



WESTERN MILLCRAFT INC.

12506 – 128 STREET
EDMONTON, AB, T5L 1C8

Effective Date:
1 OCTOBER, 2011

Revised by: JFK

HSE: 1.1: 5.9: 8.8
Revision: 00

**OCCUPATIONAL HEALTH & SAFETY MANUAL
COMPANY SAFETY RULES AND REGULATIONS
ASSIGNMENT AND RESPONSIBILITY FOR HEALTH, SAFETY AND ENVIRONMENT**

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ASSIGNMENT AND RESPONSIBILITY FOR HEALTH, SAFETY, AND ENVIRONMENT:

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.

Western Millcraft Inc. is committed to providing all employees with the proper equipment, training, policies, practices and procedures, and for all employees to participate in the Health, Safety, and Environment Program.

RESPONSIBILITIES:

MANAGEMENT:

- Provide a Statement of Policy that specifies the commitment, philosophy, and set levels of expectations for the whole company relating to the Health, Safety, and Environment Program
- Design, implement, monitor, maintain, and control of the Health, Safety, and Environment Program
- Ensure all new workers receive a detailed Orientation that covers the Health, Safety, and Environment Program before the start of work
- Ensure all employees, including management, have a full understanding of the Health, Safety, and Environment Program, along with the applicable legislated standards
- Provide resources for proper training, Personal Protective Equipment, tools, equipment, machinery, First Aid, etc
- Ensure and verify that all reported incidents, unsafe work conditions/act, tools, and/or equipment have been effectively dealt with
- Ensure regular Safety Inspections are completed to ensure a safe and health work environment
- Ensure all Health, Safety, and Environment Policies, Procedures and Practices are reviewed when the worksite has changes, or at least annually
- Maintain and keep all relevant Health, Safety, and Environment Reports
- Post all relevant Health, Safety, and Environment Program information for employees to see
- Ensure communication with Worker's Compensation Board (WCB), Occupational Health and Safety (OHS), and other regulatory boards as required
- Lead by example

SUPERVISORS:

- Ensure all new workers receive a detailed Orientation that covers the Health, Safety, and Environment Program before the start of work
- Ensure all employees have a full understanding of the Health, Safety, and Environment Program, along with the applicable legislated standards
- Ensure all employees have a copy of their job description and the job hazards associated with that position
- Ensure all employees report any incidents, near misses, unsafe work conditions/acts, tools, and/or equipment immediately
- Ensure all employees are properly trained and competent to use the equipment, tools, Personal Protection Equipment, or anything else they may need in the course of their work
- Ensure regular Safety Inspections are completed to ensure a safe and health work environment
- Communicate will all employees about the potential or actual hazards of the worksite and how to deal with them
- Ensure all employees know where the location of Emergency Equipment is, the Evacuation Procedures and First Aiders are
- Conduct Tool Box Talks every morning and complete the Field Level Hazard Assessment Form Daily
- Enforce Health, Safety, and Environment Rules and Regulations at all times
- Lead by example at all times

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EMPLOYEES:

- Ensure new workers receive a detailed Orientation that covers the Health, Safety, and Environment Program before the start of work
- Ensure employees have a full understanding of the Health, Safety, and Environment Program, along with the applicable legislated standards
- Ensure employees have a copy of their job description and the job hazards associated with that position
- Ensure employees report any incidents, near misses, unsafe work conditions/acts, tools, and/or equipment immediately
- Ensure employees are properly trained and competent to use the equipment, tools, Personal Protection Equipment, or anything else they may need in the course of their work
- Ensure employees wear the Personal Protective Equipment provided for them
- Participate in the Health, Safety, and Environment Program – make suggestions etc
- Participate in all training, toolbox meeting, safety meetings, etc
- Understand employees have the responsibility to refuse unsafe work
- Ensure employees know where the location of Emergency Equipment is, the Evacuation Procedures and First Aiders are
- Lead by example

CONTRACTORS OR SUB-CONTRACTORS:

- Contractors and/or sub-contractors will comply with Western Millcraft Inc. Health, Safety and Environmental Policies, Procedures and Practices according to the applicable legislative requirements.
- Ensure they have received a detailed Orientation that covers the Health, Safety, and Environment Program before the start of work
- Ensure they wear the Personal Protective Equipment required on site
- Notify Western Millcraft Inc. of any unsafe worksite practices, conditions and equipment that may be a danger to themselves or other employees, to ensure prompt corrective action to be taken
- Report all accidents/incidents and/or near misses to Western Millcraft Inc. Health, Safety and Environmental Manager immediately
- Provide current Worker's Compensation (WCB) account status and insurance
- Understand failure to comply with Western Millcraft Inc. Health, Safety and Environment Policy will result in immediate removal from the facilities and/or premises
- Lead by example

VISITORS:

- Ensure they have the appropriate Personal Protective Equipment and clothing – steel toed boots/shoes, safety glasses, hardhats and High Visibility Vest or Strips
- Visitors shall report to the front reception area and check in before entering and leaving the worksite

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.

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

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