



1.0 HEALTH, SAFETY & ENVIRONMENT POLICY

1.1 Policy

“Insert Company Name Here” is committed to ensuring the health, safety and welfare of all their employees, contractors, customers, and visitors to *the* site. It is also committed to maintaining environmentally friendly operation practices and to comply with any relevant standards and guidelines. **All levels of employees are to acquaint themselves fully with the contents of this policy statement to ensure compliance within their area of responsibility.** “Insert Company Name Here” Occupational Health and Safety Program is the guide to safe operation for “Insert Company Name Here” This Occupational Health & Safety Program and applicable policies and procedures conform to the Quebec CNESST Occupational Health and Safety Regulations, Workers Compensation Act of Quebec, Quebec CNESST OHS Guidelines and the Canadian Environmental Protection Act.

1.2 Responsibilities

The “Insert Company Name Here” intends to provide a safe workplace by:

- Developing a comprehensive occupational health, safety, environment and welfare program;
- Assigning responsibility to all levels of management for compliance with all aspects of this program;
- Continuously identifying hazards in the workplace and either eliminating them or reducing the risk associated with them;
- Providing appropriate training, instruction and education to all employees; and
- Enforcing this policy equally among employees, contractors, customers and visitors.

“Insert Company Name Here” Supervisors are responsible for:

- Providing a health and safety orientation to new workers;
- Providing ongoing training to workers;
- Taking part in safety inspections and incident investigations;
- Reporting any safety or health hazards; and
- Correcting unsafe acts and conditions.

All employees have a duty to maintain vigilance and foresight in identifying and correcting hazards to health, safety or the environment. When necessary, they are to contact their Supervisor to take the appropriate steps to eliminate or reduce mitigate hazards at work. “Insert Company Name Here”, the Employee Safety Representative and Management will be contacted where doubt or uncertainty may exist with respect to appropriate actions to be taken.

1.3 Commitment Statement

By placing my signature below, I personally endorse this policy and expect that all employees have the same high level of commitment that I do to the health, safety and welfare of our employees, contractors, customers, visitors, clients and the general public at large.

Signature: _____

Date: _____



5.0 SEXUAL HARASSMENT POLICY

5.1 Purpose

The purpose of this policy is to communicate “Insert Company Name Here” approach to addressing sexual harassment in the workplace and to establish a “zero tolerance” policy for such behavior.

5.2 Definitions

1. **Sex discrimination** is the act of treating an individual differently than others because of their sex, sexual orientation or gender identification. Sex discrimination includes any form of harassment, abuse of authority, social exclusion, or denial of services, promotion, work benefits or rights.
2. **Sexual exploitation** occurs when an individual in a position of trust and/or authority attempts to coerce someone else into performing sexual favours or other forms of humiliating, degrading or exploitative behaviour of a sexual nature, in exchange for assistance, money, employment, goods or services. This occurs without permission, consent or invitation.
3. **Sexual abuse** is sexual behaviour or a sexual act threatened or forced upon a person without their explicit permission, consent or invitation. Consent must be verbal: silence or passivity as a response to this behaviour does not equal consent. Sexual abuse is an act of violence that negatively affects a person’s mental, physical and psychological wellbeing for the rest of their life. It is a serious offence that is punishable under the Criminal Code of Canada. Sexual abuse includes all unwanted sexual touching, grabbing, kissing, fondling, rape, sodomy and stalking.
4. **Sexual harassment** is any unwanted physical or verbal sexual behaviour that makes a person feel embarrassed, offended, humiliated, intimidated or unsafe. It often involves someone from a position of power being hostile, rejecting or bullying a person they perceive as weaker than them and it should not be ignored.
5. **Gender-based harassment** is a type of bullying used to force masculine and feminine stereotypes on people who do not conform to traditional gender norms. Its purpose is to make the target feel unwelcome or ridiculed because of their sexual orientation, gender identity or gender expression. Examples of gender-based harassment include social exclusion, sexist jokes, pranks, unwelcome and humiliating comments/slurs and unsolicited advice or advances.



12.0 VACATION LEAVE POLICY

12.1 Purpose

The purpose of this policy is to ensure “Insert Company Name Here” employees are granted their vacation leave annually as per the Labour Standards of Quebec.

12.2 Policy

1. Vacation in Quebec accumulates over a period of 12 months, called the reference year. The worker must take their vacation within 12 months of the end of the reference year.
2. In most cases, the reference year runs from May 1 to April 30. The period may be different if the employer, a decree or a collective agreement sets other dates.
3. The length of annual vacation is based on the number of years of uninterrupted service at the end of the reference year.
4. The amount of vacation pay is calculated based on the gross wages earned during the reference year (4% or 6%).

Lenght and indemnity of vacation to uninterrupted service

Uninterrupted service at the end of the reference year	Length of vacation	Vacation pay
Less than one year	1 day per full month of uninterrupted service, not exceeding 2 weeks	4% of gross wages
1 year to less than 3 years	2 consecutive weeks	4% of gross wages
3 years or more	3 consecutive weeks	6% of gross wages

12.3 Timing of Vacation

1. The employer chooses the vacation period for their employees. They must inform them of the dates of their vacation at least 4 weeks in advance.
2. The worker must receive his vacation pay in a lump sum before they start their vacation or at the time of the current pay covering the period of their vacation.
3. A compensatory indemnity may not be paid to a worker to replace their vacation period, unless:



14.0 RESIGNATION AND TERMINATION POLICY

14.1 Purpose

The purpose of the policy is to outline “Insert Company Name Here” procedures in regards to employee resignation or termination as per the Labour Standards of Quebec.

14.2 Notice Period

1. “Insert Company Name Here” must give workers the required length of notice of termination of employment when they are terminated, dismissed or laid off for a period of more than 6 months.
2. “Insert Company Name Here” is not required to give notice of termination of employment if:
 - a. the worker has completed the task for which they had been hired
 - b. the worker has been terminated or laid off as a result of force majeure, such as a fire
 - c. the worker has been found guilty of grave misconduct justifying their immediate dismissal
 - d. the employment contract is a fixed-term contract
 - e. the worker is credited with less than 3 months of uninterrupted service
3. Notice of termination of employment must also be given to anyone included in a collective dismissal.
4. The notice period varies depending on the length of the worker's uninterrupted service.
5. Uninterrupted service refers to the uninterrupted period during which a worker is bound to their employer by an employment contract even if the performance of the work was temporarily interrupted by a layoff.

Time between the notice and the departure of the workers to give the notice of termination of employment

Length of uninterrupted service	Length of time between the notice and the worker's departure
3 months to one year	1 week
1 to 5 years	2 weeks
5 to 10 years	4 weeks
10 years or more	8 weeks



21.0 COMPUTER USE AND EMAIL POLICY

21.1 Purpose

The purpose of this policy is to ensure “Insert Company Name Here” employees use company computers and emails for legitimate business purposes only.



21.3 Policy

1. The company’s communication system consisting of the internet, networks and e-mail systems are the property of “Insert Company Name Here” and are to be used for legitimate business purposes only. It is the responsibility of all employees to ensure these systems are used lawfully, professionally and ethically.
2. It is the belief of “Insert Company Name Here” that employee productivity can be greatly enhanced through the use of these tools, however, employees must understand that all communications done through the internet, network and email access provided to employees is owned by “Insert Company Name Here”.
3. “Insert Company Name Here” reserves the right to monitor all aspects of its communication and any messages sent, received, saved or deleted via the company’s communication system or information downloaded, uploaded, stored, transmitted or distributed using the company’s communication system may be reviewed by the company at any time.
4. All emails are considered an important means of communication and employees should use the same care and professionalism in drafting emails as they do with all other types of correspondence.
5. Confidential information should not be sent via email and any questions regarding the content of an email should be directed to your Supervisor.
6. For further detail on this policy see your Supervisor/Manager or visit the Human Resources Department.



One new informational piece has been added to the 2015 WHMIS supplier label which is called “**Signal Words**”. Signal words indicates the relative level of hazard i.e. “**DANGER** is used for most severe instances. **WARNING** is less severe.”

A hatched border around the supplier label is no longer required. A solid-lined border will now replace the hatched border around supplier labels.

<h1>Product K1 / Produit K1</h1>	
 	
<h2>Danger</h2> <p>Fatal if swallowed. Causes skin irritation.</p> <p>Precautions: Wear protective gloves. Wash hands thoroughly after handling. Do not eat, drink or smoke when using this product.</p> <p>Store locked up. Dispose of contents/containers in accordance with local regulations.</p> <p>IF ON SKIN: Wash with plenty of water. If skin irritation occurs: Get medical advice or attention. Take off contaminated clothing and wash it before reuse. IF SWALLOWED: Immediately call a POISON CENTRE or doctor. Rinse mouth.</p>	<h2>Danger</h2> <p>Mortel en cas d'ingestion. Provoque une irritation cutanée.</p> <p>Conseils : Porter des gants de protection. Se laver les mains soigneusement après manipulation. Ne pas manger, boire ou fumer en manipulant ce produit.</p> <p>Garder sous clef. Éliminer le contenu/réceptacle conformément aux règlements locaux en vigueur.</p> <p>EN CAS DE CONTACT AVEC LA PEAU : Laver abondamment à l'eau. En cas d'irritation cutanée : Demander un avis médical/consulter un médecin. Enlever les vêtements contaminés et les laver avant réutilisation. EN CAS D'INGESTION : Appeler immédiatement un CENTRE ANTIPOISON ou un médecin. Rincer la bouche.</p>
Compagnie XYZ, 123 rue Machin St, Mytown, ON, N0N 0N0 (123) 456-7890	

An example of a 2015 legislated supplier label

18.4 Labeling: Workplace Label (2015)

Workplace labels are required on containers for each hazardous product produced and used on-site, on secondary containers after a product has been transferred from the original container, and on containers



OHS Policy

1. All employees must familiarize themselves with the contents of this policy and acknowledge receipt of this policy prior to starting their employment. This policy is located on our safety bulletin board.
2. Violating safety laws and/or guidelines will be considered a major rule violation and can result in disciplinary action, up to and including discharge.
3. If you are unsure of the proper procedure or the safety hazards, please ask for assistance and/or instructions from your Supervisor.

Safety Representative

1. The worker health and safety representative plays an important role in “Insert Company Name Here” OHS program, giving workers a voice in matters relating to workplace health and safety issues.
2. You have the right to access your health and safety representative in regards to any health and safety related issues, concerns or questions.
3. The health and safety representative name and contact information will be given to you during your initial orientation session.

Supervisor(s) Contact Information

1. Your supervisors name and contact information will be given to you during your initial orientation session.
2. Please keep this contact information with you at all times.
3. Please ask your Supervisor if you are unsure or don't understand any of the written rules or other OHS related policies and procedures as per the “Insert Company Name Here” Occupational Health and Safety program.

Emergency Contact Information

- | | |
|----------------------|---------------------------|
| 1. Fire Station: 911 | 2. Ambulance: 911 |
| 3. Police: 911 | 5. Poison Control Center: |
| 4. Emergency: 911 | 1-800-463-5060 |



Example:



Hazard Reporting

Hazards, unsafe conditions, near misses and/or unsafe behaviors must be reported to your Supervisor immediately, and prior to leaving work.

Warning Signs

1. Warning signs that identify potential injury hazards must be adhered at all times. No exceptions.
2. The Supervisor will go over all warning signs within the site at the time of the orientation.
3. If you do not understand the meaning of warning sign please ask your Supervisor immediately.

Housekeeping

1. Always maintain good housekeeping in your work area to avoid slips, trips and falls.

Tools, Machinery & Equipment

1. No hand-held or power tool shall be used for any purpose other than that intended.
2. All damaged or worn parts shall be reported to your Supervisor immediately and promptly repaired or replaced.
3. Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer in place.
4. All electrical hand tools shall be grounded or double insulated.
5. Explosive/powder actuated tools shall be used only by persons who have been instructed and trained in their safe use.



Right to Refuse Unsafe Work

1. Under legislation you have the right to refuse unsafe work if you have reasonable cause to believe that to do so would create an undue hazard to the health and safety of themselves and of any person.
2. An employee who refuses to carry out a work process due to unsafe conditions must immediately report the circumstances of the unsafe condition to their supervisor.

Right to Participate

1. All employees have a right to take part in health and safety activities. For example, you can be chosen to be a health and Joint Health and Safety Committee or a member of a committee.
2. You also have a right to report unsafe practices and conditions without worrying that you will be reprimanded (get in trouble).

Right to Know

1. All employees have a right to know what hazards are present on the job, and how these hazards can affect them.
2. You will learn about the hazards during health and safety training sessions and through on-the-job instructions. For example, learning about chemical safety through WHMIS - the Workplace Hazardous Materials Information System - is also part of the "right to know" system.

No Smoking (Tobacco & E-Cigarette)

1. Smoking is prohibited inside all "Insert Company Name Here" buildings and/or parts of buildings.
2. All "No-Smoking" signs must be adhered to at all times, including various out-door locations around the site.
3. Tobacco and E-cigarette smoking will only be allowed in designated smoking areas.

Drug and Alcohol Use

1. Non-prescription drugs, illegal drugs or alcohol will not be allowed on the job.
2. Any employee found to be in possession of, or under the influence of, drugs or alcohol will not be allowed to work and is liable to be subjected to immediate disciplinary action.
3. Use of marijuana/cannabis or being under the influence of marijuana/cannabis is strictly prohibited during work hours regardless of its legalization.



HUMAN RESOURCE & HEALTH AND SAFETY ACKNOWLEDGEMENT AND RECEIPT

I have received my copy of the “Insert Company Name Here” human resource and health and safety policies.

“Insert Company Name Here” human resource and health and safety policies describes important information about “Insert Company Name Here, and I understand that I should consult my manager regarding any questions not answered in these policies and procedures.

I have received the “Insert Company Name Here” human resource and health and safety policies, and I understand that it is my responsibility to read and comply with the policies contained in these documents and any revisions made to it.

Employee Print Name: _____

Signature: _____

Date: _____

Supervisor Print Name: _____

Supervisor Signature: _____

Date: _____