

Section 1 – Policies and Statements

PURPOSE Policy Statements are utilized to communicate the health and safety principles, philosophies and requirements from which the company manages its business activities.

SCOPE Our Corporate Policy requires every person in the organization to take ownership for the wellbeing of each individual in our employ and in our workplaces. This commitment is described within each policy and is endorsed through Senior Management by signing each of the Corporate Health and Safety Policy Statements.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Obtain a current and signed copy of each corporate policy statement at the beginning of each calendar year.
- Distribute current and signed copy of each corporate policy statement to each Project Manager and Supervisor at the beginning of each project.
- The Corporate Policy Statement shall be reviewed with each new worker at their company orientation meeting.

Senior Management Responsibilities:

- Review policy on an annual basis with the Health and Safety Coordinator and sign, date and implemented the policy as required.
- Ensure the policy statement reflects the organizations commitment and that the policy statement meets the requirements of all applicable legislation requirements by third party auditors.
- Review the policy and include the updated copy within each annual Health and Safety Program.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Ensure the workplace follow the guiding principles outlined within the corporate policy statements.
- Ensure current and signed copies of the corporate policy statements are available in high traffic areas accessible to all work parties.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.

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- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Follow the guiding principles outlined within the corporate policy statements.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Work in compliance with the provisions of Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor the absence of or defect in any equipment or protective device of which the worker is aware.

PROCEDURE

Policy Statements as a minimum address the following criteria:

- the basic objectives or intent of the policy
- the general responsibilities of Workers, Subcontractors, visitor's and suppliers
- acknowledgement that legislative standards are the minimum requirements
- intolerance for non-compliance with policies

Policy statements must be regarded by all associated with the business activities of the company as minimum acceptable standards or practices.

The following Policy Statements will be implemented:

- Health and Safety Policy
- Visitors Policy
- Violence Policy
- Harassment Policy
- Return To Work Policy

Policy statements are reviewed and issued by Senior Management in conjunction with the Health and Safety Coordinator on an annual basis.

The Health and Safety Policy Statement must be signed and dated by a Senior Manager of the company.

DISTRIBUTION

Distribution and communication of the policy statements on site will be as follows:

- posted on the health and safety bulletin board
- provided to Management Staff, Supervisors and Workers, during orientation

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RECORDS

A records pertaining to the communication of policy statements will be documented through forms utilized for orientation meetings, tool box safety talks and/or other general health and safety meetings.

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BELMONT CONCRETE FINISHING CO. LIMITED **HEALTH AND SAFETY POLICY STATEMENT**

Belmont Concrete Finishing Co. Limited places the utmost importance on the health, safety, the environment and the well-being of our workforce who may be affected by our work. It is senior management's responsibility to achieve and maintain a safe and healthy working environment as a right for all workers. We have developed a Health & Safety Program to promote workplace safety and mitigate unsafe working conditions. The Health & Safety Program promotes specific health and safety training for all employees, and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

Belmont Concrete Finishing Co. Limited:

- believes that we are responsible to incorporate proven health, safety and environmental principles into all phases of our operations and emphasize these as integral components of prudent business practice.
- understands that the responsibilities for workplace health and safety must extend to all workplace parties (Senior Management, Superintendents and Workers) on or off the job.
- recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their Health & Safety Program
- accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace.
- will continue to support the efforts of the Health and Safety Committee and/or Worker Health and Safety Representative.
- while complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards.
- recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the Health and Safety Program, in addition to the applicable legislative requirements
- recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/conditions
- recognizes the responsibility of all supervisory to ensure that safe and healthy work conditions are maintained
- as outlined in our Return to Work Program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussions and cooperation between workers, site superintendents, management, the health and safety committee/worker representative(s) and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

President

Date

BELMONT CONCRETE FINISHING CO. LIMITED
Visitors Policy Statement

At **BELMONT CONCRETE FINISHING CO. LIMITED** we believe that occupational health and safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make each and every day a safe one.

We remain responsible for the well-being of our visitors.

- Visitors are required to accompany their host at all times.
- Visitors are asked to report concerns, unsafe conditions or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their location and activities is worn or used. As a minimum appropriate head and foot protection must be worn at all times and other protective equipment must be worn when required.

To ensure that our employees and guests are working in a safe environment we kindly insist that these minimum standards be strictly observed.

All Visitors must:

- Always wear required personal protective equipment
- obey all posted signs and warnings
- only smoke in designated smoking areas
- be alert and yield to vehicular traffic
- not touch or interfere with work activities, materials or equipment
- stay with their host and keep out of restricted areas
- never enter unguarded areas or areas that have been barricaded

In case of emergency

- Call 911 and state the nature of the emergency, location and the person making the call. Stay on the line until information is confirmed.
- If you hear an emergency alarm, walk to the nearest safe exit and proceed to the grouping area. Stay with your host at the grouping area. Do not leave the site. (Everyone must be accounted for.)

President

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BELMONT CONCRETE FINISHING CO. LIMITED

Workplace Violence Prevention Policy Statement

For the purpose of this Policy, the term workplace violence as defined in the Occupational Health and Safety Act is as follows:

Workplace Violence

- (a) 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) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- (c) a statement or behaviour that 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.

BELMONT CONCRETE FINISHING CO. LIMITED strives to provide all employees, suppliers, contractors and visitors with an environment free of workplace violence. Mutual respect must be the basis of interaction, co-operation and understanding among all staff and/or contractors. BELMONT CONCRETE FINISHING CO. LIMITED will not tolerate or condone behaviour that is likely to threaten the health and safety of any of our workers or contractors. This policy applies to all business operations and personnel as well as social events that are organized by or on behalf of the company.

Acts of workplace violence can take the form of either physical contact or threat of physical contact. They may occur as a single incident or may involve a continuing series of incidents. Abuse in any form destroys worker confidence and lowers workplace morale. This in turn reduces productivity and can impact quality of life.

Any potential situation of violence that can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. All of these incidents shall be investigated and based on the findings appropriate measures will be taken, including disciplinary action and contacting of local authorities.

Successful implementation of this policy will be ensured through effective planning, implementation, open communications and monitoring of procedures regarding the prevention of workplace violence. All workplace parties will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with their concerns and issues.

Retaliation against persons who bring a complaint of actual or perceived violence is strictly prohibited and will be dealt with accordingly.

A complaint of workplace violence that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.

President

Date

BELMONT CONCRETE FINISHING CO. LIMITED

Workplace Harassment Prevention Policy Statement

Workplace Harassment

Workplace harassment is defined in the Occupational Health and Safety Act, as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment”. The following examples as cited from the Canadian Human Rights Commission are what we consider to be different forms of harassment. It can include comments or actions related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Sexual Harassment

Sexual harassment is defined in the Occupational Health and Safety Act as engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. In addition, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. A reasonable action taken by an employer or supervisor relating to the management and direction of its workplace is not considered workplace harassment.

We are committed to a workplace that values people and is free from workplace harassment. Every employee, contractor, and/or visitor in our workplace will be treated fairly and with respect. It is the responsibility of senior management, managers, supervisors, workers, contractors and visitors to ensure that a harassment free workplace is fostered and maintained.

Successful implementation of this policy will be ensured through effective planning, implementation, open communications and monitoring of procedures regarding the prevention of workplace harassment. All workplace parties will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with their concerns and issues.

Any incidents or alleged incidents of workplace harassment must be immediately reported to the respective supervisor or directly to Senior Management. All reported harassment incidents will be investigated and where appropriate corrective measures will be taken. Where required, the services of an impartial third party will be engaged to conduct an investigation.

Retaliation against persons who bring a complaint of harassment is strictly prohibited and will be dealt with accordingly.

A complaint of workplace harassment that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.

President

Date

BELMONT CONCRETE FINISHING CO. LIMITED

RETURN TO WORK (RTW) POLICY STATEMENT

The focus of **BELMONT CONCRETE FINISHING CO. LIMITED** is to implement an effective Return to Work Program (RTW) that will ensure the well-being of our most valuable resource, our workers. This RTW program is a temporary measure (in some extreme cases - permanent) that will facilitate a safe and early return to work in the event of a disabling workplace accident and provide every opportunity for injured workers to return to gainful employment.

The primary goal of a RTW plan is a return to the pre-injury job as soon as possible. By comparing the physical demands of the job and the functional abilities, the RTW coordinator, supervisor and the employee can determine if the job needs modifying and if accommodations would be required.

The RTW Program will facilitate a safe and early return to work for workers who have sustained a workplace injury while employed with our company while providing every opportunity for injured workers to return to gainful employment in the event of a disabling workplace accident.

Once an injured worker has been placed on an RTW program, the supervisor for that worker along with the return to work coordinator will be expected to follow the program with the injured worker and keep Management updated as required.

This Program can only be successful if there is commitment, cooperation and communication between the employer and workers and as necessary the treating physician, health care providers and the Workplace Safety and Insurance Board (WSIB).

Assigning ownership in any RTW Program is vital in achieving desired results. As such, identifying and understanding each party's role and responsibility is the first key.

The RTW Program Coordinator will ensure regular communication exists between Worker, Supervisor and the Health Care Provider.

The Injured Worker will return all completed documentation provided from the health care provider, follow the functional abilities recommendations from the completed third page of the Form 8 and any modified duties provided by the company.

The Health Care Provider will provide medical treatment to an injured worker while adequately completing the Form 8 during the initial visit and provide the completed third page of the Form 8 to the worker. This third page represents the functional abilities information found during the assessment. Every subsequent visit, the physician will complete a functional Abilities Form provided by the injury party.

The WSIB will monitor the progress of the workers return to work and provide assistance if either the employer or the workers have any difficulty or dispute concerning either parties' cooperation with the RTW. Either party could contact the WSIB for assistance. This includes the assistance of a WSIB assigned Return to Work Mediator who will assist both workplace parties in resolving any or all disputes that need to be addressed.

The success of our RTW program is essential to provide every opportunity for injured workers to return to gainful employment and will provide us with the opportunity to accommodate an injured worker and facilitate the goal of returning a worker to his or her pre-injury duties as soon as possible.

President

Date