



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 SafeWork Manitoba Occupational Health and Safety Regulations, Workers Compensation Act of Manitoba, SafeWork Manitoba 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 Manitoba Employment Standards Code/Code.

12.2 Policy

1. Employees must receive at least two weeks of vacation after each of the first four years of employment. After completing 5 years of work with the same employer, employees must receive a minimum of 3 weeks of vacation.
2. Vacation pay is calculated based on the gross earnings in the previous year. Employees who are entitled to two weeks of vacation receive 4% of their gross wages as vacation pay and employees with three weeks’ vacation receive 6%.
3. “Insert Company Name Here” **will** decide when vacation pay is to be paid. However, it must be paid no later than the last day of work before the vacation and within 10 months of earning it.
4. For each week of vacation, employees earn 2% of their gross wages. Under The Manitoba Employment Standards Code, the minimum amount of vacation does not increase beyond 3 weeks of vacation after 5 years of service. Employers can, and often do, give employees more vacation than is required by law.

12.3 Granting of Early Leave

1. The “Insert Company Name Here” recognizes that an employee may want or need some time off in the first year of employment.
2. After the 90-day probationary period has been passed successfully, the employee may request a maximum of 2 periods of one week each, in the first year of employment. Granting of Leave in the first year of employment is at the discretion of the employer and will be based on operational considerations of the business.
3. Prior to signing the employment contract and agreeing to work at “Insert Company Name Here”, it is the responsibility of the employee to negotiate time away during the first 90 days if they have a previous commitment that cannot be changed. If the time away has not been agreed upon as a condition of hiring, time away will not be approved within the probationary period.
4. All staff must submit vacation requests at a minimum of 3 weeks in advance in order to allow for appropriate scheduling of staff to meet the needs of the business.
5. Corporate staff must submit vacation requests in writing via email.



13.0 OTHER LEAVES POLICY

13.1 Purpose

The purpose of this policy is to ensure all “Insert Company Name Here” employees are given the opportunity to qualify for sick, bereavement, pregnancy/maternity, parental, family responsibility and jury duty leave and the length of leave.

13.2 Sick Leave Policy

1. Eligible sick leave would be any sick leave related to COVID-19 including testing, vaccinations and side effects, self-isolation due to COVID-19 symptoms, or care for a loved one in any of these circumstances.
2. The maximum period of eligible sick leave would be 5 days, which do not need to be taken consecutively.
3. Vacation pay can be used as sick leave only by mutual agreement between an employer and employee. Vacation days used as sick leave should be clearly identified on the employee's pay stub.

13.3 Bereavement Leave

Under The Manitoba Employment Standards Code, employees are allowed to take up to three days as bereavement leave to deal with the death of a family member.

13.4 Pregnancy/Maternity Leave

1. Maternity Leave is an unpaid leave, taken by mothers near the end of a pregnancy or immediately afterwards. Parental Leave is taken by fathers and mothers to care for a child after birth or adoption.
2. Employees who have worked with “Insert Company Name Here” for at least seven consecutive months and are expecting to give birth to a child are entitled to take maternity leave.
3. The leave is up to 17 weeks long.
4. “Insert Company Name Here” is not required to pay wages to employees while on leave. For all leaves, the legislation only requires employers to provide the time off and allow employees to return to their job when the leave has ended. Employers can, and often do, give greater benefits than those provided for in the legislation.
5. Maternity leave can begin up to 17 weeks before the expected date of the birth.
6. Generally, the leave will end 17 weeks after it began. The latest that a leave can last is 17 weeks after the birth.



16.0 USE OF CELL PHONES & SOCIAL MEDIA POLICY

16.1 Purpose

The purpose of this Policy is to set expectations for the appropriate use of cell phones at work.

It has been established to protect "Insert Company Name Here"'s interests and ensure that "Insert Company Name Here" employees who choose to participate in social media do so in a responsible manner.

16.2 Definitions

Cell phones: generically refers to phone calling, texting, social media, games and other similar activity.

Social media: applies to the use of current and emerging forms of social media including social networking sites, blogs, micro-blogs, online discussion forums, collaborative spaces and media sharing services.

16.3 Cell Phone Policy



1. Personal calls and text messaging during the workday interferes with employee productivity, is distracting to others and creates unsafe working conditions. Therefore, employees must limit the use of the cell phone to breaks and meal periods; and to advise friends and family members of the company policy.
2. "Insert Company Name Here" will not be liable for the loss of personal cell phones brought into the workplace.
3. It is recommended that to avoid the possibility of viewing or responding to texts and email that the electronic device be kept in a bag or purse rather than on your person.
4. Only those assigned to post on behalf of "Insert Company Name Here" on Instagram may have their cell phone with them during their shift, solely for the purpose of posting on Social Media sites.



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.

Product K1 / Produit K1



<p>Danger 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>	<p>Danger 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>
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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 | 1-855-776-4766 |



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: _____