

ADVATEK SYSTEMS INC.
WORKPLACE HEALTH
AND
SAFETY PROGRAM
SECTION 1
OHS - OVERVIEW



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EFFECTIVE AS OF JUNE 29 2012

APPROVED BY TERRY LEBLANC x_____

GENERAL MANAGER ADVATEK SYSTEMS INC.

SECTION 1 GENERAL INFORMATION

1.0 Policy

Advatek Systems Inc. strives to provide a safe and secure workplace for all of its employees and customers. Management is responsible to provide proper training to all employees as well as ensuring all contractors are also compliant to our safety standards. Employees are responsible to ensure they understand the safety standards and strive to maintain a safe and secure workplace.

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 undergo safety training as outlined in this program before being permitted to work.
- C. Failure to complete the required training as described in this program will result in management actions being taken
- D. All employee certificates, tickets, and violations will be given to the employee and kept in their personnel file & safety file as proof training.
- E. All Employees must have the following training: General Safety & WHMIS

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 their services. See Section 8 for full details.

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 OHS 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

- A. All incidents must be logged and reported immediately. Also any close calls must also be reported
- B. All incidents will be reviewed and investigated
- C. During the cause of the investigation the root cause of the incident is to be determined also at the time of reporting the employee must attempt to ascertain what he believed to be the root cause.
- D. The review/investigation of the incident must include corrective action to be taken to avoid another similar injury. Any immediate corrective action taken post incident must also be recorded as to best help reduce the occurrence
- E. At least 1 member of the investigating team **MUST** have attended the NB OHS Joint Health and Safety Committee training. The remaining members must have received in house training / literature on how to conduct an investigation
- F. Once the investigation is complete the OHS manual is to be updated as needed, the training materials is to be adjusted and the section test is to be re-administered to all employees to ensure understanding of the new rules

1.7 TERMS

For the entirety of this program the term **employee** can mean owner, employee, contractors, or guests that are the responsibility of Advatek Systems Inc.

1.8 Rights

Advatek Systems follows the following right to refuse process.

The New Brunswick Occupational Health & Safety Act

This legislation establishes an Internal Responsibility System (IRS), making occupational health and safety a shared responsibility among all individuals involved. This shared responsibility considers each person's authority and ability. If a person in the workplace sees a hazard and can act to eliminate it, then they must do so. If they are unable to address the hazard, then they must report it to someone who can—someone with the authority to ensure the hazard is addressed

Specifically, the purpose of the legislation is to prevent accidents and injuries related to, arising from, or occurring during employment. The legislation is grounded in three fundamental rights for employees:

The right to know – Employees have the right to be informed about health and safety hazards they may be met with at their workplace.

The right to participate – Employees have the right to take part in decisions that may affect their health and safety.

The right to refuse dangerous work – If an employee believes that the use or operation of equipment, machinery, or any condition in the workplace poses a danger to themselves or others, they have the right to refuse to perform that work. If an employee is instructed to do work they believe to be dangerous to themselves or others in the workplace, they can refuse to do the work. If an employee refuses to do the work, they must:

Immediately report to a supervisor that they refused to do the work.

If the problem is not fixed to the employees' satisfaction, report it to their safety representative or committee representative.

If the problem persists, report it to WorkSafeNB for an Officer to investigate.

If you disagree with the officer's decision, you have a right to appeal to WorkSafeNB's chief compliance officer.

The employer or supervisor has the right to temporarily reassign an employee who has refused unsafe work to perform other work.

An employer or supervisor may also assign another employee to perform the work, but only after advising the other employee of the work refusal and reasons. If another employee accepts to carry out the work, WorkSafeNB consider the work refusal concluded.

There will never be repercussion for any safety concerns.

All right to refuse incidents will be documented for review with safety team.