

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS FIRST AID POLICY	Page 1 of 1	HSE: 5.31: 8.27: 10.4 Revision: 00

FIRST AID POLICY:

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment. It is the responsibility of Western Millcraft Inc. that everyone complies with all rules, regulations, and legislation at Western Millcraft Inc.

All employees, contractors or subcontractors that are at Western Millcraft Inc. will be equally responsible for minimizing incidents at our facility and for performing every job in a manner, which safeguards themselves and fellow workers. This can be accomplished by:

- Ensuring that everyone is adequately prepared through training
- Follow proper worksite practices and procedures and exercise sound judgment
- Using the mechanical and physical safeguards to the maximum extent possible
- Unsafe working conditions must be reported immediately to a supervisor

Western Millcraft Inc. has designed and implemented a First Aid Policy and Procedure to ensure that the First Aid is provided and available for all employees when required. It is the responsibility of Management, Supervisors, and all Employees to help in this task.

Western Millcraft Inc. must ensure:

- That First Aider, First Aid Equipment, and First Aid Supplies required by OHS Act, Code and Regulations are available
- These First Aid Supplies are located near the worksite they are intended to serve
- That these First Aid Supplies are available and accessible during all working hours
- That all First Aid Equipment and First Aid Supplies are maintained in a clean, dry, serviceable area, and are clearly identified
- That the number and names of First Aiders, Emergency Phone Numbers and other emergency contacts are permanently posted in the shops for all to see. This document will be reviewed at least twice a year.

Western Millcraft Inc. must ensure to minimize the effects of an injury:

- First Aid training will be made available to designated employees and they must hold a valid First Aid Certificate
- The Office, Fabrication Shop, Weld Shop, Paint Shop, and all company vehicles will be equipped with First Aid Kit in accordance with OHS Regulations
- For injuries requiring medical attention, W.C.B (Workers' Compensation Board) forms must be completed and the Modified Work Program will be initiated
- The Health, Safety, and Environment Manager will maintain and keep records of the designated First Aid Personnel, copies of their certifications, and all First Aid Procedures taken

Anyone who violates Health, Safety, and Environmental rules will face disciplinary action. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed: _____ Date: 1 OCTOBER, 2011

GREG CLARK
 WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation