any individual(s) at this point of the investigation.
  - Identify all potential contributing factors; People, Equipment, Materials, Environment and Processes,
  - Where circumstances require, the investigator will consult outside experts.
  - In all cases of serious, critical or fatal injuries, rope off the accident location and keep all workers out of the area until the investigation is completed. In these situations, the investigation starts after the MOL has arrived and runs parallel to their investigation, (The MOL and other emergency personnel will be on scene and the MOL will release the scene once they have finished their investigation) **DO NOT DISTURB THE ACCIDENT SCENE OR ALLOW ANY ACCESS TO THE AREA,**
  - All findings and recommendations for corrective action must be sent immediately to the head office for review by members of the SMC,
  - Recommendations must include information on what is required to be done, why it must be done, a timeline for implementation and how it is to be completed,
  - The Supervisor will ensure that responsibilities for corrective action are assigned.
  - Completion of the recommendations are to be recorded on the standard form including information on who completed the form and the date,
  - The Supervisor is responsible to ensure that copies of the investigation are correctly completed in a timely manner and sent to the SMC and/or President no later than 24 hours from the completion of the investigation,

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- Any additional information required will be requested within 24 hours. Each investigation will be reviewed at the next JH&SC meeting,
- The SMC will review the accident investigation with the JH&SC and forward a copy to the Vice President for review as required,
- The SMC will respond to the report and respond to any JH&SC recommendations within 21 days of receiving the investigation report. Responses can be submitted via the company standard recommendation response form<sup>15</sup>. Copies of this report must be filed and posted on the Health & Safety Bulletin Board. (Provided not "privitized")
- If an injured worker does not report their injury or illness, we will be unable to file the necessary reports on their behalf. We will also question the validity of the claim as our policy was not followed. This will also require our company to notify the WSIB that the worker has failed to comply with the reporting requirements of our company and we will request a formal investigation by the WSIB.

### Communication

Communicating recommendations and circumstances of incidents to management and workers is a key means of preventing future similar occurrences. Where required, in addition to JH&SC meeting minutes and recommendation postings, our company may initiate other measures.

### Notification Requirements

In certain instances, formal reporting in addition to accident investigations will have to be completed and submitted to external agencies (MOL, MOE, and WSIB) as required. Notifications and/or reports must be completed and submitted in a timely manner as follows;

- **Critical and Fatal Injuries** must be reported by phone call to the MOL immediately. Reporting requirements under section 51 of the OHS Act must be submitted to the MOL in writing within **48 hours**.
- **Lost time, Health Care, Medical Aid** incidents must be investigated with a written report as required under section 52 of the OHS Act to be submitted to the JH&SC as required within **96 hours**. Health Care or modified duties extending beyond 7 days must be reported to WSIB via facsimile or mail. A Form 7 from WSIB must be completed within three days of learning of the incident.

**Fire, Explosion, Chemical Release** Reporting requirements under section 52 of the OHS Act must be submitted to the MOL via facsimile within 48 hours. Incidents must be reported to the Ministry of Environment Immediately. In cases where the chemical release is flammable, explosive or otherwise immediately dangerous to life or health, the Fire Department is also be notified.

### Accident & Incident Review

The Senior Management Committee along with the Joint Health and Safety Committee will review incident reports as part of the Committee meeting agenda, on at least a quarterly basis. (Please review Administration Section).

### **9.5 COMMUNICATION**

HSE emergency response protocols will be communicated to all involved personnel during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager or Supervisor is responsible for communicating this information and any revisions to their staff.

### **9.6 TRAINING / IMPLEMENTATION (TA)**

Training in emergency response is provided to all management. Management is responsible to ensure that those reporting to them are familiar with what they need to do in emergency situations. Management must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

### **9.7 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

### **9.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.  
Reference Form #F012 –Recommendation Response Form  
Reference Form #F011 –Witness Statement Form

### **9.9 REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. \_  
[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

**Ontario (Ministry of Labour) v. Reid & Deleye Contractors Ltd., 2011 ONCJ 472 (CanLII)**

[68] The Respondent submits that His Worship found that **Reid & Deleye** did not enforce its own health and safety policy, observed violations a number of times and did not always act. **A health and safety program without enforcement is of minimal use.** (Our

Emphasis added here) Further, this accident was foreseen and discretion" increment relation that had developed to within foregone to safety violations.

[69] ..... "testimony has reminded me of the phrase, culture of discretion, which was used in the case of Regina v. Moran Mining, a case that I referred to in my judgment concerning the application for a directed verdict. In the case before me, there was a culture of discretion on the job site in the use of planks...

Deciding **when** to comply with OH&S laws and **how** you will comply are primary contributors to the "**culture of discretion**" discussed above. At line 68 there is a definitive statement that points out that in the absence of enforcing your safety policy it will be of little use to your company.

<b>SECTION: EMERGENCY RESPONSE</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL LOCATIONS</b>	

## SECTION 10.0

### 10.1 PURPOSE

The purpose of this section is to introduce and explain emergency response for the various workplace parties identified.

### 10.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 10.3 STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

### 10.4 ROLES / RESPONSIBILITIES / APPLICATION

#### 10.4.1 BUILDING EMERGENCY PROCEDURES

Supervisors will ensure that necessary provisions for emergency response are provided as

- Maintaining adequate first aid kits in the workplace as per Regulation 1101,
- Adequate number of employees are to be trained in First Aid and CPR,
- Employees trained in First Aid/CPR shall have their certificates (or copies) posted,
- Adequate eyewash stations (portable as well) must be available,
- Emergency Response information (Map to Hospital) must be posted,
- The Supervisor will designate a "Gathering, this is point Poi where ALL employees will proceed to and be head counted by the Supervisor,
- After evacuation of the workplace, re-entry is not permitted until the Supervisor gets the "All Clear" from the appropriate authority, (Police, Fire etc)
- A floor plan shall be posted at the workplace. This plan shall contain exit routes for all employees as well as the location", of the "Gath
- The floor plan shall also include locations of Fire Extinguishers, First Aid Kits, Eyewash Stations and other emergency equipment as may be required in the workplace,
- Flashlights will be kept available at various locations in the event of a power outage,
- The Supervisor will be responsible for monitoring adverse weather conditions and notify workers and sub-contractors if weather or driving conditions become hazardous,
- All encounters with, or inquiries by outside services shall be coordinated by the Page Supervisor under guidance of senior management.

### 10.4.2 CONSTRUCTION SITE EMERGENCY PROCEDURES

Constructors are also required to have specific emergency provisions in place. These responsibilities include, but are not limited to;

- Providing adequate and fully stocked First Aid kit as per Regulation 1101,
- Constructor to ensure that an adequate number of persons are trained and available to administer First Aid and CPR,
- Post names of personnel trained in First Aid/CPR,
- Post a copy of the **site emergency response/evacuation plan** including gathering points (Where required post emergency alarm stations),
- Post copy of emergency contact numbers,
- Post copy of map to local hospital.

In the event of an emergency on site, follow all instructions as provide by the site superintendent and/or their designate. Workers are to familiarize themselves with the site-specific emergency response or evacuation plan prior to working on the site. In the event of an emergency the site superintendent must also be contacted along with emergency services.

### 10.4.3 Emergency Drills

The company will ensure that a practice evacuation drill is performed on a yearly basis. Results of all evacuations, practice drill or otherwise will be recorded in writing and posted on the health & safety bulletin board. The Health & Safety Coordinator will be responsible for coordinating the drill and documenting results as required. Results of drills will be reviewed by Senior Management as required. Any issues, concerns or recommendations regarding drill exercises are to be addressed immediately by the Supervisor.

### Specific Emergency Instructions

If an employee discovers SMOKE OR FIRE (General Evacuation Procedure);

1. Remain Calm. Supervisor to call, or instruct to call the fire dept (911) from gathering point or safe location away from fire. Supervisor to commence head count,
2. Alert other workers in the vicinity and leave area immediately,
3. Notify the appropriate management and personnel,
4. Personnel to proceed to the nearest exit doorway in a calm manner,
5. Close doors behind you,
6. Management will commence the evacuation to the proper Gathering Point,
7. If exiting the front office –proceed through the front door of the building,
8. If exiting from the warehouse or back of building use the back door,
9. All personnel must remain at the gathering point at all times. Do not leave the premises,
10. Supervisor will assist emergency response units as required,
11. Only attempt to extinguish a fire if you are trained in fire extinguisher use,
12. If at any time you are unsure if your attempt to extinguish a fire is working, evacuate the area immediately.

**If an employee encounters spill;**

1. Notify the Supervisor,
2. Refer to the Material Safety Data Sheet prior to attempting to contain the spill,
3. Assess the type of spill and hazards (inhalation, absorption or inhalation),
4. In the case where the spill is too large to contain, call the Fire Department (911) if there is any uncertainty of what actions to take,
5. If spill can be contained, use approved spill kits. Do not attempt to mop up or soak up by any other means. Ensure proper disposal methods are used as per MSDS,
6. If evacuation is necessary, the Supervisor will decide on the evacuation call,
7. All personnel should proceed to their Gathering Point. Supervisor will do a head count,
8. Notify neighboring buildings of the emergency (if necessary and if time permits),
9. Supervisor will assist emergency response units as required.

**If an employee encounters a natural gas leak;**

1. Notify the Supervisor and other personnel in the immediate area,
2. Immediately cease all activities that provide a source of ignition, (Hot work)
3. Immediately initiate emergency evacuation plan,
4. Call fire dept from safe location away from emergency,
5. Call the utilities (gas) department for the city and inform them of the incident,
6. All personnel should proceed to their Gathering Point. Supervisor will do a head count,
7. Ensure the property is fully evacuated,
8. Notify neighboring buildings and workplaces of the emergency,
9. Supervisor will assist emergency response units as required.

**If an employee encounters workplace violence;**

1. Do not attempt to retaliate if any person(s) become aggressive while at the workplace,
2. Attempt to contact the Supervisor or member of management,
3. Always try to keep a safe distance away. Try to get away from the area,
4. If the person(s) possess a weapon, do not attempt to disarm,
5. Talk in a calm manner to any agitated or excited person(s),
6. Witnesses should contact police or other emergency service that may be required,
7. Evacuate personnel out of the building if necessary.

**If an employee encounters incident involving crime in progress;**

1. Do not attempt to intervene at any time,
2. Contact 911 and request police. Describe in detail events that are occurring,
3. Do not make yourself visible to the suspect at any time,
4. Provide make and model and colour of vehicle (if vehicle is involved).

**In case of power outages;**

1. The Supervisor will inspect the building areas to assist workers as required,
2. A flashlight must be used during emergencies,
3. All workers are to report directly to the front office and remain there for the duration of the power outage,
4. If possible, the person performing the inspection will keep a cell phone.

**Weather conditions;**

1. The Supervisor will be responsible for monitoring potential adverse weather conditions (blizzards, excessive cold/heat, high winds, tornado, hurricane, etc) and notify workers and sub-contractors as required, if weather or driving conditions become hazardous,
2. If a worker encounters potentially dangerous weather conditions, workers must seek safe refuge. Workers are to contact the head office and await instructions from the Supervisor or Health & safety Coordinator,
3. Outdoor activities during weather with electrical fields present (lightning) is prohibited.

**Bomb Threat & Suspicious Packages;**

1. The Supervisor will immediately arrange to evacuate the area quietly,
2. Follow all procedures as per the emergency fire evacuation,
3. Do not carry on conversation with persons making the threat, listen carefully,
4. If possible take / write notes as the situation progresses,
5. Report immediately to emergency services,
6. If your phone has a display, copy the number and/or letters off the caller on the window display of your phone (if so equipped),
7. Don't hang up. Have someone call 911 from another phone,
8. Give the incoming phone number to the police,
9. Do not try to resolve the situation yourself.

**In the event a suspicious package is discovered or reported;**(A suspicious package can be described as having no return address, excessive postage, stains, strange odor, strange sounds or unexpected motion)

1. Do not touch it or attempt to move it,
2. Notify your Supervisor immediately,
3. If no reasonable explanation can explain the existence of the package the Supervisor will notify workers and evacuate the area and call 911 FIRE RESPONSE,
4. If there are any serious doubts regarding the contents of the package the Supervisor will immediately sound the evacuation alarm at his/her own discretion.

**In the event a worker is involved in a vehicular accident during work hours;**

1. If you are in a vehicle when an accident occurs, immediately and safely pull over to the side of the road, turn off your car, and turn on your hazard lights,
2. Place flares, cones, or triangles alongside the road a few hundred feet before the accident so traffic is aware that there is an accident ahead, (If available / needed)
3. If more than one occupant, check to see if anyone is injured,
4. If there is an injured person, do not move them until you evaluate their condition,
5. If (you) the driver is hurt, contact 911 for an ambulance,
6. Inform anyone who assists where your vehicle first aid kit is,
7. Immediately call the office and report the accident to the Supervisor,
8. The Supervisor will take the appropriate actions based on the circumstances,
9. If you are not injured, trade information with everyone involved in the accident,
10. Be sure to exchange the following: Name, address, phone number of all drivers, passengers or witnesses; Driver's license numbers and plate numbers; Insurance companies of all drivers involved; Registered owners of all cars; Year, model, make of cars involved, Do not discuss what happened with anyone else but the police,
11. Do not make statements regarding fault or any accusations,
12. If Possible, take pictures of the accident scene and damage,
13. If you have an injury notify the Supervisor immediately & visit a doctor immediately,
14. If the vehicle is driveable and the damage is minor, go to a collision reporting centre.

**10.5 COMMUNICATION**

HSE emergency response protocols will be communicated to all involved personnel during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions.

**10.6 TRAINING / IMPLEMENTATION (TA)**

Training in emergency response is provided to all management. Management is responsible to ensure that those reporting to them are familiar with what they need to do in emergency situations.

**10.7 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented.

**10.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

Reference Form #F012 –Recommendation Response Form

Reference Form #F011 –Witness Statement Form

**10.9 REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended.

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>SECTION: HSE INSPECTIONS</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL WORKPLACE LOCATIONS</b>	

## SECTION 11.0

### 11.1 PURPOSE

The purpose of this section is to introduce, identify, and explain our HSE inspection program for the various workplace parties identified.

### 11.2 SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 11.3 STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

### 11.4 ROLES / RESPONSIBILITIES / APPLICATION

#### 11.4.1 Types of Inspections - Joint Health & Safety Committee

The Joint Health and Safety Committee will be responsible for inspecting the office, shop and specific site work areas on a monthly basis. Monthly inspection will be conducted by both a worker representative and a management representative as required.

#### Senior Management Committee

A designated member of the Senior Management Committee will be required to either individual inspect, or conduct an inspection with the Joint Health & Safety Committee on a quarterly basis. In addition to the basic inspection requirements, members of the Senior Management Committee can also elect to perform an unplanned inspection at any time at their discretion.

- Inspection schedules will be posted on the Health & Safety Board. Posting will include; Dates of inspection
- Name of Inspectors assigned for inspections

In the event that changes are required to the inspection schedule it shall be documented on the posting board and communicated to the JH&SC and SMC. The Safety Coordinator is responsible for posting and updating the inspection posting.

#### Elements for Inspections

Safety inspections may review, as a minimum, the following issues:

- Physical premises (our office / building) conditions,
- Equipment condition and maintenance records, (Fire Extinguishers)

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- Operator and manufacturer's instruction manual
- PPE availability,
- Administrative postings (such as WHMIS, Form 82, a copy of OH&SA posted),
- A review of the HSE Policy and safe work procedures for the work,
- Compliance with policy and safe work procedures,
- Physical condition of the work areas –lighting, air quality, etc.,
- Access and egress routes to and from work areas,
- General housekeeping and hygiene conditions, Office conditions,
- Worker training records, notice boards, and JH&SC minutes posted, etc.,
- Emergency Response and Evacuation Plans.

#### 11.4.2 Determining Degree of Hazards

Once a hazard has been identified it must be rated to indicate the degree of danger. Hazard rating can be recorded on the standard inspection form on each hazard noted.

**A –HIGH RISK** –a hazardous condition or act that if uncorrected will likely pose immediate and serious danger to life or health (e.g. - missing guardrail, defective equipment etc),

**B- MEDIUM RISK** – a circumstance that could develop into a higher risk if it remains uncorrected (e.g. –broken exit light, leak in the roof etc),

**C- LOW RISK** –a circumstance that is noted to be a contravention, but is not necessarily dangerous to life or health (e.g. –insufficient first aid stock, missing health & safety postings etc.

#### 11.4.3 Inspection Contacts

Member(s) of the inspection team conducting workplace inspections will interact with workers and management as part of the inspection process. Members of the inspection team will contact at least one worker and one member of management and make record on the standard recording form. Inspectors may comment on observed work practices or consult with contacts for the purpose of gathering information. Information obtained may include:

- Noted issues, health and safety concerns or contraventions,
- General workplace conditions,
- Recommendations for creating a safer work environment.

174 In the event that improper work practices or contraventions are noted from workers, they are to be reported to the Supervisor as required.

## Inspection Forms

All workplace inspections shall be recorded on the designated Workplace Inspection form<sup>16</sup> as required.

### Distribution of Inspection Results

The completed inspection form will be distributed to the following;

- Company Vice President,
- Joint Health & Safety Committee,
- Senior Management Committee.

Completed inspection reports must be submitted to the Supervisor and the SMC within 48 hours. A serious hazardous act or condition noted during the inspection must be brought to the attention of the Supervisor immediately. A copy of the inspection report will be posted on the Health & Safety posting board. Copies of reports will remain on the posting board for a minimum of one month. Inspection reports are to be filed and kept on record.

### Review of Inspection Reports

The JH&SC and SMC members will be required to review and sign-off on the original inspection reports. Inspection reports must then be returned to the original inspectors for review and validation prior to posting on the health & safety board. The JH&SC and SMC shall formally respond to any recommendations made by the inspection team within 21 days.

### Follow Up for Inspection Reports

The Health & Safety Coordinator / Supervisor will be responsible to follow up with the JH&SC on any corrective action required and/or taken. The Health & Safety Coordinator / Supervisor will review recommendations from the most recent workplace inspection and verify if a formal response has been obtained from the SMC.

Follow up to previous inspections are to be recorded on the original inspection form with the JH&SC. Any unresolved issues, concerns or recommendations are to be reported to the Supervisor immediately. The Supervisor will be responsible for ensuring that corrective actions are taken in the required timeframes as indicated on the inspection report.

Where applicable and when circumstances require, the Workplace Hazard Analysis will be reviewed and amended upon recommendations from the SMC and the JH&SC Committee.

### Pre-Use Inspection for Equipment Use

Workers expected to use equipment must be properly trained by a competent person and authorized by the Supervisor to use the equipment. Pre-use inspections must be performed on a daily basis before using all equipment. Workers must use the company pre-use form to

record inspections. Any damaged, defective or hazardous condition noted during inspection must be reported to the Supervisor or Health & Safety Coordinator immediately. Copies of pre-use inspection forms must be submitted to the Supervisor on a weekly basis.

### **11.5 COMMUNICATION**

HSE duties and responsibilities will be communicated to all involved personnel during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating this information and any revisions to their staff.

### **11.6 TRAINING / IMPLEMENTATION (TA)**

Our training will be targeted to needs and compliance with the OH&SA. Management must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Those performing inspections must understand the process and will also need specific training. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

### **11.7 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

### **11.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis. Sample inspection forms can be found in the Forms section of this manual.

### **11.9 REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. Section 8 & 9

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>SECTION: PREVENTION POLICIES &amp; PREVENTIVE MAINTENANCE</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL LOCATIONS</b>	

**SECTION 12.0**

**12.1 PURPOSE**

The purpose of this section is to provide information regarding routine preventive measures expected to be completed by our staff or professional service personnel. It also addresses prevention strategies that we will observe when developing our safety systems.

**12.2 SCOPE**

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

**12.3 STANDARD / PROCEDURE**

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

**12.4 ROLES / RESPONSIBILITIES / APPLICATION**

**12.4.1 Prevention**

There are FIVE strategic systems to control hazards;

- Control by **Eliminating** the hazard altogether (Control at source),
- Control by **Substituting** a less hazardous product or process,
- Control by **Isolating** the hazard exposure,
- Control by **Engineering** in controls and processes,
- Control by **Protecting** the worker with **PPE** or by following **Administrative Controls**.

1. Accident / Illness Prevention is the process wherein the exposure to harm or risk is **eliminated by design**. (Control at the source) This will start with an evaluation of the hazards we are encountering and typically involve engineering or other key personnel in the re-design stages of the system to eliminate the potential harm and/or risk factors. This process is always the most desired as exposures to harm or risk are eliminated.
2. Another alternative involves **substituting a different process or different products**

a cleaner that is more environmentally friendly and safer. The new process or product should always reduce risk and result in more manageable circumstances.

3. Another alternative is to **isolate or engineer hazards out of the work process**, employing enhanced safety systems to minimize exposure to potential harm or risk. Examples include the use of emergency stop switches, laser shut-off systems, or a coordinated activation processes (Path Controls)
4. If however the only choice is to proceed and the risks are manageable, we may need to employ special **Personal Protective Equipment**. This option requires that workers be trained in the use and limitations of the PPE they will be using. PPE is always the last line of defence and is always the least effective method for accident / illness prevention.

### 12.4.2 Document Control

Those responsible for completing our safety reports or other OHSMS documents shall do so in a timely manner and submit the reports as required. Documentation should be written clearly so it is easily understood. The OHSMS documentation shall be stored in a controlled environment at all times. Some information must be posted to meet legal or regulatory compliance issues, and shall be copied to ensure that back-up copies are available (See TAB 4 - Postings). Every document, regardless of whether a hard copy or electronic copy must be backed up to ensure we have control copies for audit purposes. All documents must be dated (day / month / year) and include the authors name printed and signed by the author. Files should also be backed up on an external hard drive system once a month to ensure our systems remain intact.

### 12.4.3 Violence & Harassment Prevention

All workers have the right to work in a safe and respectful environment. Our company is committed to the safety and security of our workers while at work. It is the policy of this company to ensure that all reasonable steps are taken to prevent incidents resulting from acts of workplace violence and harassment.

Our company has implemented standards of care designed at promoting violence and harassment awareness, specifically acknowledging the impact of such behavior in the workplace and the effects to victims of violence and harassment. The purpose of this policy is to ensure that;

- Individuals understand the definitions of Workplace Violence and Harassment,
- Individuals understand the effects of Workplace Violence and Harassment,
- Individuals understand their rights to report any act of Workplace Violence/Harassment,
- Individuals understand the consequences for contravening this policy.

In addition, this policy will provide the provisions for a specific program;

- Assessing the workplace for actual and potential risks associated with Workplace Violence and Harassment<sup>17</sup>,
- Establishing written measures and procedures designed to reduce the risk of Workplace Violence and Harassment,
- Provide information to individuals indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence or Harassment,
- Provide assistance to workers who have been victimized by acts of Violence or Harassment in the Workplace,
- Provide a system for responding to acts of Violence or Harassment in the Workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace violence or harassment is reported. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner.



Workplace violence or harassment will not be tolerated by any persons employed in our workplace(s). This policy also applies to sub-contractors, visitors, agents or other persons otherwise performing services for our company. Managers, workers, subcontractors and/or other agents are accountable to the company owner for compliance of this policy.

### **Workplace Violence Definition**

*"The exercise of physical force by an aspersion could cause physical injury to the worker,*

*An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker,*

*A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker."*

The following actions will be interpreted as contravention of our policy;

- Personal threats of physical violence, arson or suggested acts of violence against other persons or damage to property,
- Text messages or emails containing materials that could be considered physically threatening to the recipient(s),
- Phone calls or phone messages containing threats or content interpreted as potentially violent to the recipient,
- Letters, notes or written statements containing threats or content interpreted as potentially violent to the recipient,
- Gestures or expressions that are hostile or threatening in manner to the recipient,
- Possession or use of illegal weaponry while at work.

### **Workplace Harassment Definition**

*"A course of vexatious conduct or comment against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."*

The following actions will be interpreted as contravention of our policy;

- Inappropriate sexual conduct from either verbal or physical contact to another person,
- Racial or cultural remarks considered to be inaccurate, degrading or demeaning,
- Remarks made to persons regarding sexual orientation or preferences,
- Remarks made to persons regarding religious views or practice that could be interpreted as degrading or demeaning,
- Any other actions, either direct or indirectly imposed onto another person with the intent of inducing harm or negative reaction.

### **Workers' Rights**

Workers have the right to refuse to work under circumstances where they feel their personal safety is at risk.

- Workplace violence/harassment is likely to endanger himself or herself,

Workers and Supervisors are expected to follow work refusal procedures under the OHS Act and company policy. Please refer to company work refusal procedures. Workers are to report any instance of harassment or violence to their Safety Representative and/or immediate Supervisor. Workers are also encouraged to report any witnessed accounts of workplace violence and harassment to their Safety Representative and/or immediate Supervisor.

## **Workplace Violence & Harassment Prevention Program**

### **Senior Management Responsibilities**

- Conduct a risk assessment to identify workplace violence and harassment issues,
- Inform workers and/or Health and Safety representatives or Joint Health & Safety Committee of the results of the assessment and provide copies,
- Establish procedures for the prevention, reporting, investigating, documenting and debriefing of workplace violence and harassment incidents, and communicate these,
- Provide information to workers regarding individuals with a history of violent behavior if the worker can be expected to encounter the violent person in the course of their work,
- Take every reasonable precaution to protect workers in cases where any known domestic violence would likely expose a worker to physical injury in the workplace,
- Provide information and instruction on the contents of the policy and program with respect to the prevention of workplace violence and harassment,
- Provide means of alerting your Supervisor on acts of Workplace Violence or Harassment,
- an occurrence. Provide medical assistance and/or other referrals as necessary,
- Ensure the reporting, investigation and documentation of incidents are promptly reported to WSIB and the Ministry of Labour and any other authorities as required,
- Ensure that all work refusal procedures are complied with during the investigation,
- Ensure that company personnel are held accountable,
- Take all reasonable precautions to minimize or eliminate violence related hazards,
- Review workplace violence and harassment policies and program on an annual basis.

### **Supervisors Responsibilities**

- Encourage workers to report incidents of violence and harassment,
- Maintain records of violence and harassment related complaint issues concerns,
- Ensure workers are trained in the violence and harassment prevention program,
- Assist in investigating claims of workplace violence and harassment,
- Report to Senior Management, any reported or discovered acts of violence or physical threats to workers by another person,
- Take all reasonable precautions to minimize or eliminate violence related hazards.

### **Workers Responsibilities**

- Act respectfully to others at work and while conducting company business,
- Report any Workplace Violence or Harassment immediately to their Supervisor,
- Cooperate during investigations of workplace violence and harassment,
- Follow all company's workplace violence or harassment procedures.

### **Role of the Joint Health & Safety Committee or Safety Representative**

- Shall be consulted about the development and implementation of the Workplace Violence & Harassment Program,
- Assist in the annual review of the Workplace Violence & Harassment Program,
- Assist in any investigations regarding workplace violence or harassment.

### **Risk Assessment in the Workplace**

Management will conduct a risk assessment of the workplace to determine if any potential or actual hazards exists that may jeopardize the health and safety of a worker or cause undue stress. Management will consider factors in the risk assessment including, but limited to;

- The location of work and circumstances that may pose risk to a worker,
- Previous experience or records of incidents of violence in the workplace,
- Causation factors associated with incidents of violence in the workplace.

### **Risk Control Measures**

Management will complete the risk assessment and provide control measures for the protection of the worker. Control measures must also consider visitors, clients, contractors, sub-contractors or agents associated with the workplace.

### **Responding to Incidents of Workplace Violence**

In the event that company personnel are involved in an incident arising from workplace violence, the following procedures are to be followed in conjunction with the company Emergency Response Program. The Supervisor or first on scene will assist in the intervention but will not be expected to place his/her own life in jeopardy at any time.

- Call 911 as necessary or provide First Aid assistance in the event a worker is injured due to a physical altercation with an assailant,
- The injured worker, and/or witnesses to the event, (whether resulting in physical injuries or not) are required to immediately contact their Supervisor,
- Personnel are to assist the victim and advise the aggressor(s) to stand down in a calm manner. Where possible Supervisors are to ensure the assailant remains in the workplace isolated from other company personnel,
- Where there is concern of safety to other personnel, the Supervisor is to advise them to immediately leave the area,
- If the assailant(s) continues to be aggressive, reasonable attempts are to be made to calm the aggressor. Do not yell or speak in a loud voice, showing interest in resolving the issue, not laying blame,
- Personnel are to encourage the aggressor to help resolve the issue in a non-violent manner. Do not to use threatening body language or gestures towards an aggressor.
- At no time will any personnel attempt to physically restrain an aggressor,
- Supervisors will secure the scene and obtain written witness accounts of the occurrence.

### **Reporting Workplace Violence**

- Supervisors will immediately contact the local police and advise them of the incident, Supervisors will contact head office and advise senior management of the occurrence,
- Supervisors will contact the worker safety representative and/or the company JHSC ,

- Company officials are required to report the incident to the Ministry or Labour and/or the Workplace Safety and Insurance Board, as prescribed.

### **Incident Investigation**

Management along with the Safety Representative or Joint Health & Safety Committee will promptly investigate all acts of reported workplace violence and will submit reports to as prescribed.

### **Disciplinary Action**

Our company policy addresses any act of workplace violence with zero tolerance. In the event that any employee of our company is found in contravention of this policy, that person will be subject to immediate disciplinary action up to, and including discharge.

### **12.4.4 Environmental Protection**

The protection of our environment is an essential element of our everyday lives and is also a cornerstone of our company OHSMS policy. As a rule, every working system and work procedure within our company will have taken environmental concerns into account prior to formalizing the policy or procedure. Each workplace we work in may be subject to different environmental concerns, therefore it is essential to understand and address these issues as required and with attention to the specific circumstances present. Our primary goal in environmental protection is as follows:

- Minimize environmental risks to workers and the general public at all times,
- Know and protect against the environmental issues present,
- Establish a system to measure and monitor our performance when required,
- Form a partnership with our workers, community, and government for E.P.,
- Ensure that we comply with all applicable E.P. legislation (CEPA 1999),
- Where environmental impacts are unknown –seek guidance and instructions,
- Liaise and communicate with the appropriate authorities for E.P.,
- Ensure that literature and training is provided for specific concerns,
- Remember to Reduce, Reuse and Recycle whenever possible,
- Report any spills of toxic materials to your Supervisor immediately.

### **What is an environmental emergency?**

*"An environmentally uncontrolled, emergency unplanned, or accidental release (or the reasonable likelihood of such a release) of a substance into the environment that could affect the environment or Canadian human Environmental health" Protection TheAct,1999.*

### **12.4.5 Substance Abuse**

The protection of our workers and those working around us is of extreme importance. The use or possession of illegal drugs, alcohol or the misuse of any prescription drugs seriously diminishes our ability to maintain a safe and healthy working environment. Any person involved in such conduct jeopardizes not only their own health and safety, but also those working around them. It is for this reason that our policy is based on a **ZERO tolerance** position.

*The possession or use of illegal drugs, alcohol, or misuse of any prescription drugs in the workplace is strictly forbidden and is grounds for immediate discipline up to and including immediate discharge. This is a ZERO Tolerance Policy Violation.*

We will not, as a rule, test for drugs and/or alcohol use at work. We do, however, reserve the right to request a drug and/or alcohol blood level test in situations where there is evidence of impairment. Any worker who appears to be unfit to perform the essential duties of their work or appears to be under the influence of drugs, alcohol or other intoxicants while at work will be notified of our observations and (if required) be requested to submit to an approved facility for testing. Workers observed in an unfit manner will not be allowed to continue working.

In addition, we will also provide assistance to any worker who feels that they may have a substance abuse problem. We will make every attempt to put you in contact with the appropriate treatment facilities and professionals to provide you with the assistance you require. All such requests will be held in strict confidence and we will assist you, where possible, in your recovery. (EAP)

The OH&SA and our OHSMS Policy clearly states that all workers must work in a manner that does not endanger themselves or other workers. Impairments caused by substance abuse will be viewed as a direct and major breach of company policy.

#### **12.4.6 Government Inspectors**

These officials have very broad powers when it comes to enforcing the laws. They have the right to inspect any workplace, to examine the level of compliance, investigate accidents, attend to work refusals, write and issue orders to comply or issue stop work orders. It is an offence to impede or disrupt a ministry official in their efforts to perform their duties. Any worker doing so or failing to cooperate with a ministry official will be subject to disciplinary action up to and including discharge. We will always engage in and encourage a spirit of cooperation with all government agencies and their officials at all times.

Any orders issued by a ministry official shall be clearly posted and displayed in the workplace for the benefit of all workers. If we disagree with a decision made by the ministry official, never argue the point but rather raise your concerns with your immediate Supervisor for their review.

Violations of OH&S or EP laws and/or Regulations can result in fines to the worker, Supervisor, and our company. If an inspector has concerns, they are historically very helpful in highlighting the areas of concern and can offer guidance as to the corrective actions to be taken. We view this as a positive approach and ask that you provide them with every courtesy at all times. When an Inspector appears at your workplace, call the head office / supervisor immediately.

#### **12.4.7 The Right to Refuse Unsafe Work**

The right to refuse unsafe work is mandated in legislation and is also a required code of conduct for our company. A work refusal, for safety reasons, is viewed by our firm as a positive effort to bring to our attention an issue that could pose a serious HSE threat. It allows all involved parties to collectively review the circumstances and take the appropriate action to resolve the problem and protect workers from harm.

**Procedure** (as excerpted from sec 43 of the OHSA) Any worker may refuse to work or do particular work where he or she has ***reason to believe*** that,

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker,
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself,
- workplace violence is likely to endanger himself or herself; or,
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the Supervisor or the health and safety coordinator who shall investigate the report in the presence of the worker and, if there is such, in the presence of one of;

- a committee member who represents workers, if any,
- a health and safety representative, if any, or
- a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.

Until the investigation is completed, the worker shall remain;

- in a safe place that is as near as reasonably possible to his or her work station, and
- be available to the Supervisor or Health & Safety Coordinator for the purposes of the investigation.

### **Refusal to work following investigation.**

Where, following the investigation the worker has ***reasonable grounds*** to believe that;

- the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker,
- the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself,
- workplace violence continues to be likely to endanger himself or herself, or
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention continues to be likely to endanger himself, herself or another worker.

An inspector shall investigate the refusal to work in consultation with the employer or a person representing the employer, the worker, or other persons as prescribed.

The inspector shall, following the investigation, decide whether a circumstance is likely to

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as soon as is practicable, to the employer, the worker, and, if there is such, any person as prescribed (In some cases this may be done via a phone call). Pending the investigation and decision of the inspector, the worker shall remain in a safe place that is as near as reasonably possible to his or her work station and available to the inspector for the purposes of the investigation.

Requirements for workers to remain at a safe place in the workplace and available for the purpose of investigating does not apply if the employer, subject to the provisions of a collective agreement, if any,

- assigns the worker reasonable alternative work,
- where reasonable alternative work is not practicable, gives the worker other directions.

### **Duty to advise other workers**

Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in subsection (12) as prescribed, the worker has been advised for reasons for the refusal.

The person referred to in subsection (11) as prescribed must be;

- a committee member who represents workers and, if possible, a certified member;
- a health and safety representative; or,
- a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them.

### **Record Keeping**

Records of work refusals will be kept on file and reviewed as part of the committee meeting agenda and OHSMS review program.

#### **12.4.8 Disciplinary Actions**

The primary purpose of disciplinary action is to demonstrate that violations of our health and safety policy, safe work procedures and/or provincial regulations are unacceptable and must be corrected. We cannot, and will not, tolerate violations of this nature, as it weakens and diminishes our entire OHSMS program and places personal safety at risk. Our disciplinary policies will apply uniformly to unionized workers, non-unionized workers and sub-contractors as required. Where applicable the union agreement will be reviewed for conformance purposes.

Disciplinary & Corrective action will be administered in the following manner;

1. For a first violation –Supervisor issues a verbal warning,
2. For a second similar or other violation –Manager issues a written warning,
3. For a third similar or other violation –Senior management issues a suspension,

4. For a fourth violation of any kind – Senior management issues termination notice.

Violations of major health and safety policy or **Zero Tolerance** policies, which are threatening to life or health, shall result in immediate suspension and/or termination. Examples of these circumstances could be (but are not limited to) failing to wear fall-arrest when required, violence or horseplay on the job, the possession, use or sale of illegal substances on the job, failure to report accidents immediately, etc.

Initially, disciplinary action allows the worker to understand and hopefully realize that health and safety compliance is mandatory and a vital action provide a clear signal to the majority of our employees who comply with our program

that safety is important. Repeated violations usually indicate the person has little or no regard for our program, and as such they will be dealt with in a swift and just manner.

The Supervisor shall meet with the worker that was observed violating the procedure and the worker member of the JH&SC or the Safety Representative. The circumstances of the violation and findings shall be reviewed and the worker shall be subject to discipline as outlined above.

All disciplinary action shall be recorded, in writing, by the Supervisor/manager itemizing the violation(s), the name of the worker involved, date of violation, circumstances of violation, site location, and corrective actions required. A copy of this shall be provided to the worker, a copy placed on the worker's file, disciplinary and action file. All copy disciplinary placed action involving suspension or termination must be reviewed and authorized by senior management prior to the action and be fully documented. The Senior Management Committee and JH&SC will review all disciplinary actions related to OH&S violations on an annual basis.

#### **12.4.9 Procurement & Contracting Work**

Pieceworkers, independent operators or contract workers, who provide work / services to our company, are required to carry coverage through the Workplace Safety & Insurance Board of Ontario. This will allow these contractors to provide our company with the proper insurance clearance certificates for their work.

All sole proprietors / businesses must have a HST number for their business and we will issue the required Revenue Canada Forms (T5018) at the year end. Our company will not employ or contract with Independent Operators or other persons not insured under the Workplace Safety and Insurance Act.

#### **12.4.10 Managing Change**

Our OHSMS is a document that will be under constant review to ensure that the policies contained in this document, along with those found in our Safe Work Procedure templates document, meet the needs of our company and employees.

As a rule, these policies will be revisited on a yearly basis and your input and suggestions for change are welcomed at any time. If you feel that something does not make sense or that it is outdated, please bring this to our attention immediately. The OHSMS is never a closed system

and is therefore open for review at all times. We welcome suggestions for improving these systems and encourage everyone to become involved.

### **12.4.11 Ergonomics**

The most common injuries and disorders in repetitive jobs are in the lower back and joints. Your spine runs from the top of your neck down to your lower back. It is made up of many bones called *vertebrae*, one below another. Between the vertebrae are *joints* and *discs*. These give your back flexibility so it can move. The discs are flexible because they have a substance like jelly inside.

When you bend forward, your back muscles work harder and the *ligaments* (long fibers supporting the back muscles) flex and stretch. The discs get squeezed. As they are squeezed, they can press on different parts of the spine, including nerves. This can cause back pain.

If you bend forward over and over for months or years, the discs are weakened, which may lead to disc rupture (or "herniation").

The muscles in your knee are connected to your leg by *tendons*. Between the tendons and bones are small sacs of fluid called *bursa*. They lubricate the knee so it moves easily.

Continual stress on your knee can cause the bursa to get squeezed, swollen, stiff, and inflamed (*bursitis*). This stress can also cause the knee tendons to become inflamed, resulting in pain (*tendinitis*). Tasks that involve frequent stooping, kneeling, or squatting increase your risk of developing bursitis, tendinitis, or arthritis in the knee. The risk of arthritis increases for workers who already have had a knee injury and work in these positions.

### **Solutions**

Solutions are available that can reduce the level of stress on your back, knee, and other parts of the body. They may also reduce how often and how long the body is subjected to this stress. Many of the solutions can also eliminate other potential safety hazards and increase productivity.

#### **Change Materials or Work Processes.**

One of the most effective solutions may be to use materials, building components, or work methods that are less labor-intensive, so the task takes less time and you therefore kneel and stoop for a shorter period.

#### **Change tools and/or equipment.**

For example, use tools with extension handles that let you stand up while doing a floor-level task. In a few cases, cost and site conditions may restrict the use of such tools.

#### **Change work rules and provide training.**

Contractors can set site rules that require the use of benches, tables, or sawhorses to raise the work up so less kneeling and stooping are necessary. Rules can also require that materials be stored off the ground. Limits can be placed on the total time that workers do floor-level work without a break. In cases where kneeling on a hard surface cannot be avoided, knee pads or



### 12.4.12 Pandemic Planning

The Public Health Agency of Canada estimates that during pandemics, up to 15 to 35 percent of the population could become sick and be unable to go to school or work. This does not include those that may contract the virus and feel ill, but continue their usual activities. The most significant impact on the private sector is likely to be disruption due to employee absenteeism. Personal hygiene (hand washing, covering nose and mouth when coughing or sneezing), environmental cleaning (rigorous cleaning of all hard surfaces in the workplace), social distancing (avoiding crowds) and possibly screening workers to exclude ill persons, are all strategies aimed at keeping the workforce healthy. In addition, advance planning by our firm, owners and managers will be critical to protecting employees' health, limiting negative economic impacts, and ensuring the continued delivery of essential services like food, medicine, water and power. It will be up to every business to prepare its own continuity plan.

#### **So where do we start? Our reactions will address these questions:**

- How will we maintain business operations when 15 to 35 percent of the workforce falls ill and up to 50 percent of our workforce may be absent at one time?
- How can we adapt our existing continuity of operations plans to take this kind of human resources impact into account?
- How will we cope when the other businesses and suppliers we rely on experience the same absentee rates?
- How will we adapt to disruptions in the supply chain for the raw materials, goods, and services you require, and how will we get our product to the consumer if our distribution network is hit with high absentee rates?
- How can existing return-to-work and travel policies be adapted to control the spread of this virus among employees?
- How will we limit the economic impact of a flu pandemic on our business?

#### **Continuity planning for a pandemic should include:**

1. Identification of our essential business activities (and core people to keep them running),
2. Measures to ensure these are backed-up with alternative arrangements,
3. Mitigation of business/economic disruptions, including possible shortages of supplies, and
4. Minimizing illness among employees, suppliers, and customers.

Our company will be guided by the World Health releases from our government. As each pandemic is different, so must our response be

different to address the real conditions present. We will design and implement a program suited to each set of circumstances as required. Personal hygiene practices are a key element of pandemic control. Know that we will address each circumstance with specific plans and directives. Generic plans do NOT help curtail the actual spread of a specific virus.

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include information such as nature of defect or service, date of repair or service, invoice number from outside servicing, date of reinstatement into the workplace or any other information that may be relevant to the history of the item.

Supervisors will be responsible for ensuring that acceptable standards are adhered to when performing preventive maintenance or repairs on company property or equipment. These standards may include, but are not limited to, industry standards, legislated requirements and/or employee

A standardized form for each site will be used to record inspection and service dates. This form will be submitted to the SMC for review on a monthly basis.

Where staff is not qualified to perform these duties, qualified contractors will be expected to

best industry standards. Verification of any preventive maintenance or repairs performed must be accurately documented and kept accessible on file.

**Tools & Equipment** -Items to be included in the inventory may include, but not be limited to;

- Hand tools and Power tools / Ladders and elevating devices / Motorized Equipment

**Properties & Building Systems**

Properties and Building System Components may include (but are not limited to);

- Fire Detection & Suppression Equipment / Standpipe & Sprinkler Systems,
- Emergency Lighting / Building Structure & Integrity,
- Properties Maintenance (snow removal, lighting, waste management etc.).

**Responsibilities**

The SMC will be responsible for ensuring that identified equipment and systems are inspected on their respective scheduled times. Timelines for preventative maintenance inspections should coincide with manufactures recommendations where applicable. In instances where specific inspection instructions are not available, a reasonable inspection schedule shall be maintained as required. Lists (inventory) of inspected items shall be reviewed on a quarterly basis to ensure that it is current. Any new equipment, machinery or tools will be required to be added to the inventory. The SMC will evaluate the effectiveness of the preventive maintenance program.

**12.5 COMMUNICATION**

HSE prevention strategies will be communicated to all involved personnel during their training and typically, throughout the working day during regular discussions and through tool box talks. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager or Supervisor is responsible for communicating this information and any revisions to their staff.

### **12.6 TRAINING / IMPLEMENTATION (TA)**

Management must be trained in their HSE prevention responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

### **12.7 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

### **12.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

Reference Form #F021 –Workplace Violence & Harassment Risk Assessment

### **12.9 REFERENCE MATERIALS**

Refer to the Manufacturer's and/or Supplier manuals handbooks.

<b>SECTION: ADMINISTRATION</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: HEAD OFFICE</b>	

**SECTION 13.0**

**13.1 PURPOSE**

The purpose of this section is to establish the procedural systems for the administrative programs that will be provided.

**13.2 SCOPE**

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

**13.3 STANDARD / PROCEDURE**

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

**13.4 ROLES / RESPONSIBILITIES / APPLICATION**

The Administration Program is designed to aid the SMC, Supervisors, workers and the JHSC by promoting loss control awareness among all staff, agents and subcontractors expected to perform work for our company.

It involves the creation of standards and objectives for the purpose of implementing our company's. The OHSMS intent of these standards and objectives is to identify effective methods in planning, reviewing, implementing, monitoring and evaluating the OHSMS. It will be the responsibility of senior management and Supervisors to implement & enforce these standards.

This manual, polices, appendixes and addendums will be reviewed, analyzed and updated on a yearly basis. The company SMC and JHSC will be responsible for reviewing and (re)-validating the OHSMS. All company personnel will always have access to the OHSMS Manual.

**Senior Management Committee for 2021/2022**

Our Senior Management Committee members are as follows;

LUCIANO CICCI

### **13.4.1 Implementing the Company OHSMS**

The OHSMS consists of required protocols and codes of conduct for our company employees. The implementation program for the planning, creation, implementation, evaluation and review of our company standards and objectives are explained in this section.

#### **Communications & the OHSMS**

Communication is a vital component in the development and implementation of the company OHSMS. It is in fact defined as the right and responsibility of each employee in our company to educate, notify and/or recommend protocols in the interest of OH&S.

Our company has created specific policies with the intent of promoting loss control. We may utilize several resources in ensuring that company standards are maintained and promoting the highest level of safety culture in our workplace. Current methods may include;

#### **The Company Health & Safety Posting Board**

The following information will be posted or available in the workplace:

- The President's OH&S Policy Statement,
- The Presidents Violence & Harassment Policy,
- JH&SC Inspection Reports and meeting minutes,
- Any written response to JH&SC recommendations,
- A copy of the Occupational Health and Safety Act,
- Dates and times of Safety Meetings,
- Emergency Response Information, (Names, Phone Numbers, Map to Hospital)
- WSIB Reporting Requirements,
- MOL Health & Safety at Work Poster and reference materials,
- First Aid Certificates,
- MSDS Information.

**Toolbox Talks** – Safety Talks are generally conducted by Supervisors on site to address specific and relevant safety related topics.

**Notices** - In instances where safety issues require immediate resolution or attention, or when disciplinary action is necessary, the SMC may address these issues by means notices. Correspondence may be posted on the Safety Bulletin Board.

**Workplace Training** –Company standards will be formally communicated through OSHSM orientation and other training topics as required.

### **13.4.2 Senior Management OHSMS Plan**

The OH&S Development Plan is a system of initiatives that are created by the Senior Management Committee in conjunction with the JH&SC with the intent of establishing a performance standard in regards to all aspects of OH&S in our company. In order for our OH&S Program to continually progress, the Senior Management Committee reviews, analyzes and

revises our OH&S Program in terms of creating proactive, as well as reactive measures to address the program needs.

### **Determining the Effectiveness of the Current OH&S Program**

- Review statistics from employee accidents, illnesses, First Aid logbooks,
- Review of the quality of JHSC meetings, workplace inspections and hazard analysis,
- Review of third party safety inspections and recommendations,
- Review the quality of response procedures from SMC and JHSC,
- Review of any Work Refusals or Work Stoppages,
- Review WSIB related information including CAD 7 Rating,
- Review of changes in governing legislation (MOL, WSIB, etc).

Any program deficiencies or necessary improvements will be discussed during scheduled meetings and changes will be implemented into the OH&S Program when the SMC & JHSC reach a consensus on required improvements. Upon completion of these efforts we hope to achieve the following;

- Establish +/- or strengthen fundamental OHSMS Standards,
- Establish +/- or strengthen procedures for implementing OHSMS Standards,
- Allow for continuous improvement within our OHSMS.

All governing legislation incorporated into the OHSMS is done so in the best interest of complying with the legal requirements of the particular Act and/or Regulation. The standard should also call attention to the legal consequences pertaining to the contravention of these laws and enforcement practices from the governing authority.

### **Developing OHSMS Procedures**

When establishing the standards for the company OHSMS, we must realize these standards form new company policy. We must also address the proper procedures for the standard and the means to implement the standard consistently throughout the workforce. This may be accomplished by evaluating our organizational needs including;

- **Work Processes** currently in use,
- **Personnel** and their skill sets in our workforce,
- **Equipment** that is required to be used for the tasks,
- **Materials** that are required to be used in our work,
- **Environments** that our personnel may be exposed to.

Analyzing these standards is very similar to performing routine inspections and should be considered as such. Inquiries can be formal or observational.

### **Responding to Recommendations**

Our company has recommendation and response policies; however, recommendations can be made at any time from anyone in our organization as well as visitors, subcontractors or consultants as may be required. The SMC will also accept other reasonable means of documented recommendations including emails and facsimiles. The standard workplace recommendation form should be used in these instances. The Supervisor will assist in the completion of this form as required. Recommendations will be reviewed by the Supervisor, and where necessary the company Vice President as well. The Senior Management Committee will address recommendations as soon as reasonably possible and will observe the legal timeframe of 21 days to respond as required. Details of our response will be completed on the standard Recommendation Response Form and will include as a minimum detail on the actions taken, or to be taken as required.

### **Documentation and Record Keeping**

The SMC in consultation with the JH&SC will be responsible for the design, implementation, monitoring, evaluation and review of the company OHSMS. The SMC will conduct minimum yearly scheduled review meetings. Items of concern are to be made in writing. Meeting dates will be posted on the OHSMS Posting Board located in their respective building areas.

Changes to the OHSMS will be recorded under a different data file revision number for each revision. (E.g. - 2<sup>nd</sup> revisions to OHSMS REV 1.0 will be file named OHSMS REV 1.2)

#### **13.4.3 The Company OHSMS Agenda**

The Senior Management Committee will be expected to participate in a yearly meeting for the review and discussion of our health and safety program and initiatives. Yearly reviews of the OHSMS will be conducted using the standardized form as provided<sup>18</sup> within Forms Section

- 1. OHSMS Program Review** an OHSMS has been developed and will be required to be reviewed annually. Contents of review are described in the Administration Program,
- 2. Training Program Review** The basic training; WHMIS, Fall Protection, Fire Extinguisher use, Safety Policy Handbook review, Supervisor Training and any required specific skills training will be reviewed,
- 3. Accident & Incident Review** We will review all occurrences of accidents, incidents and illness as per our records & statistics annually for the purpose of trending,
- 4. Workplace Inspection Review** We will review workplace inspections from the previous year to identify trends or contraventions or consistent hazards,
- 5. Workplace Hazard Analysis Review** The Workplaces Hazard Analysis will be reviewed to include any revisions identified through accidents, incidents, site inspections, etc.,

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6. **Accountabilities Review** Accountability programs including evaluation methods will be reviewed. Specific information regarding evaluation results is to be kept confidential,
7. **Work Refusal & Work Stoppages** Work refusals and stoppages from the previous year are to be reviewed. The review process will address if proper process as per OHS, A,
8. **Workplace Violence & Harassment Review** Any incidents involving Workplace Violence and/or Harassment will be reviewed along with corrective measures implemented,
9. **Emergency Equipment & Response Review** The status of First Aid and Emergency equipment required in the workplace will be reviewed for adequacy,
10. **Ministry of Labour Orders** Field Reports or orders from the MOL from the previous year will be reviewed. The review process will analyze information.

OHSMS ACCOUNTABILITY MATRIX					
TOPIC	VICE PRESIDENT	SUPERVISOR	SENIOR MANAGEMENT COMMITTEE	HEALTH & SAFETY COORDINATOR	JH&SC
Review the OHSMS	YEARLY	YEARLY	YEARLY	YEARLY	YEARLY
Management & Supervisor OH&S Program Performance Evaluation	YEARLY	YEARLY	YEARLY	YEARLY	
Review Senior Management Training Records and Requirements		YEARLY	YEARLY	YEARLY	
Review the Workplace Hazard Analysis		YEARLY	YEARLY	YEARLY	YEARLY
Review Accident/Incident Statistics				QUARTERLY	
Perform Unplanned Inspections		QUARTERLY	QUARTERLY	QUARTERLY	
Review Safety (Toolbox) Talks		QUARTERLY		QUARTERLY	
Material Safety Data Sheets		QUARTERLY		QUARTERLY	
Review Training & Orientation Records		QUARTERLY		QUARTERLY	
Review Equipment Inspection		MONTHLY		MONTHLY	
Review of (Sub) Contractor Documentation				MONTHLY	
Review of Inspection Report Summaries		MONTHLY		MONTHLY	
Coordinate Activities with External Consultants				MONTHLY	

#### **13.4.4 Continual Improvement Program**

As part of the continual improvement program the SMC will determine what relevant revisions are required to be made to the company OHSMS.

The Continual Improvement Program will address the following elements;

- Goals to be achieved & target date for the completion of each goal,
- Assigned Responsibilities for each goal,
- Resources required (people, time and money).

The Continual Improvement Program OHSMS Program review looks at;

- OHSMS Program as a whole,
- Training Programs and their effectiveness,
- Accident/Incident Review,
- Workplace Inspections Review,
- Workplace Hazard Analysis Review,
- Accountabilities Review,
- Work Refusals & Work Stoppages,
- Workplace Violence & Harassment Review,
- Emergency Equipment & Response Review,
- Ministry of Labour Orders.

Program Objectives must be practical and achievable. Status of the Continual Improvement Plan will be addressed during the monthly scheduled JH&SC/SMC Meetings. The SMC will be responsible to ensure that a fully funded reasonable plan of action is created to ensure ongoing success.

Any objectives that cannot be achieved within a predetermined time period should be noted. Any alterations or delays are to be communicated to the JH&SC. At the completion of the required review of the Continual Improvement Plan, the SMC will acknowledge success with a Notice to all employees.

#### **Management Accountabilities**

In addition to the legislative requirements under the Occupational Health and Safety Act and other governing authorities, we have designated accountabilities & responsibilities to assist in facilitating the company OHSMS. All Managers, Supervisors, JH&SC Members, Contract Coordinators and Purchasing Agents are accountable to the SMC who evaluates OHSMS compliance and performance on an annual basis.

#### **Management & Supervisory OH&S Program Performance Evaluation**

The Vice President this designate will be responsible to conduct on a \_\_\_\_\_ yearly basis, a performance appraisal of the SMC and company Supervisors. All performance appraisals

expectations in the workplace. Copies of the appraisal will be available to the employee upon request. If the employee wishes to dispute the assessment, it must be done so in writing and within 30 days of the original review. This process will include;

1. Discussing employee effectiveness within our health and safety laws and policies,
2. Receiving feedback from employee in regards to their perceptions and implementation processes for health, safety and loss control in the workplace,
3. Ensuring the employee understands the significance of health and safety compliance, violations and resulting disciplinary processes,
4. Review of the training qualifications of all Supervisors to ensure they meet all requirements as defined under the Occupational Health & Safety Act. Supervisors must possess the necessary knowledge, training and experience required to oversee daily operations and to apply the OH&S Program in all aspects of those operations.

### **Review the Workplace Hazard Analysis**

The Senior Management Committee will be responsible for reviewing and revising the Workplace Hazard Analysis in accordance company standards as indicated in the OHSMS. Supervisors and JH&SC members are responsible for submitting any required documentation for the purpose of reviewing and revising the Workplace Hazard Analysis.

### **OHSMS Accountabilities & Responsibilities –Quarterly Reviews**

#### **Review Accident/Incident Statistics & Report**

The SMC & JH&SC will be responsible for reviewing accident and incident statistics to determine current safety trends and to acknowledge what changes or improvements must be implemented into the OH&S Program. Supervisors will be responsible for implementing corrective or preventive measures as required. Reports to be reviewed on at least a quarterly basis include, but are not limited to;

- Incidents resulting in Health Care,
- Incidents resulting in First Aid,
- Incidents resulting in a Near Miss.

#### **Perform Inspections**

The SMC will be responsible for performing periodic visual inspections of the workplace to assist in identifying hazardous conditions and work practices.

#### **Review Safety (Toolbox) Talks**

The SMC will be responsible for reviewing Safety Talks that are performed by all Supervisors under our employ. The Supervisor will ensure that safety talks are being performed.

#### **Material Safety Data Sheets**

The SMC will be responsible for ensuring that all Material Safety Data Sheets are current, valid and available in required quantities for all hazardous materials in use in the workplace. The Supervisor must ensure that current copies of all MSDS are available in the workplace.

### **Review Training & Orientation Records**

The SMC will be responsible to ensure that all required training has been completed by all company personnel. The Supervisor is responsible for notifying the SMC regarding any deficiencies in training standards.

### **OHSMS Accountabilities & Responsibilities –Monthly Reviews**

#### **Review Equipment Inspection**

The SMC will review all equipment inspection reports to ensure servicing requirements are met. It will be the responsibility of the Supervisor to ensure that all required equipment inspection reports are completed as required and submitted to the office on a monthly basis.

#### **Review of (Sub) Contractor Documentation**

The SMC will review any reports submitted by any subcontractor. Review of these reports will assist in ensuring all contractual requirements are met. It will be the responsibility of the Supervisor and/or Purchasing Agent to submit all required (sub) contractor documentation to the SMC as required.

#### **Review of Inspection Report Summaries**

The SMC will review all Supervisor or third-party reports pertaining to workplace inspections. The Supervisor will be responsible for reviewing inspection reports. The purpose of the review is to ensure that inspections are being completed as required. The SMC will be responsible for communication between the company and any third-party services. This may include delegating tasks and processing information for outside site safety consultants, WSIB claims management services or other related services. It will be the responsibility of the Supervisor to assist third party consultants as required and to submit copies of all related correspondence to the SMC

### **13.5 COMMUNICATION**

HSE duties and administrative responsibilities will be communicated to all involved personnel during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager or Supervisor is responsible for communicating this information and any revisions to their staff.

### **13.6 TRAINING / IMPLEMENTATION (TA)**

Management must be trained in their HSE administrative responsibilities to ensure our system meets the standards we have established. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

### **13.7 EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

### **13.8 FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

### **13.9 REFERENCE MATERIALS**

Workplace Safety & Insurance Board

[www.wsib.on.ca](http://www.wsib.on.ca)

R.S.O. 1990 c 0.1 as amended. \_

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>SECTION: WSIB WORK REINTEGRATION</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI REVISE DATE: MARCH 1, 2022</b>	
<b>APPLICABLE LOCATIONS: ALL LOCATIONS AND FOR ALL STAFF MEMBERS</b>	

## SECTION 14.0

### 14.1 Purpose

The Work Reintegration (WR) policy represents an integrated set of guidelines (as provided by the Workplace Safety & Insurance Board) (Board opportunities for successful WR are optimized in the event of a work-related injury/illness in a manner consistent with the provisions of the Workplace Safety & Insurance Act. (the Act).

The overall intent of this program is to assist our company in fulfilling our duties to accommodate workers as required under the Act. This program will summarize the terms of reference and standards established by our company and the Board. These standards and protocols are to be diligently adhered to which will ensure the successful rehabilitation of worker(s) who have been affected by a work-related accident or illness. Our company will take all reasonable measures to ensure the worker's safety and efficient to work process. This process will ensure that;

- communication between the affected worker and physicians/specialists are encouraged (maintained) to determine functional abilities,
- work reintegration measures are consistent with the functional abilities of the affected worker,
- all reasonable means of accommodation to assist the affected worker are considered and,
- all communication protocols between the company and the Board are maintained in accordance with the Act.

### 14.2 Scope

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### 14.3 Work Reintegration (WR) Principles, Concepts and Definitions

This policy sets out general WR principles:

- plays an important role in their recovery and rehabilitation,
- Where recovery and work reintegration barriers occur, they are responded to quickly through early support and intervention,
- A worker's prospects reintegration for both successful in the short- and long-term work are often best achieved by maximizing opportunities for return to work with the injury employer, including retraining for a suitable occupation (SO) with that employer,



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- A worker should be offered programs that are of high quality and practical, WR is often part of the recovery plan.

The WSIB plays a direct role in supporting work reintegration. If the workplace parties have not been successful in returning the worker to work, the WSIB will meet with them at the worksite no later than 12 weeks from the date of injury. at WR solutions.

***Suitable work:*** including the-injury job worker's that is safe, productive, pre consistent with the worker's functional abilities, and that, the worker's-injury prewarning's.

***Available work:*** is work that exists with the injury employer at the pre-injury worksite, or at a comparable worksite arranged by the employer and restores (or maintains) the worker's p injury earnings.

### **Initializing the Work Reintegration Program**

All required protocols as identified in the Work Reintegration Program will be initiated immediately upon learning of any incident resulting in either injury or illness to an employee of our company (*See General Procedure*).

The injured or ill worker will be directly engaged by the company immediately upon learning of the workers condition.

All Work Reintegration activities including communication protocols and administration of the program will continue throughout the recovery period of the injured/ill worker. Any and all material changes in any of the circumstances will be formally addressed. All reasonable efforts will be made to accommodate the worker(s) requirements in a timely manner to assist the worker as required.

In matters pertaining to sub-contractors and their respective workers, the company will make reasonable efforts to confirm that all sub-trades under contract with our firm adopt a Work Reintegration Program for their respective workers as required.

### **14.4 Stay-At- Work Process**

In cases where the worker has remained at work or has returned to work soon after the injury,

progress towards the final WR goal;

- Is experiencing a wage loss due to the work-related injury/disease; or,
- There is evidence of permanent impairment (present or likely); or,
- Job suitability concerns exist.

### 14.5 Principals of Modified Duty

- The work must be productive and the result must have value,
- The work provided must not aggravate the imply limitations outlined within the FAE,
- The employee's condition must not constitute an add fellow employee's while performing, the duties
- Wherever possible, the work must assist the employee in returning to their original position,
- The duration of the modified duty will be determined at the commencement of the program wherever possible,
- Prior to starting the modified duty, the employee and the employer will sign an agreement with respect to work hours, the reporting requirements and he nature of the modified duty position,
- The Functional Abilities Form and the requirements of the employer will be reviewed for the modified duty,
- The employee is required to supply medical progress reports at least every two weeks.

### Work Hardening Program

In cases where work hardening modified duties are required, the Supervisor will make all reasonable efforts to station an employee at his/her own department in the work hardening program. The program will be based on the medical restrictions outlined by the worker's physician and/or the Board. All work hardening programs will be coordinated with medical practitioner instructions.

### Transitional Work Program

Where it is not practical or beneficial for the employee to participate in a work hardening program, other departments within the company will be considered after determining the

injured employee's knowledge of the department role. Transitional work allows an employee with temporary restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from an illness or injury. Other duties may be created

All transitional work programs will be coordinated with medical practitioner instructions.

### Responsibilities of the Workplace Parties in Work Reintegration

This policy sets out the workplace parties (workers and employers) obligation to **co-operate** in

who has been unable to work as a result of the work-related injury/disease. The WSIB provides education and support to the workplace parties and ensures compliance.

All employers have a duty to modify the work or the workplace to accommodate the needs of a worker to the extent of undue hardship. This duty arises through the obligation to re-employ set out in the Act,

### **Workplace Parties'-operation Obligations Co**

The workplace parties must co-operate with each other and the WSIB in the RTW process by:

- Initiating early contact after the accident or illness is detected,
- Maintaining appropriate communication, throughout
- Identifying and securing WR opportunities for the worker,
- Giving the WSIB all relevant information and, once
- Notifying the WSIB of any dispute or disagree

The co-operation obligations apply to the workplace parties from the date of injury until the earlier of the date:

- The worker's loss of earnings benefits can now

72 months after the date of injury), or there is no longer an employment relationship <sup>USE</sup> between the workplace parties because either the worker voluntarily quits, or the employer terminates the employment for reasons unrelated to the work injury/disease <sup>INC.</sup> (and related absences from work), treatment for the work injury/disease, or the claim <sup>TECHNOLOGIES</sup> for benefits,

reasonably foreseeable future,

- Penalties –both workers and employers can be penalized for non-cooperation.

Parties will not be penalized in circumstances where it is not reasonably practicable to participate in the Work Reintegration Program. Such circumstances include issues arising from labour strikes, lock-outs, holiday shutdowns, layoffs, work reorganization and bereavement leave.

### **14.6 Re-Employment Obligations - Non-Construction Requirements**

In addition to the co-operation obligations, non-construction employers have an obligation to re-employ injured workers if the following three conditions are satisfied:

- The worker has been "unable to work" -related as injury/disease
- The worker was continuously employed with the injury employer for at least one year before the date of injury; and,
- The employer regularly employs 20 or more workers.

The employer is obligated to re-employ until the earliest of:

- The second anniversary of the date of injury,



- One year after the worker is medically able to perform the essential duties of his or her pre-injury job; or,
- The date on which the worker reaches 65 years of age,
- Penalties –employers can be penalized for breaches of their re-employment obligations.

### **Construction Requirements**

Construction employers are required to offer to re-employ their injured construction workers

obligation to re-employ begins when it is notified that an injured construction worker is medically able to perform;

- the essential duties of his or her pre-injury job,
- suitable construction work: or,
- suitable non-construction work.

Following notification, the employer must offer to re-employ the injured worker in the first job that becomes available that is consistent with the worker's callability to return to work. The work or the workplace to the needs of the worker, to the extent that the accommodation does not cause the employer undue hardship.

In all cases where the worker is medically able to perform some type of suitable work, an employer who has more than one job available must offer to re-employ the worker in the job that is most similar in nature and earnings to the one the worker had on the date of injury.

The employer's-employ obligation continues until the two earliest;

- two years from the date of injury,
- one year after the worker is medically able to do the essential duties of the pre-injury job,
- the date the worker declines an offer of work; or,
- the date the worker reaches age 65.

### **14.7 General Responsibilities - Employer & Supervisor Responsibilities**

1. Contact the worker as soon as possible after the injury/illness,
2. Assist in coordinating Work Reintegration program activities between the worker, physicians and Board,
3. Provide all required assistance and cooperation to the Board,
4. Complete all required documentation and submit to the Board in accordance with their timelines,
5. Assign personnel to manage the case file for the affected worker,

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6. Maintain appropriate communication with the worker throughout their recovery and return to work,
7. Where possible, establish a schedule of regular contact with the worker,
8. Attempt to provide suitable work, that:
  - i. Is safe,
  - ii. Is productive,
  - iii. Is within the worker's functional,
  - iv. Restores the-injury worker's earnings as closely responsible.
9. reintegration (always in writing),
10. Monitor the progress of the affected worker and create formal written records to track progress.
11. Maintain a communication log with the affected worker with details of the workers progress on a daily basis,
12. Offer to re-employ the worker if he or she is functionally able to perform the essential duties of the pre-injury job or suitable work. A re-employment obligation exists if:
  - injury/illness,
    - The worker has been continuously employed for at least one year before the date of injury (non-construction workers); and,
    - Our firm regularly employs 20 or more workers.
13. Note: st  
working with the employer (WSIB policy 19-05-02) (Refer to section 6 for further details),
14. reintegration,
15. Record and report to WSIB any changes in the injured workers wages, changes in duties or duration of program,
16. Record and report to WSIB if the worker fails to cooperate with an approved Work Reintegration program,
17. Ensure the worker obtains a final medical clearance report from the attending physician and send a copy of this report to WSIB indicating the worker has fully recuperated and is expected to return to normal duties,
18. Train our staff in their respective Duties and Responsibilities under Work Reintegration program as required,

19. In cases where the employer refuses to co-operate in the Work Reintegration process, the WSIB may levy a penalty for non-co-operation.

### **Health & Safety Coordinator Role**

1. To determine in consultation with the Supervisor, if the position can be modified,
2. Meet with the worker and establish written goals and objectives. These will be agreed upon by the worker, supervisor and the employer,
3. To develop, in consultation with the employee's medical practitioner, the worker and the Supervisor a modified duty program,
4. To ensure that there is no conflict within the collective agreement (where applicable),
5. Determine and maintain medical monitoring and treatment with use of the Functional Abilities form. The frequency of medical contacts can be determined on a case-by case basis,
6. To monitor the progress of the workers modified duties through by-weekly meetings (as a minimal) with the Supervisor as required, ONLY
7. Ensure medical follow-up is obtained on a schedule agreed to by the employer and the use injured worker. The schedule of the appointments can be determined on a case-by-case INC.

basis with the worker and their physician,

### APPLIED SYSTEMS TECHNOLOGIES **Health Care Professional Responsibilities**

1. Complete form 8 and provide page 2 to the worker to give to the employer,
2. Complete the Functional Abilities Form (FAF),
3. Provide up to date medical information,
4. Act as resource.

### **Union Responsibilities (if applicable)**

1. To counsel its members on the benefits of co-operation on the Work Reintegration Program,
2. To cooperate with the union in placement of workers requiring modified duties.

### **Worker Responsibilities**

1. Workers must immediately report any work-related injuries or illnesses to their Supervisor,
2. Obtain immediate medical treatment following a work-related injury or illness,
3. Follow the recommendations of your health care providers,
4. Workers must maintain communication with their employers and also with WSIB as required. It is advised that employees and communication with WSIB and their employers,

APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

5. Workers must obtain all forms from their health care provider / employer and submit to the Supervisor as required,
6. Workers must provide evidence of their limitations, as determined and outlined in writing by their physician, to the employer,
7. Workers are required to disclose any required information regarding the injury or illness to WSIB,
8. Workers must report any changes in their condition or situation to WSIB within 10 days –this is referred to by WSIB as “a, material change
9. A worker’s medical is confidential information and may not have to be disclosed to an employer. Workers are required to communicate with their employer all progress in their claim and estimated time of return to normal working duties,
10. Where necessary, workers must provide consent to the primary healthcare provider to send all necessary documentation to the employer in order to plan a modified work program for the worker,
11. Workers must communicate any issues or concerns regarding their treatment or Work Reintegration program to WSIB and the employer as required,
12. Workers must make all reasonable efforts to attend all scheduled visits to their health care provider and Work Reintegration meetings with the employer as required,
13. Cooperate with WSIB and the employer in order to return to normal duties in a safe and timely fashion.
1. Provide workers with timely information to help understand:
  - i. What to expect through the Work Reintegration process,
  - ii. What workers are expected to do,
  - iii. Workers’ rights, and responsibilities
  - iv. Who to ask for help?
2. Monitor the activity, progress and co-operation between employer and your worker,
3. Obtain and clarify information, on your worker’
4. Help resolve difficulties and disputes through the process,
5. Assess the need for Work Reintegration services if you and your worker have been unsuccessful in arranging a return to suitable and available work,
6. Provide Return to Work and/or Work Transition Services to help you and your worker through the Work Reintegration process. This could include worksite visits that involve ergonomic assessments and functional ability assessments,
7. An ergonomic assessment is conducted when a specific job has been identified for a Page worker that is considered potentially suitable.

workplace and the workstation to determine if further modifications are required to prevent a new injury or re-injury,

8. A functional ability assessment looks at the physical functioning levels of the worker and compares them to the physical demands of the work. The assessment will provide recommendations on job suitability, including modifications, if required,
9. Make decisions on all claim-related and compliance issues.

#### **14.8 General Procedures**

In the event that an injured worker is required to see a medical practitioner, the following protocols must be observed:

1. The Supervisor will provide a WSIB Functional Abilities Form (FAF) to the worker to take to the medical practitioner to identify the work limitations of the worker (If necessary, transportation may be provided to the worker for any appointments for this assessment).
2. In the event that the medical practitioner does not complete the FAF, or does not <sup>ONLY</sup> complete the FAF properly, the Supervisor will advise head office and WSIB will be notified of the circumstances, <sup>USE</sup>
3. Once the FAF has been completed and received the worker must return it to the <sup>INC.</sup> Supervisor no later than the next business day and the assessment will be discussed <sup>TECHNOLOGIES</sup> with the worker to find suitable alternative duties,
4. Where required, a third-party safety or ergonomic specialist can be consulted to assist in developing and Early and Safe Return to Work program suitable for the worker,
5. Once a modified duty program has been established, the worker will receive a written <sup>FORM</sup> copy of the program to take to his/her medical practitioner for approval. Upon approval from the medical practitioner, the worker will return with written verification from the <sup>APPLIED</sup> medical practitioner that the program has been reviewed and is acceptable,
6. The Supervisor (and/or third-party specialist) will monitor the workers progress on a daily basis, including medical appointment times and will notify head office and/or the WSIB if any medical appointments (pertaining's)are to missed,
7. All meetings, discussions and communications will be recorded in the standard company log. The worker will be expected to contact the Supervisor after each medical visit to discuss their progress,
8. If any changes to the workers status, or material change occurs, the WSIB and the employer must be notified immediately (within 10 days),
9. WSIB will be immediately notified in writing when the worker has been given medical

clearance to return to normal duties.

### **14.9 Employers Workplace Safety and Insurance Board Reporting Requirements**

WSIB must be informed in terms of any change in materials or circumstance regarding the workers claim. This includes;

- Changes in the worker's wage; duration worker's program, duties
- Failure to cooperate with the Work Reintegration program,
- When the worker has completed the Work Reintegration program and has returned to normal duties.

### **14.10 Qualification to Work**

As part of the Work Reintegration process, workers participating in the program will be assessed to ensure that they possess the necessary skills and training to be able to competently and safely perform any modified or transitional work. Factors to be considered will include, but are not limited to;

- level of education/training (including special certificates/licenses),
- transferable skills/aptitudes and work experience,
- work-related impairment(s)/disabilities, medical restrictions; and,
- other non-work-related impairment(s)/disabilities (e.g., including non-physical disabilities such as a learning disability).

### **Training Requirements**

Senior Management and company personnel must be trained to understand their respective duties, rights and responsibilities as it applies to the company Work Reintegration Program.

### **Workers**

As part of the Worker Orientation program, new workers will be provided with training to address Work Reintegration requirements as required under the Act and company policy.

### **Management**

Senior Management, including staff responsible for implementing all or part of the Work Reintegration program, will be required to attend specific training to understand their respective duties and responsibilities as required under the Act. Training elements will include;

- WSIB Claims Management Program,
- Emergency Response Program Review,
- Early & Safe Return To Work Program Review,
- Modified Duty Offers,
- Physical Demands Analysis Requirements,
- WSIB Forms Review.

### **Responsibilities for Training**

Senior Management, including supervisors will be responsible for ensuring that workers are adequately trained in their duties, rights and responsibilities as required under the Act and company policy.

Directors and Officers of the company will be required to ensure that Senior Management and Supervisory staff are adequately trained in their duties and responsibilities under the Act and company policy.

### **14.11 Determining Suitable Occupation**

If the workplace parties have been unsuccessful in arranging a return to suitable and available work with the injury employer, the WSIB provides a work transition (WT) assessment to determine what specialized assistance a worker requires to enable a return to work with the injury employer or, if necessary, in a suitable occupation that is available in the labour market.

In any instance, all reasonable means to assess available positions within the company will be considered first. Where necessary and practicable to do so, modifications to existing job descriptions and processes will be considered for the purpose of accommodating a worker under assessment.

### **Worker Transition Assessment**

Work Transition assessments are designed to assist all workplace parties in determining the most suitable options for injured workers attempting to reintegrate into the workforce. This approach is designed to evaluate each worker on an individual level to determine suitable vocational options based on general aptitude and other qualification factors. As required under the Act, workers are expected to fully cooperate and participate in the assessment.

The Worker Transition assessment will be conducted for workers;

- who have or likely have a permanent impairment,
- who are not capable of performing the pre-injury job,
- whose employer is unable to provide suitable and available work; or,
- whose employer has identified a job but it is unclear if the work is suitable.

The Assessment Report shall include;

- the worker's vocational,
- opinions on the suitability of work offered by the employer,
- recommendations; and, for SO's

how these barriers may be addressed.

### **General Considerations**

- The assessment will be expected to be completed within six to nine months immediately following the date of injury. If the assessment cannot be completed within this timeframe, the worker will be expected to participate in the program as soon as it is practicable for the worker to return to suitable work,
- The Board will be expected to conduct the initial assessment of transferable skills for the affected worker. In the event the Board cannot determine suitable and available work, the Board may opt to arrange for external consultation,
- All impairments and/or disabilities either pre-existing or resulting from either work related or non-work related incidents will be considered when conducting an assessment for the affected worker,
- Where necessary, additional assessments may be required where a material change in circumstances exists.

### **Assessment Completion**

Following the assessment, the Board, in collaboration with the workplace parties (worker and employer), union representatives and/or other authorized representatives, determines a SO for the worker.

### **Determining Suitable Occupational**

When determining a SO for a worker, every effort will be made to:

- maintain the employment relationship between the worker and the injury employer by identifying appropriate occupations with the injury employer,
- provide for effective and meaningful input and choice on the part of the worker in identifying a SO: and,
- re-integrate workers into suitable and available work.

In determining a SO, the Board works with the worker and employer and considers;

- a worker's functional abilities,
- a worker's -related employment aptitudes, abilities, and interests,
- what jobs are available with the injury employer through direct placement, accommodation; or retraining,
- labor market trends, and the likelihood of the worker being able to secure and maintain work within the occupation with another employer; and,
- any pre-existing non-work-related condition(s) (e.g., including non-physical disabilities such as a learning disability) a worker may have, as well as any other human rights-related accommodation requirements.

### **Training Needs Assessment**

Where it has been determined that suitable work alternatives are available within the company, the employer will be responsible for assessing the skills and qualifications of the worker to assess if additional training needs are required. The employer will be responsible for providing training to the worker as is needed for the placement.

### **Direct Placement**

In some cases, the Board may identify a SO the worker already has the skills to perform. In these cases, the Board may refer the worker directly for job placement support services and/or a Job Search Training (JST) program.

Where the SO is with the injury employer, the Board assists the workplace parties in establishing and monitoring the WT plan. Where the SO requires reintegration with a new employer, the worker and the Board will work together to develop a WT plan that may include placement services.

### **Determining the availability of the SO**

When identifying available work, the Board will identify SO opportunities as follows;

- SO with injury employer,
- SO with injury employer in surrounding area to which the worker may reasonably be expected to commute,
- SO in the labour market with a new employer.

The Board identifies labour market demand for the job or group of jobs on which the SO is based.

### **14.12 Labour Market Re-Entry**

In the event that a worker is required to reapply to the labour market, the following will be considered by the Board;

- the worker's commuting-injury job, pattern in the pre
- the expected travel requirements of the SO: and,
- the extent of the worker's permanent impairment being able to travel.

### **Work Transition Plans**

The Work Transition (WT) plan outlines the assistance and services a worker requires to enable a return to work with the injury employer in the identified suitable and available work or, if required, to re-enter the labour market in the identified suitable occupation (SO). Generally, a worker is offered one plan which will generally not exceed 3 years in duration.

## Plan Development

The Board determines if a WT plan is required based on the following;

- information about the worker including medical, functional and vocational
- information received from the workplace parties or third party providers through assessment reports,
- discussions between the WSIB and available the with work place the injury employer; and,
- SO information relating to the local and broader labour market.

As previously stated, the Board develops the WT plan in partnership with the worker, injury employer, (where appropriate) as well as union representatives, other authorized representatives and the treating health professional as necessary. The WT plan outlines activities designed to optimize the workers to prepare the worker for employment in a SO.

## General Considerations

- Workers are to be encouraged to participate in the process when determining options for suitable occupational placement(s),
- Work Transition plans may be amended by the Board where a change of circumstance occurs related to the impairment of the worker or the labour market.
- The duration of the Work Transition plan is to be determined by the Board following input and discussion with all workplace parties, as well as union representation were applicable,
- A worker who is 55 years of age or older when the WSIB determines he/she is entitled to LOE benefits, and who requires a WT plan consisting of vocational skills training (as defined above) to achieve employment in a SO has two options:
  - participating in a WT plan aimed at achieving the SO; or,
  - choosing a 12-month Transition Plan (TP) focused on self-directed WR to achieve the SO.

## Training

- Additional literacy and basic skills, including English as a Second Language may be provided by the Board for a period of up to one year if it may benefit the worker and the Work Transition Plan,
- Additional post-secondary training as approved by the Ministry of Trades, Colleges and Universities may be considered by the Board depending on workers circumstances and status of the Work Transition program,



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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- On the job training may be considered as a viable option by the Board when it is determined that the workers vocational objective does not require extensive training,
- The Board may offer Job Search training if it deemed beneficial to the worker,
- Employment Placement Programs and Work Trials may be available to the worker as part of the Work Transition plan if approved by the Board.

### **Signatories**

To demonstrate commitment and agreement to the WT plan, the initial WT plan must be signed by the worker, the WSIB, and the injury employer (when participating).

### **Work Transition Expenses**

The Board may opt to pay full or partial expenses considered necessary and appropriate in support of the Work Transition Plan. Expenses considered by the Board may include;

- Assistive devices,
- Accommodations,
- Return Trips Home,
- Meal Allowances
- Miscellaneous expenses for services, tuition fees, books, supplies, special accommodation needs, equipment, and travel.

All expenses are to be paid by the Board. Approval of all expenses by the Board must be provided prior to commencement of the Work Transition Program. Expenses are paid until the Work Transition Program is completed or discontinued.

Workers participating in the Work Transition program must track all expenses and keep proof of purchase available for the review of the Board as required. Records and documents required by the Board are to be completed and submitted promptly and accurately to the Board within the allotted timeframes.

Where the company is required to cover certain expenses under the Work Transition plan, the company will address requirements and protocols for the submission of expenses directly with the worker and the Board prior to commencement of the Work Transition program.

### **Relocation Services**

Relocation is a work reintegration (WR) option that may be considered when a suitable occupation (SO) is not available with the injury employer or in the local labour market.

### **General Requirements**

Work Relocation options will be considered by the Board under the following conditions;

- permanent work-related restrictions require the worker to change jobs,
- there is no SO with the injury employer in the local labour market,

- there is no SO with the injury employer in the surrounding area within a reasonable commuting distance,
- labour market information indicates there are no SO's in the local labour market with a new employer; and,
- the broader labour market offers greater employment prospects in the SO.

#### **14.13 Financial Assistance**

Where a worker is required to relocate to a broader labour market, additional expenses necessary for the Work Transition Plan may be approved through the Board. If the worker declines relocation to a broader labour market the Work Transition Plan may be closed at the discretion of the Board and Loss of Earnings benefit can be adjusted or cancelled accordingly.

#### **14.14 Independent Operator Status in Construction**

An individual who meets the criteria for independent operator status in construction **must register with the WSIB and complete the status declaration** (see the Status declaration requirement section of Policy 12-01-06 Expanded Compulsory Coverage in Construction).

Registration means the independent operator will have their own WSIB account and will have reporting obligations as their own employer. To register and complete the status declaration, use e-Registration on the WSIB website.

Construction means any of the industries listed in Class G –Construction of Schedule 1 in the Ontario Regulation 175/98 (O. Reg 175/98) the WSIB Employer Classification Manual (ECM). This means that any employer, including independent operators, carrying on a business that is a Class G –Construction business activity, will come under compulsory coverage.

An individual with independent operator status may be required to provide copies of invoices or other financial records, as well as copies of contracts, as evidence to support their status as an independent operator.

#### **14.14 REFERENCE MATERIALS**

WSIA (Accident reporting and ESRTW)

[www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_97w16\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97w16_e.htm)

<b>SECTION: AODA INTRODUCTION</b>	<b>DATE OF ISSUE: MARCH 1, 2021</b>
<b>APPROVED BY: LUCIANO CICCI</b>	<b>REVISE DATE: MARCH 1, 2022</b>
<b>APPLICABLE LOCATIONS: ALL LOCATIONS AND FOR ALL STAFF MEMBERS</b>	

**SECTION 15.0**

**INTRODUCTION**

**Statement of Organizational Commitment**

Our Company is committed to providing reasonable means of access in an efficient and compliant manner to persons with disabilities as defined under the Accessibility of Ontarians with Disabilities Act (AODA). Our standards of accessibility will pertain to access to goods, services and facilities under the control of our company.

Our company will ensure that our standards are facilitated in a manner that will respect the dignity and independence of persons with a recognized disability. It is the intent of our company to provide all person's equal opportunity to access our facilities and benefit from our company services.

**Ontario Human Rights Code**

The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship as defined in the Ontario Human Rights Code (see section 1 of the Integrated Accessibility Standards Regulation for more details). The Integrated Accessibility Standards Regulation does not replace or affect legal rights or obligations that arise under the Ontario Human Rights Code and other laws relating to the accommodation of people with disabilities. This means that the Ontario Human Rights Code or other applicable legislation may require additional accommodation measures that go beyond, or are different from, the standards established by the regulations of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

**Ontario's Building Code**

Barrier-free design requirements within buildings have been regulated through Ontario's Building Code since 1975. Ontario's 1975 Building Code regulates accessibility features inside

buildings, such as accessible washrooms, as well as walkways or ramps that connect to building entranceways. The Design of Public Spaces Standard primarily regulates outdoor spaces, such as pedestrian crossings and trails, but also regulates indoor elements not included in the Building Code, such as service counters and fixed queuing guides.

The Ministry of Municipal Affairs and Housing has worked alongside the Ministry of Economic Development, Trade and Employment to develop updated requirements for accessibility in both public spaces and in buildings. Updated Building Code requirements for accessibility in buildings come into effect on January 1, 2016.

## 1. PURPOSE

The purpose of this policy is to acknowledge our organizations commitment to provide reasonable standards of service to all persons with Disabilities Act, 429/07" (referred to as AODA).

## 2. SCOPE

Our policies and programs apply to all managers, supervisors and employees. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

### **Policy on Integrated Accessibility Standards**

Our policy is intended to reflect all pertinent requirements under Integrated Accessibility Standards Regulations of Ontario (IASR).

These standards will include, but may not be limited to;

- establishing, implementing, maintaining, documenting and posting a multi-year accessibility plan, showing how the organization intends to meet its accessibility requirements
- providing training on the Ontario Human Rights Code as it relates to people with disabilities and accessibility requirements under the AODA, including those for accessible customer service, information and communications, employment practices, transportation and the design of public spaces.
- keeping a record of training, as it is completed, to ensure all staff have been trained and are re-trained if there are changes to our accessibility policies.
- providing, where needs dictate, develop and document individual accommodation plans for employees who have a disability.
- providing, where needs dictate, individualized workplace emergency response information to employees who have a disability.
- taking into account the accessibility needs of its employees with disabilities when:
  - a) undertaking performance management and career development initiatives
  - b) redeploying employees
- placing a return to work process for employees who have been absent from work due to a disability and require disability related accommodations in order to return to work
- making new or redeveloped public spaces accessible as required under the Accessibility Standard for the Design of Public Spaces.
- meeting the needs of people with disabilities in a timely manner.
- providing access to its offices, goods and/or services in a way that respects the dignity and independence of people with disabilities
- upon request, providing its publicly available information, including emergency and public safety information, in a way that is accessible to a person with a disability

- upon request, providing its publicly available information pertaining to the IASR.

Our policies will be available in written format and will be available to the public as necessary upon request.

*See Appendix "for" "sample template*

### **Multi-year accessibility plan**

We recognize that allowing barrier free access and accommodating the needs of our workers and clients is an ongoing activity. Where necessary, we will maintain a multi-year accessibility plan. The plan will be reviewed by senior management and updated at least once every five years. Current plans and initiatives can be made available to the public and provide it in an accessible format when requested.

*See Appendix B "for" sample template*

### **Information and communications**

When providing information to, or communicating with, a person with a disability, we will provide, upon request, the information and communication in an accessible format or with a communication support. We will work in consultation with the person with the disability to provide them with the information in a manner

#### **a) General Principals**

The development of this program will provide benefits to both our employees with disabilities and visitors by allowing access to our property without barriers. This will ensure legislative compliance and clarify our company standards.

The fundamental principles of this standard are to ensure that the dignity and independence of all persons with a disability is respected at all times.

The standard will also ensure that all persons requiring service from our organization receive equal treatment as required under the Human Rights Code.

#### **b) Program Elements**

As a minimum, our standards will consist of elements as required under the AODA that will include, but not be limited to our organization's standards;

- i. Establishment of policies, practices and procedures
- ii. Access to Building and Services
- iii. Assistive Devices and Technologies
- iv. Use of Service Animals and Support Persons
- v. Notice of Temporary Disruptions
- vi. Training for Company Personnel
- vii. Provisions for Communication and Feedback

### **c) Program Standards**

#### **Access to Building and Services**

Our organization will ensure that proper building access and egress is maintained at all times.

Where necessary, and in accordance with our business practice, our staff will be prepared to accommodate those with disabilities by providing at-home consultations as required.

It is the policy of our organization to review any issues, concerns or recommendations made by the general public or our clients regarding the functioning or maintenance of these facilities.

#### **Assistive Devices and Technologies**

Our organization permits the use of assistive devices and technologies designed to aid persons with disabilities while in public areas of our properties. Any assistive technologies required by any persons with a disability will be permitted without restrictions for use on our properties. Policy and procedural changes may be required to ensure the health and safety of all persons is protected at all times. Assistive devices in consideration under this program will include;

- i. Walking Canes
- ii. Crutches
- iii. Assistive Walking Devices (Walkers)
- iv. Mobile Scooter (for disabled persons only)
- v. Vehicles equipped with assistive mechanisms (Wheelchair lift etc)
- vi. Electronic Communication devices

#### **Use of Service Animals and Support Persons**

Use of other "service animals" on our properties and only if the animal is a required benefit to that disabled person.

Where necessary our organization will reserve the right to request a note from either a licensed doctor or medical specialist to confirm the "serv disability.

The care, use and safety of any animal on our property are the responsibility of the owner of the animal.

Our company will assume the responsibility within reasonable limitations to clean any areas left soiled by guide dogs or other service animals in public areas of our properties.

Any issues or conflicts regarding the use of guide dogs or service animals must be immediately reported to the Senior Manager. Circumstances may include but are not limited to;

- Any incident involving violence directed to, or injuries received from a guide dog or service animal.
- Issues concerning fears of, or allergies to, animals.
- Reasonable protests involving animals being present inside the building. (Health standards)

Support persons assisting disabled individuals providing services to our facilities are welcomed. Support persons and disabled persons requiring access to authorized areas of our properties may only do so with permission from senior management and only while accompanied by approved company personnel as required. Support persons assisting contracted services may be required to accept, or be included in the same service agreements as disabled persons.

### **Notice of Temporary Disruptions**

In the event that our public facilities experience temporary disruptions that may affect access or services for the disabled, reasonable measures will be taken to ensure prompt communications and corrective action as required.

It will be the responsibility of Management to ensure that information regarding any disruption is provided to staff and visitors as required. Notifications will be provided within a reasonable timeframe and must contain information including, but not limited to;

- i. The time, date and location of the disruption,
- ii. The reason for the disruption of service,
- iii. The anticipated duration of the disruption of service,
- iv. Descriptions of temporary or alternative alternatives (where necessary or available),
- v. Contact information for those involved in the circumstances.

In accordance with AODA, notifications of the disruption must be posted in conspicuous areas on each floor of the buildings or properties as required. Notifications will be limited to public areas of the buildings and properties only. Senior Management will be responsible for posting notifications as required.

### **Accessible Website**



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Guidelines. Where necessary we will review and acknowledge all other required updates or upgrades as required under this standard. As our website is developed and maintained through a third party organization, we may be limited to the scheduling and timelines as is reasonably required by our provider(s).

**Employment**

Our employment practices will include notification of the availability of accommodation for applicants with disabilities, as well as supports for staff with disabilities. Where employee needs dictate, we will provide individualized workplace emergency response information to employees who have a disability. Our performance management and career development processes will take into account the accessibility needs of its employees with disabilities.

**Documented individual accommodation plans**

Our process for the development of documented individual accommodation plans can include;

- How we include the employee in the development of the plan,
- How we consider the employee needs on an individual basis,
- 
- How other representatives or agents may or may not be involved,
  
- How often the plan will be reviewed and the process involved,

**Workplace**

As part of our Occupational Health and Safety Management program, any employee who is required to participate in a Workplace Reintegration Program, as a result of a work related incident as prescribed under the Workplace Safety and Insurance Act, will do so in accordance with our existing company / WSIB standards. These standards include, but are not limited to;

- Notification to the WSIB
- Submission of all required documentation and correspondence
- Communication with injured worker and their physicians
- Establishing a work reintegration program approved by injured workers physician
- Maintaining communication between all parties involved with the return to work program
- Monitoring the injured workers rehabilitation progress until normal duty can be achieved.

**Training for Company Personnel**

Elements of this AODA compliant program will be included in the Corporate Safety Program. The company shall provide training to all employees in the organization who are required to interact with the general public.

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Training will include;

- i. An overview of the Human Rights Code and Building Code impacts to AODA
- ii. Review of the Purpose of the AODA
- iii. A review of the company accessibility standards
- iv. Interacting and Assisting Persons with various Disabilities
- v. Use of Assistive Devices, Support Animal and Support Persons
- vi. Disability Access Problem Solving

A review of the AODA training requirements and refresher training will be conducted on a yearly basis to review current policies, procedures and practices as required. Records of training will be kept on file for each employee.

**Provisions for Communication and Feedback**

Our company will accept feedback pertaining to the quality of services to the disabled in our properties. Communication including contact phone number, mailing address and fax number for our company will be made available and posted in a conspicuous area. Senior Management will review and respond to feed back within a reasonable time frame as required.

**Notice of Availability and Format of Documents Related to AODA**

All documentation as required under the AODA, including all policies and procedures as required by the Freedom of Information and Protection Privacy Act will be provided upon request. When providing documentation to the disabled, our company will make all reasonable efforts to Ensure the person's disability is taken into

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APPENDIX "A" MULTITEMPLATE-YEARACCESSIBILITY- PLAN

IASR REQUIREMENT	TARGET DATE	STRATEGY	STAFF	COMMENTS
<p><i>E.g.</i></p> <p><i>Where provided, make emergency and public safety information accessible upon request</i></p>	<p>January 1, 2015</p>	<p>Identify one or more actions that your organization will take to prepare and comply with the corresponding requirement.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>o Review compliance assistance materials</li> <li>o Review current information and communication formats</li> <li>o Research vendors and options for providing accessible information</li> <li>o Establish policy to provide information in an accessible format on request and communicate to all staff</li> </ul>	<p>Identify the department or individual responsible for each action item</p>	<p>Use this field to identify any possible challenges and/or considerations such as:</p> <ul style="list-style-type: none"> <li>o Resources required</li> <li>o Timelines for implementation</li> <li>o Etc.</li> </ul>

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APPENDIX "B" MULTITEMPLATEYEARACCESSIBILITY- PLAN WORKSHEET

ACCESSIBLE INFORMATION & COMMUNICATION REQUIREMENT	AODA TARGET DATE	STRATEGY	COMPANY TARGET	STAFF RESPONSIBILITY
<i>Emergency &amp; Public Safety Information</i>	January 1, 2015	Convert existing emergency & public safety information into a format that will allow it to be made available in accessible formats, upon request.  Develop procedure for new/additional information to be available to persons with disabilities at same time as others	January 1, 2015	Identify the department or individual responsible for each action item

**IMPORTANT CONTACT NUMBERS**

PLEASE CALL **911** FOR EMERGENCIES

HEAD OFFICE: \_\_\_\_\_

SITE OFFICE: \_\_\_\_\_

OTHER EMERGENCY CONTACT NUMBERS:

_____	_____
_____	_____

LOCAL HOSPITAL PHONE NUMBER: \_\_\_\_\_

# SECTION 16

# OHSMS FORMS

APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Accident, 7, 39, 41, 50, 60, 62  
Accident Reporting, 39  
Accident/Incident Statistics, 94, 96  
Accidental Environmental Release, 61  
Accountabilities Review, 94, 95  
Administrative Controls, 75  
Agent, 7, 9  
Audits, 19  
Basic Certification, 7  
Best Practices, 7  
Biological Hazards, 76  
Bomb Threat, 69  
Certification Standards, 19  
Chemical Agents, 76  
Chemical Release, 63  
Competent Person, 7  
Confined Space, 7  
Constructor, 7  
Continual Improvement Program, 95  
Continuity Planning, 88  
Contractor, 7, 9  
Contributing Factors, 62  
Corrective Action, 17, 33, 51, 59, 63, 73  
Corrective Action, 7  
CPR, 24, 39, 48, 66, 67  
Crime In Progress, 68  
Critical Injury, 7  
Critical Rating, 28, 30, 31  
CSA, 12, 13, 20  
Degree Of Hazards, 72  
Designated Substances, 7  
Document Control, 77  
Employee Handbook, 39, 41, 42  
Employer, 7  
Energy Hazards, 76  
Environmental Emergency, 81  
Environmental Protection, 81  
Environmental Release, 7  
Ergonomic Hazards, 76  
ESRTW, 7, 39, 47, 105, 106, 108, 114  
Evacuation, 25, 59, 67, 72  
Evaluation, 21, 94, 95  
Fall Protection, 39, 44  
Fatality, 7  
Fire Extinguishers, 25, 40, 66  
First Aid, 7, 39  
First Aid Holder, 53  
Form 82 (In Case Of Injury), 7  
Functional Abilities Form, 7  
Gathering Point, 25, 66, 68  
Government Inspectors, 82  
Hazard, 7, 8, 17, 28, 39, 41, 42, 50  
Hazard Factors, 28  
Hazard Reporting, 19, 21, 50, 51  
Health & Safety Bulletin Board, 19, 34, 35, 63  
Health And Safety Coordinator, 19, 51, 52  
Healthcare Provider, 106  
Hearing Protection, 20  
Hot Work, 8, 45  
Illness, 8, 9  
Incident, 8, 41, 60  
Injury, 7, 8  
Inspection Contacts, 72  
Inspection Forms, 73  
Inspection Postings, 71  
Inspection Reports, 26, 73, 91  
ISAO Explanatory Materials, 25  
JH&SC, 8, 16, 17, 18, 19, 20, 25, 26, 28, 32, 33, 34,  
35, 36, 37, 51, 53, 54, 60, 61, 62, 63, 71, 72, 73,  
85, 91, 93, 94, 95, 96  
Lock-Out, 8  
Lost Time /Lti, 8  
Machine Hazards, 76  
Manager, 8, 41, 43  
Material Change In Circumstances, 106  
Material Handling, 76  
Medical Information, 106  
Ministry Of Labour, 19, 21, 25, 26, 51, 58, 59, 61, 79,  
94, 95  
Modified Duty, 54, 101  
Modified Equipment, 8  
MSDS, 8, 24, 32, 43, 58, 68  
Natural Gas Leak, 68  
OH&SA, 9, 16, 17, 18, 33, 35, 36, 39, 72, 74, 82  
OHSMS, 9, 10, 11, 12, 13, 14, 19, 32, 39, 40, 41, 42,  
52, 54, 77, 81, 82, 84, 85, 86, 89, 90, 91, 92, 93,  
94, 95, 96, 97, 98, 115, 125  
Orientation, 38, 40, 41, 49, 94, 97

APPLIED SYSTEMS TECHNOLOGIES INC.  
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Pandemic Planning, 87  
Physical Agents, 76  
Power Outages, 69  
PPE, 9, 16, 17, 20, 31, 32, 41, 72, 75, 76  
Pre-Start Reviews, 25  
Pre-Use Inspection, 74  
Preventive Maintenance, 88  
Preventive Maintenance, 9, 75  
Property Damage, 61  
Property Damage, 9  
Purchasing Standards, 19  
Qualified Person, 9  
Regulation 1101, 7, 24, 39, 52, 66, 67  
Regulations, 13, 16, 17, 18, 20, 21, 23, 24, 25, 36, 46,  
48, 64, 74, 82, 89  
Respirators, 20  
Responsibilities For Personnel, 59  
Right To Refuse, 83  
Risk Assessment, 80, 89  
Risk Control Measures, 80  
Safe Operating Procedures (S.O.P.), 9  
Safe Work Procedures, 9, 39  
Safety Glasses, 20  
Safety Training, 9  
Section 51 Report, 60  
Section 52 Report, 60  
Section 53 Report, 60  
Senior Management, 9, 41, 42, 43, 44, 45, 46, 47, 48,  
94  
Senior Management Accountabilities, 95  
Spill, 30, 68  
Stress Hazards, 76  
Substance Abuse, 82  
Supervisor, 10, 18, 41, 43, 44, 45, 46, 48, 94  
Supplied Labour, 10  
Suspicious Package, 69  
Suspicious Packages, 69  
Timeline For Report, 60  
Toolbox Talks, 91  
Transitional Work, 10  
Transitional Work Program, 101  
Union, 105  
Unsafe Act, 10  
Unsafe Condition, 10  
Vehicular Accident, 70  
Visitor, 10, 18, 41  
Weather Conditions, 69  
WHMIS, 10, 23, 24, 25, 39, 43, 46, 72, 93  
Witness, 62, 80, 81  
Witnesses, 62, 68  
Work Hardening, 10  
Work Hardening Program, 101  
Work Refusal, 41, 46  
Worker, 10  
Workers Rights, 79  
Workplace Harassment, 10, 41  
Workplace Hazard Analysis, 28, 32, 73, 93, 94, 95, 96  
Workplace Inspections, 17, 19, 35, 72, 73, 92, 93, 97  
Workplace Violence, 10, 15, 77  
WSIA, 10, 34, 114  
WSIB, 7, 10, 24, 47, 54, 59, 60, 61, 63, 79, 92, 97,  
104, 105, 106, 107, 108

**MANAGEMENT/SUPERVISOR HSE EVALUATION FORM – #F001**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_

YEAR(S) EMPLOYED \_\_\_\_\_

ELEMENT	SCORE			COMMENT
	GOOD	FAIR	POOR	
COMPREHENSION OF DUTIES & RESPONSIBILITIES IN OHSMS?				
CLEARLY UNDERSTANDS ALL POLICIES IN OHSMS?				
PARTICIPATION IN COMMITTEE SAFETY MEETINGS?				
CONTRIBUTES TO COMPANY HEALTH & SAFETY GOALS?				
PROVIDES RECOMMENDATIONS FOR IMPROVEMENT?				
COMPLETES HEALTH & SAFETY RELATED TASKS ASSIGNED?				
PARTICIPATES IN WORKPLACE INSPECTIONS?				
RESPONDS TO RECOMMENDATIONS IN A TIMELY MANNER?				
COOPERATES WITH THE JHSC & SENIOR MANAGEMENT?				
COMMUNICATES THE OHSMS EFFECTIVELY TO OTHERS?				
MONITORS TRAINING REQUIREMENTS (INCLUDING REFRESHER)?				
MONITORS NECESSARY POSTINGS AS REQUIRED BY OHSMS?				
MAINTAINS BUILDINGS & PROPERTY IN SAFE MANNER?				
MAINTAINS TOOLS & EQUIPMENT IN SAFE MANNER?				
MAINTAINS DOCUMENTATION AND RECORDS AS REQUIRED?				
RECOGNIZES HEALTH & SAFETY EFFORTS MADE BY OTHERS?				
HOLDS OTHERS ACCOUNTABLE FOR HEALTH & SAFETY?				
EXERCISES DISCIPLINARY ACTIONS FOR HSE CONTRAVENTIONS?				

**COMMENTS:**

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**EVALUATION REVIEWED BY:**

\_\_\_\_\_  
*Name of Evaluator*

\_\_\_\_\_  
*Signature of Evaluator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

**RECOGNITION AWARD - #F002**

**FOR OUTSTANDING CONTRIBUTIONS TO OUR COMPANY SAFETY PROGRAM**

*AWARDED TO*

\_\_\_\_\_

*FOR THE FOLLOWING ACHIEVEMENTS*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*DATED* \_\_\_\_\_

**CONGRATULATIONS ON A JOB WELL DONE!**

\_\_\_\_\_  
*Vice President*

\_\_\_\_\_  
*Supervisor*



**SUBCONTRACTOR SAFETY AGREEMENT - #F004**

THE FOLLOWING IS AGREED AND UNDERSTOOD

**Contractor's** Occupational Health and Safety Management System has been developed recognizing the importance of the CSA Z.1000-06 standard. This national standard, along with **Contractor's** efforts provincially, are designed to meet the highest degree of compliance possible. In order for the **Contractor** to reach this goal, the cooperation of all associated parties and sub-contractors is essential. This agreement will therefore outline the **Contractor's** specific needs and expectations to those firms we have selected as sub-contractors to our firm.

The Sub-Contractor (herein referred to as the **SUB**) shall ensure that any and all work performed by their employees and/or the employees of their Sub-Contractors or service providers meet the following requirements and standards. The sub-contractor is not permitted to sub-contract any portion of their work without written permission from the Contractor.

- 1) In Ontario, your activities must meet the minimum requirements outlined in the Occupational Health and Safety Act, RSO 1990 Chapter 0.1 as amended (herein referred to as the ACT) and the applicable Regulations for Construction Projects, O.Reg. 213/91 as amended and/or the Regulations for Industrial Establishments, O.Reg. R.R.O. 1990, Reg. 851 as amended (herein referred to as the Regs.)
- 2) **SPECIAL NOTE:** Work outside of Ontario, **Contractor** will require compliance to the legislation for the specific Province or jurisdiction. In all cases, the guiding system for developing HSE policy and procedures shall be guided by the CSA-Z.1000-06 principles.
- 3) Specific responsibilities and duties outlined in the OH&S Act under the heading *Duties for Employers, Supervisors and Workers*, shall be strictly observed and adhered to by the **SUB** for the duration of their work at the workplace
- 4) The **SUB** shall have a sufficient number of employees trained in the Standard Level of First Aid and these employees shall be on site at all times. Copies of individuals' certificates shall be made available to the Contractor as requested.
- 5) The **SUB** shall have a Competent Supervisor on site at all times to monitor the work of their employees and any sub-contractors under their employ.
- 6) Competent Supervisors must demonstrate a minimum level of training in the Act and Regulations (noted in 1.1), along with knowledge, experience and an awareness **of the** associated actual and potential hazards, specific to the circumstances of the workplace.
- 7) The **SUB** shall ensure that their workers, and those of their sub-contractors and service providers, have the required training in WHMIS, Fall Protection and any other specific training required.
- 8) Proof of training, in the form of training cards or written proof of training, is required to be available and subject to periodic checks by the **Contractor's** safety professionals, site personnel or the Ministry of Labour (MOL).
- 9) The **SUB** shall provide copies of all Material Safety Data Sheets for all controlled products intended for the workplace **prior** to working on the project.
- 10) The **SUB** shall provide an up-to-date copy of the **SUB** Safety Policy and site specific safe work procedures (SWP's) for the project,
- 11) The **SUB** shall provide the last two (2) WSIB Experience Rating Profiles, (CAD-7 or MAP)
- 12) The **SUB** shall provide a Contractor Registration Form (Form 1000)
- 13) The **SUB** also acknowledges the availability of Contractor's OHSMS Policy, which is to be strictly adhered to at all times.

APPLIED SYSTEMS TECHNOLOGIES INC.

- 14) All motorized equipment machines, devices, tools or other equipment or items shall be in good condition and have all appropriate logbooks and manufacturers' instruction booklets available for inspection and for reference.
- 15) A record of training for those qualified to operate the machine, device, tool or item shall be available at the workplace.
- 16) All accidents requiring first aid attention or medical attention shall be reported to the **Contractor's Project Manager** immediately and the **SUB** shall complete an accident investigation report. This report shall be submitted to the **Contractor's Office** within **24 hours** of the accident.
- 17) Failure to meet reporting requirements shall result in the Contractor's Safety Professionals (RWT) being brought in to conduct an investigation into the accident and to report on all contributing circumstances regarding the **SUB** non-compliance.
- 18) **ANY AND ALL costs** and expenses associated with the Contractor's safety professionals' investigations or interventions and any other delays associated with violations of this agreement shall be the sole responsibility of the **SUB**.
- 19) If any **SUB**, their employees or subcontractors are in contravention of our **OHSMS** Program on three (3) or more occasions (including the Act or the Regs) 4S Consulting Services will investigate and report the reasons for these violations to the **Contractor's** senior management team.
- 20) All **critical or fatal injuries** shall result in the **Contractor's** Safety Professionals being brought in to oversee the investigation process and dealings with MOL and other officials. All investigation reports and communications must be coordinated through the **Contractor** prior to release.
- 21) Copies of all written investigation reports and submissions to outside agencies, as they pertain to an accident on our project, shall be submitted via fax or email to the Contractor's Head Office **within 24 hours of the accident**.
- 22) Copies of the **SUB** weekly toolbox talks with their workers and copies of the **SUB** Supervisor's weekly equipment inspection checklist shall be submitted to the **Contractor's Project Manager** on a weekly basis.
- 23) Any and all work to be performed after 6:00 p.m. on weekdays, or on Saturdays or Sundays, must be approved by **Contractor**, in writing, prior to the work commencing. The **SUB** is prohibited from working without this written approval and authorization.
- 24) The **SUB** shall take every reasonable precaution to protect all workers and the public from injury and illness at all times. Standards of care (safe work procedures) appropriate for, and specific to, the circumstances of the work shall be communicated to workers and others, as required.
- 25) Every **SUB** and their workers must fully comply with all **Contractor** rules, including relevant stipulations found in **Contractor's** OHSMS policy, including any required safe work procedures.
- 26) All **SUB** employees must use and wear the required PPE that is appropriate, or regulated, for the duration of their time on site, or on our premises, and have the required training cards to verify their training.
- 27) Any worker that arrives without the required PPE, or that refuses to comply with OH&S law or safe work procedures, will be refused entry to **Contractor's** site (premises) and will be refused all future entry until Contractor receives a written re-entry request from the **SUB**.
- 28) Violation of **ZERO TOLERANCE** rules (such as fall protection) will result in the worker's **permanent removal** from our workplace.
- 29) The **SUB** shall submit a current WSIB Clearance Certificate. In addition, a letter on **SUB's** letterhead shall verify that every clearance letter must be received in our office prior to working on our projects.

- 30) Independent Operators or persons not insured under the WSIA Insurance Plan are not permitted to work at our workplaces without written permission from the **Contractor**.
- 31) Repeated violations of OH&S law and/or safe work procedures by any **SUB** may result in their removal from the job.
- 32) As stated, all associated costs for violations of health and safety laws and/or project delays resulting from health and safety violations will be the responsibility of the **SUB** in violation. Investigations by our safety professionals, resulting from repeated safety violations by contractors, subcontractors or their workers, shall be at the **SUB's** expense.
- 33) Work requiring certified trades shall be performed by qualified tradesmen / journeymen holding a current and valid license in the required trade.

It is agreed and understood that the terms and conditions herein are reasonable and shall be adhered to for the duration of the subcontractor's work on the project. Failure to adhere to the standards outlined herein, or to resolve violations of known standards of care, shall result in penalties reasonable to the circumstances. All penalties shall be a matter of record. Any person or corporation signing this agreement represents and warrants that it is a valid and subsisting corporation or employer duly organized and in good standing under the laws of its incorporating jurisdiction and, so far as it carries on business within the provinces and territories of Canada, is in good standing under the applicable laws of the provinces and territories and further, possesses all necessary power and authority to carry on its business, to own its properties and to execute and perform this agreement. Any individual signing this agreement on behalf of an entity represents and warrants that he or she has full authority to do so.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

**CONTRACTOR:** \_\_\_\_\_ c/s  
 Authorized Signing Officer

**Sub-Contractor Company Name:** \_\_\_\_\_

**Sub-Contractor Official:** \_\_\_\_\_  
 Name (Please Print)  
 \_\_\_\_\_ c/s  
 Signature of Authorized Signing Officer



**DISCIPLINARY RESOLUTION REPORT – FORM #F006**

To: \_\_\_\_\_ Position: \_\_\_\_\_  
Employee Name (print)

Date of Contravention \_\_\_\_\_ Reported by: \_\_\_\_\_  
Manager/Supervisor Name (print)

**Disciplinary Action:** (Check One)

VERBAL WARNING <input type="checkbox"/>	WRITTEN WARNING <input type="checkbox"/>	WORK SUSPENSION <input type="checkbox"/>	TERMINATION <input type="checkbox"/>
---	--	--	--------------------------------------

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with our company policies

**Details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Explanation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resolution Process:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A copy of this warning was personally delivered and reviewed with the employee by:

\_\_\_\_\_  
MANAGER/SUPERVISOR (signature) DATE

I have received and read this warning notice and agree with the content of this report and the resolution process as required under the company OHSMS. I understand that further contraventions of company policies may result in additional disciplinary measures up to, and including discharge from the company.

\_\_\_\_\_  
EMPLOYEE (signature) DATE

**PURCHASING STANDARDS FORM - #F007**

	PPE/EQUIPMENT	DEPARTMENT	PERSONNEL	STANDARDS	SUPPLIERS	PROVIDED BY	REPLACEMENT	A/C
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

PURCHASING AUTHORIZATION	
CODE	AUTHORIZED PURCHASING AGENT

LEGEND	
<b>PPE/EQUIPMENT</b>	PROVIDE DETAILS OF EQUIPMENT TO BE PURCHASED
<b>DEPARTMENT</b>	LOCATION OF WHERE ITEM IS TO BE USED
<b>PERSONNEL</b>	DESCRIBE WHO IS REQUIRED TO USE EQUIPMENT
<b>STANDARDS</b>	LIST ACCEPTABLE STANDARDS (CSA, NIOSH ETC)
<b>SUPPLIER</b>	COMPANY AUTHORIZED TO SUPPLY EQUIPMENT
<b>REPLACEMENT</b>	PROVIDE DETAILS ON REPLACEMENT POLICY
<b>A/C</b>	AUTHORIZATION CODE (WHO IS ALLOWED TO PURCHASE)

**HAZARD ANALYSIS FORM - #F008**

Task																				
Hazard Type	Identified Loss Potential									SEV										
Physical											0	0	0	0	0	0	0	0	0	0
Safety											0	0	0	0	0	0	0	0	0	0
Chemical											0	0	0	0	0	0	0	0	0	0
Biological											0	0	0	0	0	0	0	0	0	0
Ergonomic											0	0	0	0	0	0	0	0	0	0
Psychosocial											0	0	0	0	0	0	0	0	0	0
				MINOR		MODERATE			MAJOR		SEVERE									
THIS TASK HAS A PEAK CRITICAL RATING OF				1	2	3	4	5	6	7	8	9	10							
<b>LOSS CONTROL MEASURES</b>																				
Engineering																				
Procedure																				
Training																				
PPE																				

**HSE (JH&SC) RECOMMENDATION FORM - #F009**

Person Submitting Recommendation

Date

Comments

Signature

Multiple horizontal lines for writing comments.

- 1. Please refer to procedures as required under section 7 of the OHSMS.
2. Copies of the recommendation to be submitted to the JHSC or Safety Representative.
3. Recommendations must be responded to in writing by Senior Management within 21 days using form #F012
4. If issue or concern is of urgent nature please use hazard reporting form #F005.

Reviewed by Senior Management (Signature)

Department

Received by JHSC (Signature)

Date

**FIRST AID LOG SHEET – FORM # F0010**

This form must be completed by the First Aider or designate and kept available.

<b>Name of Injured Person</b>	
<b>Date of Injury (D/M/Y)</b>	
<b>Time of Injury</b>	
<b>Name of Witness(s)</b>	
<b>Nature/Location of Treatment</b>	
<b>Name of First Aider</b>	

<b>Name of Injured Person</b>	
<b>Date of Injury (D/M/Y)</b>	
<b>Time of Injury</b>	
<b>Name of Witness(s)</b>	
<b>Nature/Location of Treatment</b>	
<b>Name of First Aider</b>	

<b>Name of Injured Person</b>	
<b>Date of Injury (D/M/Y)</b>	
<b>Time of Injury</b>	
<b>Name of Witness(s)</b>	
<b>Nature/Location of Treatment</b>	
<b>Name of First Aider</b>	

The Health and Safety Coordinator will collect the first aid logs each month.



**MANAGEMENT RESPONSE TO HSE RECOMMENDATIONS – FORM#F0012**

**Location:**

**Date(s):**

RE: Response to recommendations received on \_\_\_\_\_

Date recommendation received by management: \_\_\_\_\_  
Day/Month/ Year

Management agrees with the recommendation (circle):                      Yes        No

Note: If management agrees with the recommendation, complete the next section of this form. However, if there is disagreement with or an alternative to the recommendation, please provide reasons or explanation.

**(A)    Implementation for recommendation (timetable, actions taken, actions to be taken, etc.)**

**(B)    Disagreement with, or, alternative to, recommendations**

Date recommendation returned to the Joint Health & Safety Committee:                      -                      \_\_\_\_\_  
Day/Month/Year

Responding Management signature: \_\_\_\_\_

Response received by the Joint Health & Safety Committee on: \_\_\_\_\_  
Day/Month/Year

\_\_\_\_\_  
Day / Month / Year

\_\_\_\_\_  
Management Co-Chair

\_\_\_\_\_  
Worker Co-Chair

**ACCIDENT INVESTIGATION REPORT – FORM#F0013**

Injured Worker's Last Name		First Name		Occupation			
Location where injury/accident occurred				First Aid Provider			
Hospital or Clinic Attended for Medical Aid				Treating Physician's Name			
Nature of Injury				Project Location of Accident/Injury			
Person who transported employee							
Will this be a lost time injury?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Is injury work-related?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Were any subcontractors involved?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Was the MOL called <sup>1</sup> ?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Injury Details							
Date and Hour of Injury				Date and Hour Reported to Employer			
Day	Month	Year	Time	Day	Month	Year	Time
			a.m. p.m.				a.m. p.m.
Date and Hour Last Worked				Normal Working Hours			
Day	Month	Year	Time	from		to	
			a.m. p.m.		a.m. p.m.		a.m. p.m.
Who was the injury reported to?							
What caused the injury? Describe the injury, the body part involved and specify left or right side (use back of sheet if necessary).							
Describe the worker's activities at the time of the injury. Include details of equipment or materials used. <small>(Ensure to include model &amp; serial number or any tools, equipment or machinery)</small>							
Did anyone else witness the accident or know more about the injury? <small>(refer to witness statement form)</small>							

<sup>1</sup> Reasons to call the MOL: fatality, critical injuries (defined as an injury of a serious nature that: places life in jeopardy,

procedures  
unconsciousness, results in substantial loss of blood, involves

the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major portion of the body, causes the loss of sight in an eye.

Name		Contact #	
------	--	-----------	--

Name		Contact#	
------	--	----------	--

Accident Analysis

Weather Conditions: (Temperature; wind speed and direction: wind chill; sky conditions etc.)

--

Immediate Cause(s) (List or state the sequence of events contributing to the causes of the accident)

--

--

--

--

--

--

Underlying Cause(s) (What other issues / conditions may have contributed to the cause of the accident)

--

--

--

--

--

--

Why did the accident occur? (Provide your thoughts and comments on the occurrence)

--

--

--

Preventive Measures Recommended (How do we prevent this from happening again?)

--

--

--

--

--

Corrective Measures					
Action Required					
Date Assigned		Assigned to		Date Completed	
Action Required					
Date Assigned		Assigned to		Date Completed	
Review					
Senior Management Committee		Date	Signature		
Comments					
Joint Health & Safety Committee		Date	Signature		
Comments					
Reviewed with Injured Worker		Date	Signature		
Comments					



**OHSMS REVIEW - FORM #F-0014**

DATE						
MEETING ATTENDEES						
SENIOR MANAGEMENT COMMITTEE				JOINT HEALTH & SAFETY COMMITTEE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		
NAME	SIGNATURE		NAME	SIGNATURE		

AGENDA						
1.	OHSMS PROGRAM REVIEW	<i>PLEASE REVIEW EACH ELEMENT AND INDICATE IF AN ELEMENT IS SATISFACTORY</i>				

SEC	ELEMENT	YES	NO	SEC	ELEMENT	YES	NO
	OHSMS INTRODUCTION & DEFINITIONS				ACCIDENT & HAZARD REPORTING		
	COMPANY SAFETY POLICY				EMERGENCY PROCEDURES & INVESTIGATION		
	HSE DUTIES & RESPONSIBILITIES				HSE INSPECTIONS		
	PROCUREMENT & CONTRACTING WORK				PREVENTION POLICIES		
	POSTING REQUIREMENTS				OHSMS ADMINISTRATION		
	WORKPLACE HAZARD ANALYSIS				WORKPLACE SAFETY & INSURANCE BOARD		
	HSE COMMITTEES				EARLY SAFE RETURN TO WORK PROGRAM		
	HSE TRAINING REQUIREMENTS				BEST PRACTICE RESOURCE		

RECOMMENDED REVISIONS OR ACTION TO BE TAKEN	INITIAL	COMPLETION DATE



**3. ACCIDENT & INCIDENT REVIEW**

DATE	PERSON(S) INVOLVED	CIRCUMSTANCES	MED AID	CRITICAL

COMPLIANCE CONDITION	YES	NO	
1. ARE ALL ACCIDENTS & INCIDENTS BEING REPORTED AS REQUIRED?			
2. ARE STANDARD ACCIDENT/INCIDENT REPORTS BEING COMPLETED FOR EACH INCIDENT?			
3. DO THE STANDARD INCIDENT FORMS REQUIRE REVISIONS OR ADDITIONAL INFORMATION?			
4. ARE EXTERNAL REPORTS (WSIB, MOL) BEING COMPLETED?			
5. IS THE JHSC INVOLVED WITH ACCIDENT INVESTIGATIONS?			
6. IS THERE EVIDENCE OF REPEAT OCCURRENCES OR INCIDENTS OF SIMILAR CIRCUMSTANCES?			
7. ARE THE INCIDENT INVESTIGATIONS BEING COMMUNICATED TO APPROPRIATE PERSONNEL?			
8. HAS CORRECTIVE ACTION BEEN IMPLEMENTED FOR ALL RECORDED ACCIDENTS/INCIDENTS?			

RECOMMENDED REVISIONS OR ACTION TO BE TAKEN	INITIAL	COMPLETION DATE

4.

INSPECTION DATE	LOCATION	CONCERNS NOTED FOR TREND ANALYSIS

COMPLIANCE CONDITION	YES	NO	
1. ARE WORKPLACE INSPECTIONS BEING CONDUCTED AS PER SCHEDULE?			
2. ARE BOTH SUPERVISORS AND JHSC MEMBERS PARTICIPATING IN WORKPLACE INSPECTIONS?			
3. ARE SENIOR MANAGEMENT COMMITTEE MEMBERS PARTICIPATING IN WORKPLACE INSPECTIONS?			
4. ARE ALL BUILDINGS BEING ROUTINELY INSPECTED AND DOCUMENTED ON STANDARD FORMS?			
5. ARE ALL INSPECTION REPORTS BEING FORWARDED TO SENIOR MANAGEMENT FOR REVIEW?			
6. ARE ALL RECOMMENDATIONS BEING ACTED ON WITHIN 21 DAYS?			
7. ARE ALL INSPECTION REPORTS, RECOMMENDATIONS AND RESPONSES BEING POSTED AS REQUIRED?			
8. DO ANY STANDARD INSPECTION REPORTS FOR EACH SITE REQUIRE REVISION?			
9. DOES TRENDING ANALYSIS INDICATE REPETITIVE CONTRAVENTIONS OR DEFICIENCIES?			

RECOMMENDED REVISIONS OR ACTION TO BE TAKEN	INITIAL	COMPLETION DATE







**8. CONTINUAL IMPROVEMENT PROGRAM REVIEW**

COMPLIANCE CONDITION	YES	NO	
1. HAVE ALL ESTABLISHED GOALS BEEN COMPLETED BY THE DESIGNATED PERSONNEL?			
2. WERE ALL GOALS ACHIEVED BY THE PROJECTED TARGET DATES?			
3. WERE ASSIGNED GOALS CONSIDERED TO BE MANAGEABLE TO ACHIEVE?			
4. WERE PROGRESS REVIEWS COMPLETED DURING REGULAR COMMITTEE MEETINGS?			
5. WERE ADEQUATE RESOURCES ALLOCATED FOR THE COMPLETION OF EACH GOAL?			
6. WAS ADEQUATE SUPPORT PROVIDED BY SENIOR MANAGEMENT COMMITTEE?			

COMMENTS		

REVIEW OF OUTSTANDING GOALS	ASSIGNED TO	TARGET DATE

REVIEW OF NEW GOALS & ACTION PLAN	ASSIGNED TO	TARGET DATE
1.		
2.		
3.		



**10. MINISTRY OF LABOUR ORDERS REVIEW**

COMPLIANCE CONDITION	YES	NO	N/A
11. HAVE THERE BEEN ANY VISITATIONS BY THE MOL TO ANY SITES?			
12. HAVE ANY CHARGES OR COURT SUMMONS BEEN ISSUED BY THE MOL TO THE COMPANY?			
13. HAVE ANY ORDERS BEEN ISSUED BY THE MOL FOR CONTRAVENTIONS?			
14. WERE ALL ORDERS RESOLVED IN A TIMELY MANNER?			
15. WAS ALL REQUIRED DOCUMENTATION PROVIDED TO THE MOL AS REQUIRED?			
16. WERE ANY OF THE SITE VISITS PROMPTED THROUGH COMPLAINTS?			
17. WERE ALL CORRECTIVE ACTION & NOTIFICATION PROCEDURES FOLLOWED?			
18. DID ALL COMPANY PERSONNEL PROVIDE FULL COOPERATION TO THE MOL OFFICIALS?			

REVIEW OF CIRCUMSTANCES

RECOMMENDED REVISIONS OR ACTION TO BE TAKEN	ASSIGNED TO	COMPLETION DATE

**11. EMERGENCY EQUIPMENT AND RESPONSE REVIEW**

VIEW EQUIPMENT REQUIREMENTS TO VERIFY THE FOLLOWING;

- Correct selection of equipment.
- Adequate number of equipment.
- Appropriate location of equipment.
- Training requirements for emergency equipment users.
- Checks, inspections, replacement and/ or calibration requirements

ACCEPTABLE

EQUIPMENT	LOCATION	INVENTORY	COMMENT	YES	NO
FIRST AID KIT					
EYEWASH STATION					
EXIT SIGNAGE					
FIRE EXITS					
FIRE EXTINGUISHERS					
FIRE SUPPRESSION SYSTEM					

Emergency Response Program				YES	NO
1.	IS EMERGENCY RESPONSE PROGRAM ADEQUATE?				
2.	IS EMERGENCY RESPONSE PLAN POSTED?				
3.	IS EMERGENCY RESPONSE PLAN COMMUNICATED TO ALL EMPLOYEES?				
4.	HAS AN EVACUATION DRILL BEEN PERFORMED IN THE LAST YEAR?				
5.	DOES EACH WORKPLACE HAVE CERTIFIED FIRST AID/CPR PERSON AVAILABLE?				
6.	ARE FIRST AID KITS AND EYEWASH STATIONS ADEQUATE AND MEET REGULATION STANDARDS?				
7.	HAS THERE BEEN ANY INSTANCE WHERE THE EMERGENCY RESPONSE PROGRAM HAS BEEN USED? (REVIEW CIRCUMSTANCES)				

RECOMMENDED REVISIONS OR ACTION TO BE TAKEN	ASSIGNED	COMPLETION DATE

/AT



**12. WORKPLACE VIOLENCE & HARASSMENT PROGRAM REVIEW**

COMPLIANCE CONDITION		YES	NO	N/A
1.	DOES THE COMPANY HAVE A POLICY IN PLACE FOR WORKPLACE VIOLENCE & HARASSMENT?			
2.	HAS THE POLICY BEEN COMMUNICATED TO ALL EMPLOYEES?			
3.	HAS A RISK ASSESSMENT FOR POTENTIAL WORKPLACE VIOLENCE & HARASSMENT FACTORS BEEN COMPLETED?			
4.	HAVE THERE BEEN ANY INSTANCES OF WORKPLACE VIOLENCE OR HARASSMENT IN THE WORKPLACE?			
5.	ARE THERE ANY ADDITIONAL RISK FACTORS IN THE WORKPLACE NOT YET IDENTIFIED?			

**REVIEW OF CIRCUMSTANCES**


RECOMMENDED REVISIONS OR ACTION TO BE TAKEN	ASSIGNED TO	COMPLETION DATE

**12. PREVIOUS QUARTERLY REVIEW**

OUTSTANDING ISSUES OR CONCERNS		ASSIGNED

RECOMMENDED REVISIONS OR ACTION TO BE TAKEN		ASSIGNED	COMPLETION DATE





<b>JH&amp;SC MEETING MINUTES - FORM - #F016</b>			
LOCATION			
DATE	MEETING START	MEETING ADJOURNED	
MEETING AGENDA	TRACKING #		
ATTENDANCE			
	NAME	POSITION	
1			
2			
3			
4			
5			
PLEASE REFER TO SIGN-IN SHEET FOR SIGNATURES			
REF #	MEETING ELEMENT A - PREVIOUS MEETING MINUTE REVIEW		ACTION TAKEN BY
A1	•		
A2	•		
A3	•		
REF #	MEETING ELEMENT B - TREND REVIEW		ACTION TAKEN BY
ACCIDENT/INJURY REVIEW			
B1	•		
WORKPLACE INSPECTION REVIEW			
B2	•		
HAZARD REPORT REVIEW			
B3	•		
WORK REFUSAL REVIEW			
B4	•		
WORKPLACE RECOMMENDATIONS			
B5	•		
CONTINUAL IMPROVEMENT PLAN STATUS			
	•		
REF #	MEETING ELEMENT C - ROUND TABLE DISCUSSION		ACTION TAKEN BY
C08.09.1	•		
REF #	MEETING ELEMENT D - NEXT SCHEDULED MEETING(S)		ACTION TAKEN BY
D0.09.1	•		

(Ref # is Element Letter/Meeting #/Year/Item #)

**MANAGEMENT RESPONSE TO COMMITTEE RECOMMENDATIONS**

Please complete Form #012 "MANAGEMENT RESPONSE TO HSE RECOMMENDATIONS" located in section 15 of the OHSMS BINDER

MINUTES REVIEWED BY (NAME)	SIGNATURE	DATE

ADDITIONAL COMMENTS

PLEASE POST THIS DOCUMENT IN THE WORKPLACE AND DISTRIBUTE AS REQUIRED. ALL MEETING MINUTES ARE TO BE REVIEWED BY SENIOR MANAGEMENT. ANY RECOMMENDATIONS, CORRECTIVE ACTION OR OTHER REQUIREMENTS MUST BE RECORDED IN WRITING ON A STANDARD FORM AND POSTED ALONG WITH THE CORRESPONDING MINUTES.

**SUBCONTRACTOR INFORMATION CHECKLIST FORM - #F017**

SUB-CONTRACTOR NAME			
ADDRESS			
CONTACT NAME		PHONE NUMBER	

A	COMPANY HAS RECEIVED THE FOLLOWING FROM SUB-CONTRACTOR;	YES	NO	N/A
1	SIGNED SUB-CONTRACTOR HEALTH AND SAFETY AGREEMENT			
2	WSIB CLEARANCE CERTIFICATE			
3	WSIB CAD 7 / MAP REPORT			
4	CURRENT LIABILITY INSURANCE CERTIFICATE			
5	CONSTRUCTION REGISTRATION FORM (FORM 1000)			
6	CONTRACTOR MSDS(S) FOR ANY WHMIS CONTROLLED PRODUCTS			
7	SUB-CONTRACTOR SAFETY POLICY			
8	SUB-CONTRACTOR SAFE WORK PROCEDURES			
9	RECORDS OF TRAINING (WHMIS, FALL PROTECTION)			
10	LICENSING OR CERTIFICATES OF QUALIFICATION (ELECTRICIAN, WELDER ETC)			
11	FALL PROTECTION & RESCUE PLAN			
12	EQUIPMENT TESTING & INSPECTION			
13	INVENTORY OF DESIGNATED SUBSTANCES TO BE USED ON SITE			

B	COMPANY HAS SUBMITTED THE FOLLOWING TO SUB-CONTRACTOR;	YES	NO	N/A
1	COMPANY OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM			
2	COMPANY SUB-CONTRACTOR AGREEMENT			
3	SUBMITTED TO		DATE SUBMITTED	

C SUB-CONTRACTOR CONTACT LOG <small>(REQUESTS FOR INFORMATION)</small>				
	DATE	TIME	CONTACT NAME	EMAIL OR PHONE
1				
2				
3				
4				

D REVIEWED				
1	SIGNATURE OF PROJECT MANAGER		DATE	
2	SIGNATURE OF HEALTH & SAFETY COORDINATOR			

COMMENTS

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ONCE COMPLETED, THIS FORM AND ALL ATTACHMENTS ARE TO BE SENT TO THE HEALTH & SAFETY COORDINATOR FOR REVIEW.

**JOINT HEALTH & SAFETY COMMITTEE SCHEDULE FORM - #F018**

MANAGEMENT MEMBERS		WORKER MEMBERS	
NAME	POSITION	NAME	POSITION

SENIOR MANAGEMENT COMMITTEE			
NAME	POSITION	NAME	POSITION

MEETING SCHEDULE			INSPECTION SCHEDULE	
201_	TIME	LOCATION	201_	DATE
JANUARY			JANUARY	
FEBRUARY			FEBRUARY	
MARCH			MARCH	
APRIL			APRIL	
MAY			MAY	
JUNE			JUNE	
JULY			JULY	
AUGUST			AUGUST	
SEPTEMBER			SEPTEMBER	
OCTOBER			OCTOBER	
NOVEMBER			NOVEMBER	
DECEMBER			DECEMBER	

PLEASE POST ON THE HEALTH AND SAFETY BULLETIN BOARD

177

<b>WORKPLACE SAFETY INSPECTION / AUDIT FORM - #F019</b>												
LOCATION						DATE						
CODE		MANAGEMENT		SAFETY REP		JOINT INSPECTION		REPORT ID#				
REF	ELEMENT	OK	HAZARD RATING			REF	ELEMENT	OK	HAZARD RATING			
			A	B	C				A	B	C	
<b>A</b>	<b>WORKPLACE CONDITIONS</b>					<b>E</b>	<b>TOOLS &amp; EQUIPMENT</b>					
1.	GUARDS & PROTECTIVE COVERS					24.						
2.	HOUSEKEEPING & MATERIAL STORAGE					25.						
3.	ACCESS & EGRESS CONDITIONS					26.						
4.	GAS / FUEL STORAGE					27.						
5.	COMPRESSED GAS CYLINDERS					28.						
6.	WASHROOMS & HYGIENE					29.						
7.	OTHER					30.						
<b>B</b>	<b>LIFE SAFETY</b>					31.						
8.	FIRE PROTECTION / EXTINGUISHER					32.						
9.	FIRST AID KITS					33.						
10.	EYEWASH STATION					34.						
11.	SPRINKLER SYSTEM					35.						
12.	EXIT SIGNAGE					36.						
						37.						
<b>C</b>	<b>PROCEDURES</b>					38.						
12.	HOT WORK					39.						
14.	LOCK-OUT					40.						
15.	MATERIAL HANDLING					42.						
16.	HOISTING & LIFTING					43.						
17.	HOT WORK					44.						
18.	OTHER					45.						
						46.						
<b>D</b>	<b>DOCUMENTATION</b>											
19.	COMPANY SAFETY POLICY					<b>F</b>	<b>OFFICE EQUIPMENT</b>					
20.	OHSA/REGS					47.	PHOTOCOPIER					
21.	MATERIAL SAFETY DATA SHEETS					48.	COMPUTER EQUIPMENT					
22.	RECORDS OF TRAINING					49.	SHELVING & FILING CABINETS					
23.	WORKPLACE EMERGENCY PLAN					50.	ELECTRICAL EXTENSION CORDS					
			A=HIGH RISK			B=MEDIUM RISK			C=LOW RISK			



INSPECTION CONDUCTED BY		
(Please print and sign full name)		
NAME	SIGNATURE	DATE
1		
2		
3		
4		

MANAGEMENT REVIEW & RESPONSE					
(Please note assignment and timelines for completion where required)					
HAVE THE HAZARDS IDENTIFIED BEEN ADEQUATELY CORRECTED? (If "no" please complete following section)			YES	NO	
HAVE THE CORRECTIVE MEASURES RESULTED IN NEW HAZARDS? (If "yes" please complete following section)			YES	NO	
DO CORRECTIVE MEASURES REQUIRE COMMUNICATION TO WORKERS? (If "yes" please explain assignment & method)			YES	NO	
HAZARD DESCRIPTION		HAZARD RATING	A	B	C
CORRECTIVE ACTION					
ASSIGNED TO		COMPLETION DATE			
HAZARD DESCRIPTION		HAZARD RATING	A	B	C
CORRECTIVE ACTION					
ASSIGNED TO		COMPLETION DATE			
COMMENTS					
NAME		SIGNATURE	DATE		

**WORKER ORIENTATION RECORD - FORM #020**  
**EMPLOYEE INFORMATION**

NAME		ORIENTATION DATE	
HIRE DATE		ORIENTATION REVIEW DATE	
POSITION		ORIENTATION REVIEW DATE	
WORKER STATUS	NEW TRAINEE	TRANSFER	PROMOTION
			RETURNING

**WORKPLACE ORIENTATION**

OHSMS REVIEW	OK	SAFE WORK PROCEDURE & HAZARD AWARENESS	OK
HEALTH & SAFETY POLICY			
EMPLOYEE RIGHTS & RESPONSIBILITIES			
PPE REQUIREMENTS, USE AND MAINTENANCE			
ACCIDENT, INCIDENT & HAZARD REPORTING			
JOINT HEALTH & SAFETY COMMITTEE			
ACCIDENT PREVENTION			
EMERGENCY RESPONSE & EVACUATION			
WSIB & EARLY SAFE RETURN TO WORK PROGRAM			
SUBSTANCE ABUSE			
ENVIRONMENTAL PROTECTION			
MINISTRY OF LABOUR			
WORK REFUSAL PROCEDURE			
WORKPLACE VIOLENCE			
VISITOR POLICY			
DISCIPLINARY POLICY			
OFFICE SAFETY	OK	WAREHOUSE SAFETY	OK
OH&S DOCUMENTATION BOARD			
HOUSEKEEPING			
MATERIAL HANDLING & STORAGE			
ACCESS & EGRESS			
FIRE SAFETY & EVACUATION			

**WORKPLACE TRAINING**

	TRAINING DATE ARRANGED	TRAINING DATE COMPLETED
WORKPLACE HAZARDOUS MATERIALS INFORMATION		
FIRE EXTINGUISHER & FIRE PREVENTION		
FIRST AID & CPR		
OTHER		

**EQUIPMENT INSTRUCTION**

	DATE COMPLETED	DATE COMPLETED

TRAINING VALIDATION	DATE REVIEWED	SUPERVISOR SIGNATURE
ORIENTATION		
TRANSFER/PROMOTION REVIEW		
RETURN TO WORK/LEAVE OF ABSENCE		

**EMPLOYEE ACKNOWLEDGEMENT**

I understand the requirement to work in compliance with the Occupational Health & Safety Act, the Construction Regulations and policy & procedures as required in the company Occupational Health & Safety Management System.

EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE

**WORKPLACE VIOLENCE & HARASSMENT ASSESSMENT FORM - #F021**

**PART ONE – COMPANY INFORMATION**

COMPLETED BY		DATE OF ASSESSMENT	
SIGNATURE		REVIEWED	
WORKPLACE LOCATIONS OR TASKS EXAMINED FOR THIS RISK ASSESSMENT			

**PART TWO – POTENTIAL FACTORS FOR WORKPLACE VIOLENCE & HARASSMENT**

		YES	NO
1	Do your employees interact with the public, or require working in private residences?		
2	Do your employees work in the public community-based settings?		
3	Do your employees provide a service where they may deal with troubled persons?		
4	Do any of your employees exercise control or authority over others?		
5	Are any of your employees involved in disciplining others?		
6	Do your employees exercise security functions?		
7	Do your employees work alone at any time?		
8	Do employees work shift work or late hours?		
9	Do workers regularly work overtime?		
10	Do your employees deliver or collect items of value?		
11	Do your employees handle cash or other valuables?		
12	Have similar workplaces or tasks in other organizations experienced violence?		
13	Has your company experienced extensive theft, arson or vandalism?		
14	Will your employees be required to work during a period of significant organizational change?		
15	Do your employees work with tools or equipment that could be used as weapons?		
16	Has this workplace or task experienced violence or harassment in the past?		
17	Have similar workplaces or tasks in other organizations experienced violence?		
<b>Other</b>			
18			
19			
20			

**Part Three: Nature and Extent of the Potential for Violence**

Each "Yes or Unknown" answer in Part Two should be reviewed to determine specific potential areas of violence risk which need action. Each of these violence risks should be described separately, with the following information:

What activity or feature of the workplace or task may trigger violence?	
Describe how frequently the activities occur.	
State Job Titles at risk from this violence,	
Predicted type of violence (i.e. assault, robbery, threats, etc.)	
Is there any other information or factor that should be described and considered? (i.e. highlight "peaks" times risk factors)	



## IMPORTANT NUMBERS

External	
Fire Non-emergency	1-866-543-0545
Police Non-emergency	905-773-1221
Ambulance Non-emergency	1-866-543-0545
Local Hospital (Etobicoke General)	416-494-2120
Ministry of Labor	1-800-531-5551
Ministry of Health	1-800-268-1153
Ontario's Telehealth	1-866-797-0000
Local Public Health Unit	1-877-464-9675
Jan-Pro Cleaning	Customer service representative: Lesha Lawson 416-291-8405 ext. 214 Cleaning Lady Sandra: 647-868-0481
Emergency Response Lead/ Incident Commander	Julie Cellucci: 416-402-6120

<b>Document ID:</b> ER-Plan-v2	Replacing Document: ER Procedure-V1
<b>Date of Issue:</b> June 1 <sup>st</sup> , 2020	

PURPOSE
Although controls are in place to prevent emergency situations from occurring, plans have also been created to ensure that an appropriate response is met, if one does occur.  The purpose of this procedure is to establish and maintain steps to prepare for and respond to emergencies in the workplace, as well as minimize losses associated with them.
SCOPE
This procedure applied to all employees, visitors. The specific emergency response plans have been created for each work location.
ROLES & RESPONSIBILITIES
<b>Senior Management is responsible for:</b> <ul style="list-style-type: none"><li>• The administration and implementation of this program, ensuring the necessary resources and training are provided, assigned responsibilities, and generating an emergency contact list.</li></ul> <b>Supervisors/Managers are responsible for:</b> <ul style="list-style-type: none"><li>• Ensuring staff are aware of existing emergency plans</li><li>• Reporting to the Health &amp; Safety Designate any identified gaps in training to the plan</li></ul>

**Emergency Response Lead/Incident Commander is responsible for:**

- Attending required training
- Ensure emergency response plans are followed during an emergency
- Coordinating activities of various groups, such as identified parties in the plan, those responsible for business continuity etc.
- Notifying staff when the emergency situation is complete
- Creating and submitting a report to the Health & Safety Designate outlining the details of the emergency, plan implementation and identified gaps within the plan

**Health and Safety Designate is responsible for:**

- Ensuring risk assessment are conducted, as per the Hazard Identification and Risk Assessment Procedure
- Ensuring all staff involved in emergency response are trained to the plan, and records of training are retained
- Communicating emergency plans to affected staff, and ensuring staff are familiar with the plan
- Ensure the any gaps identified in the emergency response reports are built into an improvement action plan and completed
- Ensuring any submitted reports are subsequent action plans are shared with the JHSC/Health & Safety Representative

**Facilities Designate is responsible for:**

- Enduring adequate Emergency Responses Equipment is available and inspections of the equipment are carried out, as required.
- Creating and maintain floor plans of emergency response equipment, hazardous materials storage areas, utility lines and evacuation routes.

**Joint Health & Safety Committee (JHSC)/Health & Safety Representative is responsible for:**

- Reviewing at least annually, all emergency response plans, and provide feedback to the Health & Safety Designate
- Review all reports and action plans arising from an emergency response, in order to ensure all gaps are identified

**Employees are responsible for:**

- Reporting all emergencies
- Attending training, as required
- Follow emergency instructions
- Upon activation of alarms, evacuating by nearest exit and reports to designated meeting place
- Obtain medical assistance when needed
- Being familiar with evacuation route and alternate means of escape

**OBJECTIVE**

To develop communication policies and procedures to minimize community transmission should an outbreak within the company occur by an ill worker or an ill customer.

**PREVENTION**

To prevent the spread of COVID-19 within the workplace proper hand hygiene, respiratory etiquette and physical distancing is enforced to ensure that an outbreak doesn't occur.

- Employees must be self-monitoring for COVID-19 symptoms such as:
  - Fever
  - Cough
  - Difficulty breathing
  - Muscle aches
  - Fatigue
  - Sore throat
  - Runny nose
- Accessibility to handwash and availability to alcohol-based hand sanitizers within multiple locations in the workplace.
  - Workers should conduct hand hygiene between every interaction with customers.

### **HAND HYGIENE**

- Wash or sanitize hands upon entering the workplace
- Wash hands with soap for at least 20 seconds
- Ensure you dry hands with a one-use paper towel
- Use paper towel to turn of faucet as well as door
- Clean and wipe down frequently touched surfaces
- Frequently touched surfaces and objects that will need routine disinfection are:
  - Tables
  - Doorknobs
  - Light switches
  - Countertops
  - Desks
  - Phones
  - Keyboards
- Ensure that workers clean touched surfaces before and after use
- Ensure employees clean their personal area before and after starting work
- Frequent contact by hands should be clean and disinfected twice per day and when it is dirty

### **RESPIRATORY ETIQUETTE**

- Sneeze and cough in sleeve
- If you require to use a tissue, make sure you dispose properly and follow with hand hygiene
- If you are unable to social distance, it is required to wear face masks

### **PHYSICAL DISTANCING**

- Stay at least 2 meters or 6 feet away from other people when possible
- Keep a distance from other another and limit activities that involve gathering
- Things to avoid:

- Hugging or shaking hands
- Crowds or gatherings
- Sharing food or utensils
- Gathering for breaks/ lunches
- Sharing phones and writing utensils

## **PROCEDURES FOR OFFICE KITCHEN AND BATHROOMS**

### **KITCHEN**

- Sanitize and wash hands before and after entering the kitchen
- Touch the least number of things
- If you touch, please sanitize after:
  - Faucet
  - Fridge
  - Dishwasher
  - Espresso machine
  - Keurig
  - Handles of cabinets
- Bring your own utensils, cups and plates etc.
- Use Styrofoam cups or one-use only utensils
- If you use office utensils, plates, cups etc., please place in dishwasher yourself and indicate that the dishwasher is dirty
- Only one person in the kitchen at a time

### **BATHROOM:**

- Sanitize and wash your hands before and after leaving the bathroom
- Sanitize handles and faucets
- Wash your hands for at least 2 seconds
- Follow signage on how to wash hands in bathroom
- Knock with your elbow to see if the bathroom is in use to minimize touching handles and doors with hands
- Don't wait outside of bathroom if someone is occupying it

## **EMERGENCY RESPONSE EQUIPMENT**

- Equipment is provided for all staff members
- Sanitization stations are located throughout the office spaces
- The sanitization stations include:
  - Gloves
  - Mask
  - Hand Sanitizer
  - Disinfection spray
- Signage is seen throughout the office indicating social distancing, hand hygiene as well as signs to look for before entering the office

## **EVACUATION PROCEDURES FOR STAFF AND VISITORS**

### **SUSPICION OR IDENTIFICATION OF COVID-19**

If someone on site is suspected or confirmed to have COVID-19, please follow these steps:

#### **COUNSELLING THE INDIVIDUAL WHILE MINIMIZING EXPOSURE TO OTHERS**

- Isolate the individual and allow them to get medical assistance or go home immediately if they feel anxious or have strong symptoms
- If they are receiving medical assistance or going home, ensure they have a safe way of traveling that limits exposure
- If the individual can only be isolated indoors, please use a secured area with good ventilation
- The isolation process allows for access control procedures to be set up for the individual to leave the workplace location safely
- Suggestions for the secured area are:
  - Meeting Room A- Boardroom

#### **WORKPLACE CONTACT TRACING AND IMPACTED STAFF AND AREAS**

- Identify all other workers and other who have been in contact with, or been close to, the individual by interviewing them
- All workplace sign-in and access control logs should be reviewed
- After interview is completed, provide the individual with the procedure: 'Self-isolation Instructions and Resources for Suspicion of COVID-19'
- Please direct them to appropriate medical attention to make the required self-isolation arrangements

#### **SANITIZATION**

- Identify all areas that suspected individual has been in during the past 14 days and sanitize using appropriate equipment and materials
- Jan-Pro offers an envoi shield commercial disinfection service where they use hospital-grade disinfectants
- They focus their cleaning on every aspect within the office such as"
  - Desk and glass surface
  - Walls/doors/switch plates
  - Dusting and detailing of furniture and equipment
  - High/low dusting
  - Washroom counter-tops/ dispensers cleaned and sanitized
  - Coffee pots and small kitchen appliances cleans and sanitized
  - Waste management
- Upon completion of disinfecting the office employees returning to workspace are to use PPE and increase cleaning of high contact areas
- Disinfecting of vehicle required prior to return to work should field staff outbreak occurs

## EMPLOYEE PROCEDURES

If an outbreak were to occur these are the follow procedures to follow:

- If symptoms arise, the employee is required to use Ontario's self-assessment tool as well as contact telehealth (1-866-797-0000)
- If employee develops COVID-19 symptoms they are to return home and self-isolate immediately
- Any employee that tests positive to COVID-19 will be contacted by the local public health unit
- The public health unit will perform case management and contact tracing that may require additional infection prevention and control measures to be put into place in the workplace, which would include addition testing self-isolating etc.
- Employee must self-isolate at home for 14-days if tested positive
- Employees that have been in close contact with infected employee(s) 48 hours prior to symptoms is to self-isolate for 14-days or if COVID-19 test comes back negative

## COMMUNICATION

- Inform impacted employees via verbal communication and email
- Inform all supervisors, employees and visitors via email

## REPORTING

- Report Suspected and confirmed infection of COVID-19 to supervisor and management
- Initiate the Business Continuity Plan as needed, to resume normal operations
- Please have supervisors follow up with the individual daily for general workplace health promotion, anxiety and stress relief
- Please have supervisors be available for any employees and visitors daily

## CHANGES TRACKING

DETAILS OF CHANGES	DATE CHANGED	DOCUMENT TRANSITION

## FILTER REPLACEMENT SAFE WORK PROCEDURE

Objective:

To ensure that filter replacements are performed in a safe and consistent manner by an Applied System Technologies technician.

**Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who are performing filter replacements.

**Guidelines:**

**1. General**

- Don appropriate PPE (facemask, nitrile gloves, safety glasses or face shield)
- Shutdown unit and follow proper Lockout procedures
- Remove old filters from unit and discard immediately into garbage bags and Zip Tie bag closed
- Install new filters accordingly
- Ensure filter door is fully closed
- Turn unit back on and verify startup
- Discard garbage bags of filter
- Safely remove PPE and discard accordingly. If mask and glasses are reusable disinfect immediately for future use.
- Wash/Sanitize hands after the above procedure is complete

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

**HIGH RISK FACILITY (COVID-19 POSITIVE) SAFE WORK PROCEDURE**

**Objective:**

To ensure that service is performed in a safe and consistent manner by an Applied System Technologies technician when entering a facility with a known COVID-19 positive case.

**Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who are entering a facility with a known COVID-19 positive case for essential service on mechanical equipment.

**Guidelines:**

- Upon arrival call in and check-in with site contact
- Don appropriate PPE before entry (Disposable coveralls, N95 mask, Safety glasses/face shield, and nitrile gloves)
- Ensure to follow site screening procedures and entry protocols
- Be directly escorted to equipment requiring service
- Wash/Sanitize hands/gloves once service area has been entered
- Provide service and follow all safety procedures pertaining to type of work be performed
- Check out with building contact before leaving site
- Safely remove PPE and discard accordingly. If mask and glasses are reusable disinfect immediately for future use.
- Wash/Sanitize hands and/or gloves frequently

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

**Objective:**

To ensure that the liftgate trucks are used in a safe and consistent manner by an Applied System Technologies employee.

**Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who will be using the liftgate truck.

**Guidelines:**

1. Call ahead and schedule key pickup with coordinators'
2. Wash/Sanitize hands before picking up key
3. Don appropriate PPE before picking up key and entering vehicle (I.E.- Protective gloves, mask, safety glasses, etc)
4. Disinfectant is located in the vehicle, please apply liberally and follow directions. Most disinfectants require a minimum 45 second wet contact period.
5. Wipe area after wet contact time has lapsed. Discard of wipes/rags used immediately.
6. Call ahead and schedule the return of the keys with coordinators'
7. Once vehicle is returned please follow steps 4 and 5 again before leaving vehicle and include the disinfecting of the keys and door handles
8. Leave disinfectant in easy to reach area before exiting vehicle
9. Wash/Sanitize hands before and after keys are returned

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure**

**COVID-19 MEDIUM RISK FACILITY (MEDICAL FACILITY/NURSING HOME) SAFE WORK PROCEDURE****Objective:**

To ensure that service is performed in a safe and consistent manner by an Applied System Technologies technician when entering a facility tending to the medical needs of individuals with **NO** known cases of COVID-19.

**Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who are entering a facility with **NO** known COVID-19 positive case for essential service on mechanical equipment.

**Guidelines:**

- Upon arrival call in and check-in with site contact and complete COVID-19 Questionnaire
- Don appropriate PPE before entry (face mask, safety glasses/face shield, and nitrile gloves)
- Ensure to follow site screening procedures and entry protocols
- Be directly escorted to equipment requiring service
- Wash/sanitize hands/gloves once service area has been entered
- Provide service and follow all safety procedures pertaining to type of work be performed
- Check out with building contact before leaving site
- Safely remove PPE and discard accordingly. If mask and glasses are reusable disinfect immediately for future use
- Wash/Sanitize hands and/or gloves frequently

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

**VEHICLE SERVICE SAFE WORK PROCEDURE**

**Objective:**

To ensure that company issued vehicle are receiving service in a safe and consistent manner by an Applied System Technologies employee.

**Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who will be scheduling service on their company vehicles.

## Guidelines:

- If your vehicle is due for an oil change, call ahead to the oil change vendor to schedule an appointment, if required.
- We strongly recommend making your Ford appointment at the branch in Woodbridge, 100 Auto Park Circle and we can easily coordinate a ride to and from our shop so you can use a spare vehicle while your service is being completed.
- FORD – PineTree Ford – 100 Auto Park Circle, Woodbridge
- Nissan/GMC – Any Drive through type oil change vendor, Or Pinetree Ford
- Inquire as to their Covid 19 Mitigation Policy and proceed if you feel safe
  - If you do not feel safe, inform your supervisor
- If you schedule your appointment for Ford, here by the shop, Inform 'service@appliedsystemstechnologies.com' of the date and time of your appointment.
- The day of the appointment, one of the supervisors/managers from the shop will carpool you back to the shop to pick up our fleet spare van. Both you and the supervisor/manager must wear masks for the duration of the drive.
- Ensure that you sanitize the vehicle key prior to handling it. Vehicle Plate # AK91757, key is with Daniella/Alicea
- Once you are ready at the end of the day to pick up your truck, you shall make arrangements for one of the supervisors/managers who are at the shop so they can meet you at overload parking and carpool you to the dealer ship.
- Both you and the supervisor/manager must wear masks for the duration of the drive.
- Once you have dropped off the spare, ensure that you sanitize the vehicle key prior to handing it over to your driver
- Upon entering your vehicle, you should use hand sanitizer/gloves, as required to disinfect any areas of the cab that you feel the Service Technician may have come into contact with.
- Follow Procedures listed in the Liftgate Sanitizing Document. PPE will be located in the Spare Vehicle.
- As always frequent hand washing is more effective than any other measure out there.

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

### **Client Communication Novel Coronavirus 2019-nCoV / COVID-19**

The health and welfare of our surrounding community, clients and the members of the Applied Team is a priority to Applied Systems Technologies Inc., as you may be aware the Coronavirus – COVID-19 has been declared a pandemic by the World Health Organization.

## Preparation

Applied Systems Technologies Inc is taking a proactive approach to help reduce the threat/spread of COVID-19 by developing a specific intervention/emergency response plan that will enable us to maintain operations and continue service to our customers, where possible. In the unlikely event that our operations are adversely impacted due to illness, we will activate our Business Continuity Plan and notify our clients immediately.

## Employee Health

Our first steps for the COVID-19 specific intervention/emergency response plan is to ensure the safety of our employees and the safety of others.

We have made all staff aware of our plan of action to help minimize the spread of COVID-19 where possible.

As of March 13<sup>th</sup>, the following policies have been communicated to all Applied Systems Technologies Inc's staff members:

- Employees that have traveled to the following countries:
  - China
  - Iran
  - South Korea
  - USA
  - Mexico
  - Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

must make management/supervisors aware of their travels & self-isolate themselves for a period of 14 days.

- Notify all supervisors/managers & owners of any upcoming travel planned.
- All employees must report to supervisors/managers and owners if they feel any symptoms of COVID-19
- If they have had any contact with any one showing any symptoms of listed of the **Government Canada site for community based public mitigate spread of Coronavirus/COVID-19** <https://www.canada.ca/en/public-health/services/diseases/2019->

[novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html](#) ), they **MUST** notify all supervisors/managers & owners immediately.

- All technician must avoid coming into the office, **even Monday mornings**, only come into the office if absolutely necessary.
- Notify supervisor/service manager if coming into the office.
- When entering the office make sure hands are washed/wear gloves.
- All paperwork should be electronically submitted for processing.
- All office entrance doors/ shop doors and overhead doors will be locked at all times.
- All office staff are to keep workplaces/desks clean and disinfected on a regular basis.
- All office staff will no longer be signing for shipments received in the shop, ask delivery to sign/initial for you.
- Technicians are no longer required to get customer signatures for work orders.
- Write customer name on all work orders & put customer initials in signature slot.
- Do not share any company provided mobile devices with others.
- We are providing our staff with up-to-date information through regular communication which serve to increase awareness.
- All large employee gatherings/meetings have been canceled/postponed

## Infection Control Measures

Employees have been made aware of the following precautions to help reduce the spread of COVID-19 by taking the necessary steps below:

- Perform hand hygiene frequently. **Wash your hands often with soap and water.** If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.
- Cover your nose and mouth when sneezing or coughing, use a tissue or the crease of your elbow instead of your hands. Dispose immediately of any tissue used and performing hand hygiene.
- Avoid touching your eyes, nose or mouth.
- Workspace cleaning – frequently touched surfaces should be cleaned and disinfected on a regular basis.
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.
- Avoid all hand contact, wash/ sanitize your hands whenever possible
- Pack your lunches/coffees/teas
- Practice social distancing:
  - Avoid all large gatherings.
- Our office staff and cleaning crew have been told to be extra diligent in cleaning all workplace surfaces.

## **Business Continuity**

A pandemic would likely affect the workforce during its peak: employees might be sick, or caring for a sick family member, or afraid to come to work. Our services will be addressed on a day-to-day basis depending on the size of the workforce. Flexible work policies will be developed to match the dynamic conditions.

Service modifications:

In the case of higher level of absenteeism among employees we will implement a temporary emergency work schedule.

In the event that the pandemic is escalated to a complete shutdown, our response will be to emergency conditions/situations that will be assessed on a case by case condition. All non-essential services will cease.

## **Monitoring**

Applied Systems Technologies Inc's team is basing all pandemic/emergency response decisions based on directives from the World Health Organization & Public Health Agency of Canada.

We are continuing communication with all staff members regarding updates/changes to policy via email & telephone communication.

Applied Systems Technologies Inc.



Rico Taraschi, John Pereira, Luciano Cicci

## Liftgate Procedures

1. Call ahead and schedule key pickup with coordinators'
2. Wash/Sanitize hands before picking up key
3. Don appropriate PPE before picking up key and entering vehicle (I.E.- Protective gloves, mask, safety glasses, etc)
4. Disinfectant is located in the vehicle, please apply liberally and follow directions. Most disinfectants require a minimum 45 second wet contact period.
5. Wipe area after wet contact time has lapsed. Discard of wipes/rags used immediately.
6. Call ahead and schedule the return of the keys with coordinators'
7. Once vehicle is returned please follow steps 4 and 5 again before leaving vehicle and include the disinfecting of the keys and door handles
8. Leave disinfectant in easy to reach area before exiting vehicle
9. Wash/Sanitize hands before and after keys are returned

**NOTICE TO ALL STAFF**  
**Novel Coronavirus 2019-nCoV / COVID-19**

All Applied System Technologies Employee,

Your health and welfare is a priority to Applied Systems Technologies Inc., as you may be aware the Coronavirus – COVID-19 has been declared a pandemic by the World Health Organization.

We would like send this notice to all employees to help you become aware of some prevention tips for this virus and the symptoms

Prevention:

Perform hand hygiene frequently. **Wash your hands often with soap and water.** If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Cover your nose and mouth when sneezing or coughing, use a tissue or the crease of your elbow instead of your hands. Dispose immediately of any tissue used and performing hand hygiene.

Avoid touching your eyes, nose or mouth.

Workspace cleaning – frequently touched surfaces should be cleaned and disinfected on a regular basis.

Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

Contact your Supervisor and follow Government Canada recommended protocol (link below) if you are sick or are experiencing symptoms such as fever, cough or difficulty breathing.

Symptoms:

Common signs of infection include respiratory symptoms, fever, and cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and death.

If you visited the following countries:

- China
- Iran
- South Korea
- USA
- Mexico
- Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

For business or personal reasons—including any travel connections or layovers—or have been in close contact with someone who has in the past two weeks, it is required that you:

- Notify your Supervisor prior to return to the workplace
- Further direction regarding potential quarantine measures will be provided prior to your return

**All employee must report to supervisors/managers and owners if they feel any symptoms of COVID-19.**

**If you have come in contact with any one showing any of the symptoms listed please notify all supervisors/managers and owners.**

Please self- isolate yourself if you are showing any signs of COVID-19/Coronavirus.

Notify all supervisors/managers & owners of any upcoming travel planned.

We have put hand sanitizers in the office, please make sure you use if you are in the office.

**EFFECTIVE IMMEDIATELY**

- ALL TECHNICIAN MUST AVOID COMING INTO THE OFFICE, **even MONDAY mornings**, ONLY COME INTO THE OFFICE IF ABSOLUTELY NECESSARY
- NOTIFY SUPERVISOR/SERVICE MANAGER IF COMING INTO THE OFFICE
- WHEN ENTERING THE OFFICE MAKE SURE HANDS ARE WASHED/WEAR GLOVES
- ALL PAPERWORK SHOULD BE ELECTRONICALLY SUBMITTED FOR PROCESSING
- ALL OFFICE ENTRANCE DOORS/ SHOP DOORS AND OVERHEAD DOORS WILL BE LOCKED AT ALL TIMES
- ALL OFFICE STAFF ARE TO KEEP WORKPLACES/DESKS CLEAN AND DISINFECTED ON A REGULAR BASIS
- ALL OFFICE STAFF WILL NO LONGER BE SIGNING FOR SHIPMENTS RECEIVED IN THE SHOP, ASK DELIVERY TO SIGN/INITIAL FOR YOU

- TECHNICIANS ARE NO LONGER REQUIRED TO GET CUSTOMER SIGNATURES FOR WORK ORDERS
- WRITE CUSTOMER NAME ON ALL WORK ORDERS & PUT CUSTOMER INITIALS IN SIGNATURE SLOT
- DO NOT SHARE ANY COMPANY PROVIDED MOBILE DEVICES WITH OTHERS

### RECOMMENDATIONS

- AVOID ALL HAND CONTACT, WASH/ SANITIZE YOUR HANDS WHENEVER POSSIBLE
- PACK YOUR LUNCHES/COFFEES/TEAS
- PRACTISE SOCIAL DISTANCING:
  - o Avoid all large gatherings.

**For further information, please visit Government Canada site for community-based public mitigate spread of Coronavirus/COVID-19**

**Please see link below:**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html>

**Everyone please take extra precaution to prevent the spread of this virus & report any symptoms as soon as possible.**

**THIS NOTIFICATION CAN ALSO BE ACCESSED ONLINE ON OUR COMPANY WEBSITE.**

**We will be providing updates to policies if there are any further changes or new information**

### **Update on COVID-19 : Confirm Cases at Applied Systems Technologies**

Protecting the health and safety of our employees continues to be of paramount importance to our company. Applied Systems Technologies was notified on (date) that an employee has been diagnosed with COVID-19. This individual last came into the (ADD where the person as last been).

In line with direction from global health authorities, and in accordance with our emergency management plan, the following immediate steps were taken:

- Deep clean and sanitization of the office
- Ongoing deep cleaning and sanitization of common office areas with attention to high-frequency touchpoints such as photocopiers, door knobs, light switches etc.
- (if it's a tech, contacted local cleaning authorities to make sure the spaces were cleaned)

Applied Systems Technologies continues to be carefully monitored and cleaned by our team and remains open.

In the event that you or any of your employees fall ill, please contact the health authorities and seek medical attention as advised. In addition, please contact your property management office via phone or email so that the appropriate measures can be taken to mitigate the spread of the virus.

Applied Systems Technologies will continue to monitor the situation and will provide updates as they are needed. Please do not hesitate to contact your property management office with any question or concerns about the above.

For more information on COVID-19, please visit:

International: [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Thank you,

Applied Systems Technologies

## VEHICLE SERVICE SAFE WORK PROCEDURE

### Objective:

To ensure that company issued vehicle are receiving service in a safe and consistent manner by an Applied System Technologies employee.

### Applicability:

This SOP is applicable to all Applied Systems Technologies employees who will be scheduling service on their company vehicles.

### Guidelines:

- If your vehicle is due for an oil change, call ahead to the oil change vendor to schedule an appointment, if required.
- We strongly recommend making your Ford appointment at the branch in Woodbridge, 100 Auto Park Circle and we can easily coordinate a ride to and from our shop so you can use a spare vehicle while your service is being completed.
- FORD – PineTree Ford – 100 Auto Park Circle, Woodbridge
- Nissan/GMC – Any Drive through type oil change vendor, Or Pinetree Ford
- Inquire as to their Covid 19 Mitigation Policy and proceed if you feel safe
  - If you do not feel safe, inform your supervisor
- If you schedule your appointment for Ford, here by the shop, Inform 'service@appliedsystemstechnologies.com' of the date and time of your appointment.
- The day of the appointment, one of the supervisors/managers from the shop will carpool you back to the shop to pick up our fleet spare van. Both you and the supervisor/manager must wear masks for the duration of the drive.
- Ensure that you sanitize the vehicle key prior to handling it. Vehicle Plate # AK91757, key is with Daniella/Alicea
- Once you are ready at the end of the day to pick up your truck, you shall make arrangements for one of the supervisors/managers who are at the shop so they can meet you at overland parking and carpool you to the dealer ship.
- Both you and the supervisor/manager must wear masks for the duration of the drive.
- Once you have dropped off the spare, ensure that you sanitize the vehicle key prior to handing it over to your driver
- Upon entering your vehicle, you should use hand sanitizer/gloves, as required to disinfect any areas of the cab that you feel the Service Technician may have come into contact with.

- Follow Procedures listed in the Liftgate Sanitizing Document. PPE will be located in the Spare Vehicle.
- As always frequent hand washing is more effective than any other measure out there.

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

## **COVID-19 MEDIUM RISK FACILITY (MEDICAL FACILITY/NURSING HOME) SAFE WORK PROCEDURE**

### **Objective:**

To ensure that service is performed in a safe and consistent manner by an Applied System Technologies technician when entering a facility tending to the medical needs of individuals with **NO** known cases of COVID-19.

### **Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who are entering a facility with **NO** known COVID-19 positive case for essential service on mechanical equipment.

### **Guidelines:**

- Upon arrival call in and check-in with site contact and complete COVID-19 Questionnaire
- Don appropriate PPE before entry (face mask, safety glasses/face shield, and nitrile gloves)
- Ensure to follow site screening procedures and entry protocols
- Be directly escorted to equipment requiring service
- Wash/sanitize hands/gloves once service area has been entered
- Provide service and follow all safety procedures pertaining to type of work be performed
- Check out with building contact before leaving site
- Safely remove PPE and discard accordingly. If mask and glasses are reusable disinfect immediately for future use
- Wash/Sanitize hands and/or gloves frequently

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

## **LIFTGATE SAFE WORK PROCEDURE**

### **Objective:**

To ensure that the liftgate trucks are used in a safe and consistent manner by an Applied System Technologies employee.

### **Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who will be using the liftgate truck.

### **Guidelines:**

1. Call ahead and schedule key pickup with coordinators'
2. Wash/Sanitize hands before picking up key
3. Don appropriate PPE before picking up key and entering vehicle (I.E.- Protective gloves, mask, safety glasses, etc)
4. Disinfectant is located in the vehicle, please apply liberally and follow directions. Most disinfectants require a minimum 45 second wet contact period.
5. Wipe area after wet contact time has lapsed. Discard of wipes/rags used immediately.
6. Call ahead and schedule the return of the keys with coordinators'
7. Once vehicle is returned please follow steps 4 and 5 again before leaving vehicle and include the disinfecting of the keys and door handles
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**206** **NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure**

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Prevention:

Perform hand hygiene frequently. **Wash your hands often with soap and water.** If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Cover your nose and mouth when sneezing or coughing, use a tissue or the crease of your elbow instead of your hands. Dispose immediately of any tissue used and performing hand hygiene.

Avoid touching your eyes, nose or mouth.

Workspace cleaning – frequently touched surfaces should be cleaned and disinfected on a regular basis.

Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

Contact your Supervisor and follow Government Canada recommended protocol (link below) if you are sick or are experiencing symptoms such as fever, cough or difficulty breathing.

Symptoms:

Common signs of infection include respiratory symptoms, fever, and cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and death.

## **COMPANY POLICY EFFECTIVE IMMEDIATELY**

If you have visited the following countries:

- China
- Iran
- South Korea
- USA
- Mexico
- Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

For business or personal reasons—including any travel connections or layovers—or have been in close contact with someone who has in the past two weeks, it is required that you:

- Notify your Supervisor prior to return to the workplace
- Further direction regarding potential quarantine measures will be provided prior to your return

**All employee must report to supervisors/managers and owners if they feel any symptoms of COVID-19.**

**If you have come in contact with any one showing any of the symptoms listed please notify all supervisors/managers and owners.**

Please self- isolate yourself if you are showing any signs of COVID-19/Coronavirus.

Notify all supervisors/managers & owners of any upcoming travel planned.

We have put hand sanitizers in the office, please make sure you use if you are in the office.

## **EFFECTIVE IMMEDIATELY**

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### RECOMMENDATIONS

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- PRACTISE SOCIAL DISTANCING:
  - o Avoid all large gatherings.

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must make management/supervisors aware of their travels & self-isolate themselves for a period of 14 days.

- Notify all supervisors/managers & owners of any upcoming travel planned.
- All employees must report to supervisors/managers and owners if they feel any symptoms of COVID-19

- If they have had any contact with any one showing any symptoms of listed of the **Government Canada site for community based public mitigate spread of Coronavirus/COVID-19** (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html> ), they **MUST** notify all supervisors/managers & owners immediately.
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- Do not share any company provided mobile devices with others.
- We are providing our staff with up-to-date information through regular communication which serve to increase awareness.
- All large employee gatherings/meetings have been canceled/postponed

## Infection Control Measures

Employees have been made aware of the following precautions to help reduce the spread of COVID-19 by taking the necessary steps below:

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Applied Systems Technologies Inc.



Rico Taraschi, John Pereira, Luciano Cicci

## **HIGH RISK FACILITY (COVID-19 POSITIVE) SAFE WORK PROCEDURE**

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To ensure that service is performed in a safe and consistent manner by an Applied System Technologies technician when entering a facility with a known COVID-19 positive case.

### **Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who are entering a facility with a known COVID-19 positive case for essential service on mechanical equipment.

### **Guidelines:**

- Upon arrival call in and check-in with site contact
- Don appropriate PPE before entry (Disposable coveralls, N95 mask, Safety glasses/face shield, and nitrile gloves)
- Ensure to follow site screening procedures and entry protocols
- Be directly escorted to equipment requiring service
- Wash/Sanitize hands/gloves once service area has been entered
- Provide service and follow all safety procedures pertaining to type of work be performed
- Check out with building contact before leaving site
- Safely remove PPE and discard accordingly. If mask and glasses are reusable disinfect immediately for future use.
- Wash/Sanitize hands and/or gloves frequently

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

## **FILTER REPLACEMENT SAFE WORK PROCEDURE**

### **Objective:**

To ensure that filter replacements are performed in a safe and consistent manner by an Applied System Technologies technician.

### **Applicability:**

This SOP is applicable to all Applied Systems Technologies employees who are performing filter replacements.

### **Guidelines:**

#### **2. General**

- Don appropriate PPE (facemask, nitrile gloves, safety glasses or faceshield)
- Shutdown unit and follow proper Lockout procedures
- Remove old filters from unit and discard immediately into garbage bags and Zip Tie bag closed
- Install new filters accordingly
- Ensure filter door is fully closed
- Turn unit back on and verify startup
- Discard garbage bags of filter
- Safely remove PPE and discard accordingly. If mask and glasses are reusable disinfect immediately for future use.
- Wash/Sanitize hands after the above procedure is complete

**NOTE: Contact your supervisor if you are unsure and/or exposed to other situations not mentioned in this procedure.**

## **COVID-19 Testing Procedures and Policies:**

### **COVID-19 Like Symptoms**

If you are experiencing COVID-19 like symptoms and have not come into contact with someone who is COVID-19 positive please ensure you follow the steps below:

- Do not come into the office or go into work, and contact your supervisor/manager
- Go for COVID-19 testing and wait for the result.
- Only come to the office/ return to work, if your test result is negative
- Applied Systems Technologies will pay 3 days for time lost

### **Exposed to COVID-19 THROUGH CONTACT TRACING**

If you are contacted by an individual and/or notified that you may have been exposed to COVID-19, you are required to do the following:

- Do not come into the office or go into work, and contact your supervisor/manager
- You are required to get 2 COVID-19 tests
- The first test is to be done within 72 hours of being in contact and the second test must be done 72 hours after being contacted.
- If both tests results are negative than you may return to work.
- Applied Systems Technologies will pay 3 days for time lost

### **Direct Contact/ Exposure to COVID-19**

If you have come into direct contact of direct exposure to COVID-19, you are required to do the following:

- Do not come into the office or go into work, and contact your supervisor/manager
- Self-quarantine for 14 days before returning to work
- You will be issued a ROE, for the duration of your quarantine and will be required to collect Employment Insurance through Service Canada
- Before returning to work you must get another test and receive a negative result.