

ADVATEK SYSTEMS INC.

WORKPLACE HEALTH

AND

SAFETY PROGRAM

SECTION 1



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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. is accountable to communicate the Drug and Alcohol policy (3.17) to any contractors or sub-contractors, this includes Advateks, the Site Operators & the Clients Drug and Alcohol Policy
- O. Advatek Systems Inc. will communicate any infractions and incidents to the "Owner Client" and assist and participate in any investigation. (See section 1.6 for more details)

1.6 REPORTING

All incidents must be logged and reported (Employee or Contractor). 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. Information collected will be shared among all parties (Advatek, Contractor & Client)

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.

1.8 QUALIFICATIONS AND CERTIFICATIONS

All employees of Advatek Systems must prove they are adequately prepared to perform their job safely and competently. To this end Advatek Systems requires or performs one of the following:

- For any past certifications Employee must provide a copy of their original certificate to be kept on file
- Employees must also complete a period of mentorship where they are guided by an experienced Advatek Employee to assist them in becoming familiar with the work they will be performing and the risks included in their job.
- Once the Employee has proven they are competent in their abilities and have show no reason for Advatek System to doubt they would carry out their jobs safely and with all proper caution the Employee is certified to work independently on job site for Advatek Systems.
- Each role in Advatek Systems requires a certain level of knowledge and skill below are the base criteria for the service roles :
- ♦ **Service Technician**—Requires knowledge of scale. A working knowledge of low power DC circuits either gained through the mentorship period or acquired with a scholastic certification or equivalent
- ♦ **Weight Truck Operator & Service Technician**—Requires knowledge of scale. A working knowledge of low power DC circuits either gained through the mentorship period or acquired with a scholastic certification or equivalent. Safe driving profile along with all current and valid driving documentation.
- ♦ **Certified Service Technician**—Requires knowledge of scale operations. A Measurement Canada Accreditation is also required and training for this will be provided by Advatek Systems. A working knowledge of low power DC circuits either gained through the mentorship period or acquired with a scholastic certification or equivalent
- ♦ **Systems Integrator**— Requires knowledge of PC system operation. A fully working knowledge of best coding practices shown via scholastic certification. A working knowledge of low power DC circuits either gained through the mentorship period or acquired with a scholastic certification or equivalent

1.9 ORGINIZATIONAL CHART

Advatek System uses an open management style of leadership. As such each area of the company is responsible for its own operation and schedule, but is also over seen by the General Manager.

