

ADVATEK SYSTEMS INC.

WORKPLACE HEALTH

AND

SAFETY PROGRAM

SECTION 1



UPDATED OCTOBER 01 2015

APPROVED BY TERRY LEBLANC x _____

GENERAL MANAGER ADVATEK SYSTEMS INC.

SECTION 1 GENERAL INFORMATION

1.0 GOAL

Advatek Systems Inc. strives to provide a safe and secure workplace for all of its employees and customers.

1.1 TRAINING

- A. Training will be provided to all employees of Advatek Systems by the designated Work Place safety trainer. This competent person will be assigned each year by the general manager of Advatek Systems Inc.
- B. All employee of Advatek Systems Inc. must under go safety training as outlined in this program before been permitted to work.
- C. Failure to complete the required training as described in this program will result in management actions been taken
- D. All employee certificates, tickets, and violations will be given to the employee and kept in their file as proof training.
- E. Covered topic will be: General Safety, Ladder Safety, Fall Arrest, WHMIS & Power Lift Trucks

1.2 PERSONAL PROTECTIVE EQUIPMENT(PPE)

Advatek Systems Inc. will provide the required PPE required for your jobs. It will be the responsibility of the employee to report any defective PPE to the General Manager. New PPE will be provided to the employee upon request.

1.3 FIRST AID

Advatek Systems Inc. will maintain an employee on staff at all time who is first aid qualified. These employees can request extra first aid training & equipment so as to better provide there services.

1.4 VIOLATIONS

- A. Any Advatek Systems Inc. employee who notices a safety issue is required to act to stop & prevent this issues.
- B. Employees of Advatek Systems will be subject to violation write ups should they be caught performing unsafe work practices.
- C. The following are the disciplinary steps: recorded verbal warning, recorded written warning, recorded written infraction (requires re-training in area of violation), personal management review & action.

1.5 CONTRACTORS

- A. Contractors must agree to adhere to the standards set forth in the Advatek Systems Safety program
- B. Failure to comply once on site will result in penalties been applied and possible loss of future work.
- C. Contactor must hold valid Workers Compensation coverage
- D. Contractors must have a Health and Safety program inplace that matches or exceeded the Advatek System standard prior to selection
- E. Contractors must provide statistics concerning injuries/compensation worksheets for review prior to selections
- F. Contractor with out their own Health and Safety procedure must either get one or take the Advatek Systems Safety courses required for the job.
- G. Contractor must have there safety manual at all times for reference
- H. All contractors must have a guided orientation of the work site, this will point out any specific hazards and any other restrictions or concerns the customer may have.
- I. Contractors must ensure that all employees are aware of the 0% tolerance for drugs or alcohol, this is to supplement or improve upon any policy of the end customer
- J. Contractors must be included in any meetings where their work will be discussed so as to ensure the safety of all involved.
- K. All injuries or accidents must be reported immediately and all reports will be passed along the end customer
- L. Once a job is completed a post job meeting will be held, at this time any penalties for safety violations will be tallied and the overall job satisfaction will be discussed.
- M. Contractors with there own HSE program will have to submit their program for review by Advatek Systems Inc.
- N. Advatek Systems Inc. will communicate the "Owner Client's" drug and alcohol policy (3.17) to any contractors
- O. Advatek Systems Inc. will communicate any infractions and incidents to the "Owner Client" and assist and participate in any investigation.

1.6 REPORTING

All incidents must be logged and reported. The initial incident will be recorded on one of the following forms (FORM - Major Accident Investigation (used for loss of work level incidents) or FORM - Minor Incident Report (Used for close calls or a new issue that should be addressed in the safety procedures)). Incident Investigations will be fully documented and stored with the company safety records. Once the investigation is complete a full report will be written and will include the description of the incident, any evidence collected during the investigation, an explanation of the causes of the incident, and corrective actions.

1.7 TERMS

For the entirety of this program the term **employee** can mean owner, any person who employed, contracted, invited or otherwise the responsibility of Advatek Systems.