



## 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 Ontario Occupational Health and Safety Regulations, Workers Compensation Act of Ontario, WSIB 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.



1. All vacation pay that is owed to an employee must be paid on their last pay cheque. If an employee works for less than a year, they need to be paid four percent annual vacation pay. Employees who are employed for five calendar days or less are not entitled to be paid annual vacation pay.

### **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.

### **12.4 Vacation Pay**

1. As per the Ontario Employment Standards Act, "Insert Company Name Here" will pay vacation pay at the rate of:
  - a. A minimum of either four per cent or six per cent of the gross wages (excluding vacation pay) they earned for the 12-month vacation entitlement year or stub period.
  - b. An employee whose period of employment is less than five years upon completion of a vacation entitlement year or stub period is entitled to vacation pay calculated as four per cent of all the wages (excluding vacation pay) earned in the vacation entitlement year or stub period.
  - c. An employee whose period of employment is five years or more upon completion of a vacation entitlement year or period is entitled to vacation pay calculated as six per cent of all the wages (excluding vacation pay) earned during the vacation entitlement year or stub period.
  - d. An employee who reaches the five-year employment threshold partway through the vacation entitlement year or stub period is entitled to vacation pay calculated as six per cent of all the wages (excluding vacation pay) earned in the vacation entitlement year or stub period. (It doesn't matter whether the employee's period of employment was five years or more when the vacation entitlement year or stub period began, or if the employee reached that threshold partway through).



2. Vacation pay will be added to the employees pay each pay period and will be identified on the employee's pay stub.
3. Any vacation pay an employee is entitled to when the employment terminates will be paid out in the full amount.

### **12.5 Statutory Holidays**

1. "Insert Company Name Here" does operate on some statutory holidays. There will be employees that have to work on some of the statutory holidays.
2. Eligible employees working on stat holidays will receive their hourly rate at time and one half.
3. The following are the statutory holidays in BC:
  - a. New Year's Day
  - b. Family Day
  - c. Good Friday
  - d. Victoria Day
  - e. Canada Day
  - f. Labour Day
  - g. Thanksgiving Day
  - h. Remembrance Day
  - i. Christmas Day
  - j. Boxing Day
4. To qualify for statutory holiday pay employees must have been employed for at least 30 calendar days, and have worked on at least 15 of the 30 days before the statutory holiday.
5. The employer may substitute another day for a statutory holiday. The substitute day will be treated the same as a statutory holiday.



## **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.

Under the Employment Standards Act, 2000 (ESA) a person's employment is terminated if the employer:

- a. dismisses or stops employing an employee, including where an employee is no longer employed due to the bankruptcy or insolvency of the employer;
- b. "constructively" dismisses an employee and the employee resigns, in response, within a reasonable time;
- c. lays an employee off for a period that is longer than a "temporary layoff".

### **14.2 Just Cause**

1. An employment contract may be terminated by "Insert Company Name Here" at any time for just cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination.
2. Cause may include, but is not limited to: theft; fraud and dishonesty; assault or harassment of co-workers; breach of duty; serious wilful misconduct; conflict of interest, especially if it involves provable loss to "Insert Company Name Here"; serious breach of company rules or practices; serious undermining of organizational culture; chronic absenteeism or tardiness; and unsatisfactory performance.



Amount of notice required if an employee has been continuously employed for at least three months

Period of employment	Notice required
Less than 1 year	1 week
1 year but less than 3 years	2 weeks
3 years but less than 4 years	3 weeks
4 years but less than 5 years	4 weeks
5 years but less than 6 years	5 weeks
6 years but less than 7 years	6 weeks
7 years but less than 8 years	7 weeks
8 years or more	8 weeks

#### 14.4 Resignation

1. After completion of the probationary period, “Insert Company Name Here” requests that the employee gives “Insert Company Name Here” one (1) month’s notice of resignation.
2. “Insert Company Name Here” may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period waived.

#### 14.5 Temporary Layoff

1. “Insert Company Name Here” may, from time to time, have to lay employees off as a result of unforeseen circumstances, including but not limited to program reorganization, workload, or reductions in operating funds.
2. Any notice of layoff will be given in accordance with the Ontario Employment Standards Act, regulations and amendments.
3. In the event of major changes in funding, “Insert Company Name Here” will aim to be proactive and transparent to employees about how decisions are going to be made.
4. A number of factors will be taken into consideration in the process of determining who may be laid off, including but not limited to, the following:
  - a. Essential program and service requirements
  - b. Requirements for delivery of quality services (i.e. particular qualifications or experience)
  - c. Review of an individual’s performance and contribution, qualifications, value and impact to the Organization



## **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.

**Product K1 / Produit K1**



<p><b>Danger</b> Fatal if swallowed. Causes skin irritation.</p> <p><b>Precautions:</b> 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><b>Danger</b> Mortel en cas d'ingestion. Provoque une irritation cutanée.</p> <p><b>Conseils :</b> 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    | 1-800-268-9017            |



*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: \_\_\_\_\_

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Supervisor Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_