

StaffAid Occupational Health and Safety Policy

1. PURPOSE

StaffAid's Occupational Health & Safety Policy is drafted, communicated and enforced to ensure we hire and place our workers and communicate and work with our clients to ensure that all work is conducted with the highest regard for the health and safety of our employees, others in the workplace, customers, and the public. By investing in training and awareness, providing periodic retraining, by working with our clients with respect to site specific training and by creating and sponsoring a work culture of safety awareness and communication, StaffAid is dedicated to providing a working environment in which employees can work safely.

2. DEFINITIONS

Worker	Individual who is an employee of StaffAid, who is placed in a work assignment at a specific worksite of a client.
Client	Organization which contracts with StaffAid for the provision of a contingent worker or workers for the purposes of supplied labour. For clarity purposes there is no employment relationship between the client and the workers. However the client organization has some responsibility for the occupational health and safety of all individuals working on their premises.
Client Representative	Individual who is a management employee of the client and who is the most responsible person for StaffAid and its workers at a particular worksite.
Worksite	The particular plant or physical building of the client where a StaffAid worker is placed.

3. SCOPE OF THE POLICY

Health and Safety is the responsibility of employees at all levels. Employees in positions of leadership must understand and accept their distinct responsibility for health and safety and will be held accountable for safety performance. They must communicate safety and lead by example.

All employees must follow StaffAid's as well as the assigned client's health and safety rules and policies, maintain a positive safety attitude, promote safe work practices to prevent accidents involving themselves or others, participate in training and retraining as required and communicate potential and actual safety challenges immediately.

4. COMPLIANCE WITH REGULATIONS

StaffAid will meet or exceed all applicable health and safety legislation, accepted industry standards and specific client standards and rules. StaffAid , in cooperation with the client, will make every reasonable effort to eliminate or control workplace hazards and minimize risks that have the potential to threaten health and safety. StaffAid will conduct audits and measurements of its safety system in order to make continual improvements in safety performance. Such audits will be conducted with the invited participation of the applicable clients and, at least once annually each client will receive a detailed safety report from StaffAid.

5. MANAGEMENT RESPONSIBILITIES & ACTIONS

Management Responsibilities

- A) Providing a safe and healthy workplace
- B) Establishing and maintaining a health and safety program
- C) Ensuring workers are trained or certified, as required
- D) Reporting accidents and cases of occupational disease to the appropriate authority
- E) Ensuring there is capacity at the workplace for providing medical and first aid facilities
- F) Ensuring , in conjunction with the client, that personal protective equipment is available
- G) Providing workers with health and safety information
- H) Establishing on initial contract and on an ongoing basis the workplace safety infrastructure, policies, supports and requirements of the clients work site where staff may be placed.

Management Actions

1. All workers will be provided with a copy of this Health and Safety Policy.
2. The workers will be made aware of the client representative who is responsible for StaffAid employees health and safety while on site. As well workers will be made aware of the Health and Safety representative(s) at the client's sites where they are placed.
3. Managers and supervisors will be trained and held responsible for ensuring that the employees, under their supervision, follow this policy and comply with the Ontario Health & Safety Act. They are held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety. Managers and supervisors also have a general responsibility for

ensuring that the safety policy and practices at the clients work site are known and communicated safety of equipment and facility.

4. The workers will be required to support the Company's Health and Safety initiative and to cooperate with the client representatives as well as StaffAid management and with others exercising authority under the applicable laws. It is the duty of each worker to report to the client supervisor and the StaffAid manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by StaffAid and by the client.

5. All reported accidents or issues will be immediately documented and shared with the clients' representative. Where required such details and forms as necessary will be submitted to the appropriate agencies, i.e. Workplace Safety & Insurance Board (WSIB), Ministry of Labour (M.O.L.).

5. SAFETY PRACTICES - WORKERS

1) All workers will be provided with this policy and with an Employee Handbook which will outline specific rules and Lock Out and Safe Work Practices.

2) All workers will be made aware of the specific health and safety rules, training and practices of each client location where they are asked to work. Where available a copy of the client's Contractor or Supplied Labour Safety handbook will be provided.

3) All workers must ensure they understand what Personal Protective Equipment they must have for the work they are doing at the clients worksite. StaffAid PPE training will be conducted on an annual basis with all placed workers having had such specific training within the previous 36 months.

4) All workers will receive initial Lock Out and Safe Energy Practices training from StaffAid. StaffAid Lock Out and Safe Energy Work Practices training will be held on an annual basis with all placed workers having had such specific training within the previous 36 months. All workers must ensure that they understand and work within the Lock Out and Safe Energy work practices of the client where they are placed.

5) All workers will be aware of site specific Workplace Hazardous Material responsibilities of suppliers, management and employees as well as information on labels and Material Safety Data Sheets. StaffAid WHMIS training will be conducted on initial hire and then on an annual basis with all placed workers having had such specific training within the previous 36 months.

- 6) All workers must participate in client and site specific safety training as required. Client and worksite specific required safety training will be conducted by the client or through specific arrangements with StaffAid and then as required with all placed workers having had such specific training within the previous 36 months.
- 7) All workers will be certified and on an annual basis will participate in Standard First Aid and Cardiac Pulmonary Resuscitation (CPR) Training that meet current Workplace Safety and Insurance Board standards.
- 8) All workers must complete an annual personal safety training update to ensure StaffAid's records are complete.
- 9) All workers must report accidents to their immediate client representative and their StaffAid manager without delay prior to leaving the workplace. This allows the accident investigation to take place and for StaffAid and client as required to submit the details to the appropriate agencies, i.e. Workplace Safety & Insurance Board (WSIB), Ministry of Labour (M.O.L.)

6. Ensuring a *Safety First* Work Culture

StaffAid is committed to ensure a “safety first” work culture. Our employees are placed in multiple work sites with a variety of clients, who themselves have established safety practices. A ***safety first*** work culture will be fostered by;

- 1 Conducting client and worksite supplied labour safety audits on initial commercial contracting.
- 2 Communicating and enforcing this safety policy and the training and evaluation scheme it creates.
- 3 Providing clear instructions and support for workers to understand the safety policies, rules, standards and infrastructure at each clients worksite where they may be placed.
- 4 Conducting safety “walkabouts” with StaffAid workers, management and client representatives at least annually for every active client.
- 5 Creating a communications forum for workers to provide real time safety feedback to management at StaffAid about worksite specific challenges, safety issues and near misses so that StaffAid can work with the client representatives to ensure the workplace is safer for all working there.
- 6 Providing once annually a client specific safety report to each active client and sharing this report with workers who were placed with the client in that year.

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- 7 In the event that any StaffAid employee acts in an unsafe manner or does not accept his share of responsibility for Health and Safety in the workplace, and thereby breaches this Health and Safety Policy and/or the client's safety policy, the client's representative or StaffAid supervisor will point out the infraction to the worker. StaffAid management in consultation with the appropriate client representative will review the safety rules, conduct a personal discussion to ensure the worker is aware of the infraction and request the worker's co-operation. Should the client so request the StaffAid worker will be immediately removed from the clients workplace. Should the worker receive the feedback and be permitted to stay, StaffAid management will follow up on a predetermined periodic basis with both the StaffAid worker and the client representative. Should there be a second infraction the StaffAid employee will be removed from the clients work assignment.

