

Sazista Canada Inc.

Health and Safety Policy



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1 – Health and safety policy

Sazista Canada Inc.

Toronto, Ontario

It is the policy of Sazista Canada Inc. that its operations shall be carried out with the greatest regard for the health and safety of all workers.

Management believes that safety and efficient production go hand-in-hand. Every effort will be made to prevent injury to our employees by taking all possible steps to improve working conditions and practices. In order to ensure the safety of our workers, Sazista Canada Inc. has developed this health and safety program manual with company policies and procedures that everyone must follow at all times. To enforce these procedures, management will make routine checks of the work site.

Sazista Canada Inc. functions in full conformity with all safety laws, regulations, codes and standards applying to operations to ensure the safety and protection of all those working in our operations. All workers are also expected to comply with the law and company job requirements.

Our incident prevention program must have the co-operative efforts of both the workers and management in order to be successful. Everyone must help recognize and eliminate hazards as they are found. With the daily commitment and support of everybody, we can work together as a team to reduce job hazards and maintain an efficient and safe operation.

Signed

A handwritten signature in black ink, appearing to be 'Sazista', written over a horizontal line.

Sazista Canada Inc. President

Dated

Jul.27.2018



2 – First aid policy

1. At least 1 and up to 3 employees will have their Standard First Aid Certificate. The names, work locations and expiry date of those with a First Aid Certificate will be included in the main first aid kit, as will a copy of the Workplace Safety and Insurance Board (WSIB) First Aid Regulation 1101 and the WSIB Form 82 poster (“1, 2, 3, 4” poster).
2. A 6-15 person first aid kit will be in located in the parts van. Smaller kits may be found in some equipment or vehicles.
3. The first aid kit will be inspected for sufficient contents (as per Regulation 1101) at least quarterly by the supervisor or a designate. The card in the kit will be signed and the supervisor will replenish missing items.
4. Injuries requiring the use of first aid supplies will be documented as per the Incident Investigation Policy.



3 – Fire prevention policy

1. All fire prevention policies must be in line with local and provincial fire codes.
2. Smoking - No employee shall smoke while walking in a forest or woodland.
3. Open fires - Open fires for cooking or for warmth will not be permitted during the fire season (April 1 to October 31).
4. Power saws
 - All power saws will be maintained and must have operable mufflers with spark arrestors.
 - Power saws must be allowed to cool off before refuelling.

5. Welding and grinding

No welding/grinding is allowed within 3 metres or 10 feet of a forested area or flammable material. It must also be done over mineral soil. If this is not possible, welding blankets must be used to protect the area.

No welding/grinding will be carried out within 8 metres or 25 feet of fuel storage or dispensing area.

No welding/grinding will be carried out unless fire extinguishers are readily available.

Wet down area before welding and have filled water extinguishers on hand.

Clean up any excess fuel spills, combustibles, or flammable liquids before welding, cutting or grinding. Ensure fuel caps are in place and secure.

A fire watch will be maintained during all welding operations and will continue for at least 30 minutes after the welding has finished.

During extreme fire hazards no outside welding/grinding will occur.

6. Mobile equipment

All heavy mobile equipment will be equipped with an operable fire extinguisher rated at least 6A 80BC and have a portable pack pump readily available (“readily available” means on the machine, in the operator’s truck or at the nearest skidway).

Operators will be responsible for checking fire extinguishers and pack pumps daily, and for signing the fire extinguisher inspection tag at least monthly.



All equipment will be checked daily for any accumulation of flammable material and cleaned as needed.



7. Fire equipment location

Every employee must know the location of all fire extinguishing equipment in his/her work area. The Ministry of Natural Resources and the Sustainable Forest Licence holder set minimum requirements for forest fire equipment in the Annual Work Schedule. The supervisor knows this information and will train everyone in it.

Woodlands

Fire extinguishers – on all equipment, as per insurance and equipment manufacturer specifications, in every company vehicle and at each fuel tank. Water filled extinguishers will also be available for use during hot work (welding, cutting, grinding)

Auto suppression systems – found on all tracked equipment except bulldozer.

Pack pumps – found on or nearby all equipment.

Fire pump and hose – a small water pump is available to wash equipment and can be used to fight fires. There are 60 metres or 200 feet of hose.

Buildings in town or mobile trailers (local fire department to be used in town)

Fire extinguishers – Found and clearly marked near an exit of all buildings/trailers.

1. Inspection of fire equipment

- Any fire extinguisher, fire equipment or fire cache/trailer must be checked for readiness at the beginning of the fire season.
- Operators of equipment will check readiness of fire equipment on their respective machines during daily circle checks (used or defective equipment is to be reported to the supervisor as soon as possible).
- Fire suppression systems on any equipment will be certified annually.

2. Modified forest operations guideline

This Ministry of Natural Resources Guideline, based on the Forest Fire Prevention Act, limits the work that can be done on certain sites as the fire hazard ratings increase. All woodland companies must comply with these guidelines (private and Crown operations) to minimize the chance of starting a forest fire and to limit potential liabilities if one does start. The supervisor will contact the local Ministry of Natural Resources office each day to determine the current fire hazard ratings and set the day's work schedule accordingly.

There are 4 general modified work situations:



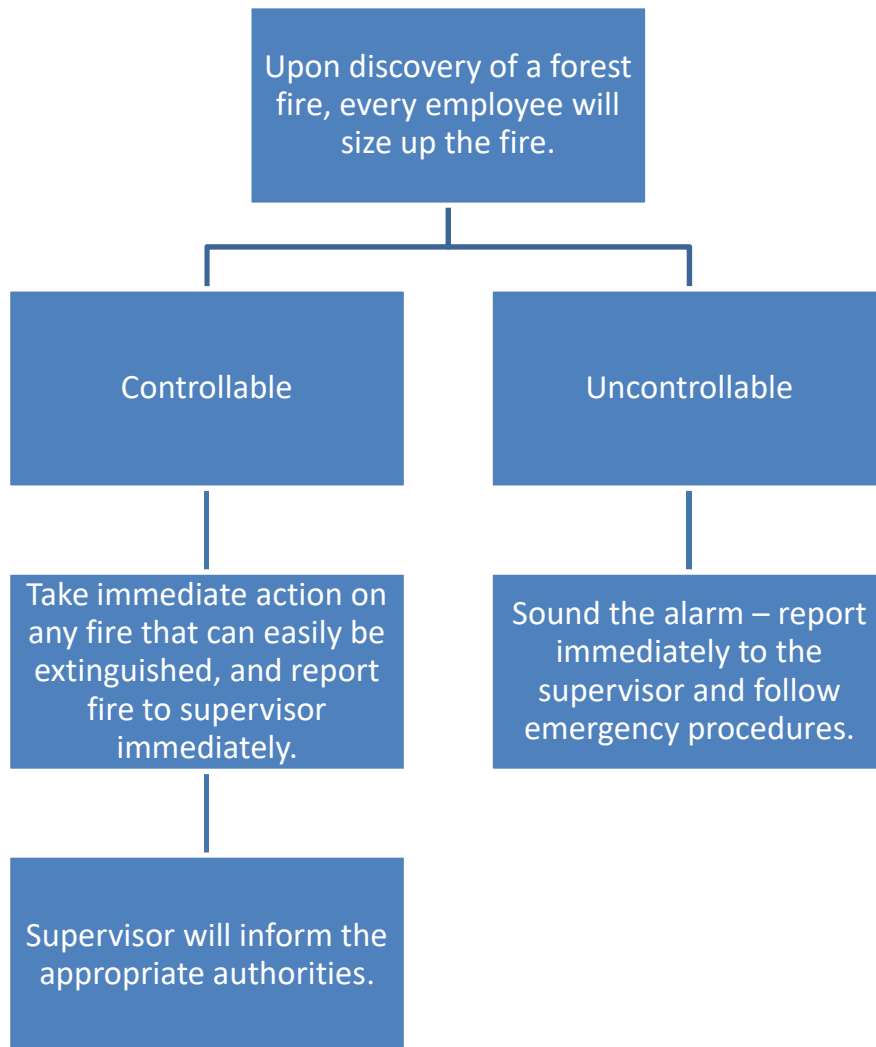
1. Normal – continue to maintain required fire equipment
2. Invoke prevention measures – have communications on-site, patrol forest for 1 hour after operations stop
3. Short shifting – operations must stop before noon and cannot commence until after 6:00 p.m.
4. Shut down – all operations must stop entirely until conditions improve.

These work guidelines can be applied differently to different types of operations depending on the work activities and the fire training and capabilities of the workers on-site. Contact your local Ministry of Natural Resources office for the Modified Forest Operations Guideline in your area, or for more information.

3. Fire training

Employees need training on the use of fire prevention equipment and emergency procedures.

Supervisors must provide workers with specific instruction on fire equipment locations initially and as those locations change and review fire prevention procedures in this policy as the fire threat increases.





4 – Lockout and tagout

There are 3 stages of de-energizing mobile equipment to make it safe to work in, on or around – parking, shutdown and lockout.

Parking is done many times during the day and ensures the machine is secure when the operator leaves the cab unattended. This is commonly done when choking or unchoking a load, or at breaks, lunchtime and refuelling.

Safe procedure:

1. Stop machine on level ground
2. Put transmission in park or neutral
3. Engage parking brake
4. Lower blades, buckets, grapples, etc. to the ground or solidly support them
5. Engine can be left running if necessary (for lights at night or to cool engine down).

Shutdown is done at the end of shift or whenever the machine is left unattended for long periods of time.

Safe procedure:

1. Park the machine as described above
2. Park on mineral soil (if possible), at least 3 metres or 10 feet from other machines or buildings
3. Let the engine idle 5-10 minutes to cool down, then shut engine off
4. Shut off master switch
5. Lock the cab.

Lockout is done whenever anyone has to conduct repairs, maintenance, cleaning, or inspections to the machine in such a way that if the machine inadvertently started or moved someone could be injured.

Safe procedure:

1. Park the machine and lower implements to the ground or solidly support them.



2. Turn off ignition switch, remove key and keep it in a secure location (for example, in worker's pocket).
3. Apply any blocking devices if necessary to prevent equipment from moving (pin in feller buncher sawhead, chock wheels on slopes, etc.)
4. If equipped, engage any locking devices and apply a lock – keep key to this lock in a secure location. Apply lockout tags in visible location.
5. If equipped with a master switch turn off and lock out.
6. Verify zero-energy state.
7. Perform work.
8. When work is complete clean-up all tools, replace all guards.
9. Unlock power sources, remove any blocking devices, then ensure no one is in the danger zone before starting equipment, and return to regular operation.

Special procedures

If the hydraulics need to be energized for maintenance purposes, everyone must be clear of moving parts and the operator must activate controls only at the request of the mechanic.

In the case of feller buncher or slashers where the saw must be activated for testing purposes, no one can be in the saw's danger zone while it is being tested.

Only the supervisor can authorize removal of lockout devices if lockout tags or locking devices have been inadvertently left on the machine. The supervisor must be contacted to determine the status of the machine and the person who locked it out.



5 – Guarding procedures policy

Manufacturer's guards are to be maintained on all equipment.

Where manufacturer's guards do not adequately prevent access to hazards, custom guards are required.

Operators will inspect equipment for proper safeguards prior to starting it each day. Any critical safety concerns or missing guards will be addressed prior to starting work. Non-critical concerns will be reported to the supervisor.

Do not disable any safety device on the equipment and do not operate equipment with a disabled safety device unless a temporary safeguard is in place.

Protective guards and barrier screens on equipment can only be removed or bypassed for maintenance purposes when done in accordance with the lockout procedures.



6 – Personal protective equipment policy

1. **Hardhats**, preferably meeting CSA standards, are required to be worn by everyone in the operation. Exemptions include when in the cab of a vehicle or machine or mechanics when repairing equipment.
2. CSA-approved **safety boots** are required by everyone in the operation. The boots must provide ankle support (8" tops) and be properly laced up. Chainsaw operators must also have cut-resistant boots that meet CSA standards.
3. **Hearing protection** is required by workers when noise levels exceed 85 decibels.
4. **Eye protection** is required where flying debris can injure the eyes. CSA approved safety glasses are recommended for all uses including chainsaw operators, mechanics when hammering or grinding, for washing or refuelling equipment, etc. A welding mask is required for cutting or welding. Chainsaw operators should also use a face screen.
5. **Hand protection** is required, appropriate for the work being done.
6. **Fall protection equipment** is required by anyone when working at a height of 3 metres or more.
7. **Leg protection** is required by all chainsaw operators. All protection should be rated to a minimum of 3600 rpm chain speed. It must also provide protection for the back of the legs. (BNQ standard CAN/BNQ 1923-450-M91 Leg Protective Devices for Chain Saw Users)
8. **High-visibility clothing**, preferably meeting CSA standards, must be worn by anyone working or walking into the harvesting area. Hunter orange clothing is acceptable during daylight hours; fluorescent clothing is required during nighttime work.

The supervisor is responsible to ensure that PPE is worn and maintained.



7 – Emergency response plan

Injury response procedures

1. All employees are required to notify the supervisor of any work-related injury or illness no matter how minor in nature.
2. When anyone is injured in the workplace the following steps will be taken:
 - a. First person on the scene will call for help and check that the area is safe
 - b. First aid will be administered
 - c. If necessary an ambulance will be called or the injured person will be driven to the hospital by an employee
 - d. The scene will be made secure for the investigators if required
 - e. The supervisor will call family members and the Ministry of Labour as required.
3. In the event of a critical or fatal injury, the Ministry of Labour will be notified by the supervisor immediately after the scene is secured. The scene will also not be disturbed until the Ministry of Labour inspector gives permission to do so. A written report including the required items in Section 5 of Regulation 851 for Industrial Establishments will also be sent to the Ministry of Labour within 48 hours.

Critical Injury Defined

Ontario Regulation 834 of the Occupational Health and Safety Act defines a critical injury as follows:

“For the purposes of the Act and the Regulations, critically injured means an injury of a serious nature that,

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;



- consists of burns to a major part of the body; or
- causes the loss of sight in an eye.”



Chemical spill response procedures

All employees must immediately stop any fuel/oil/chemical leak to minimize the size of the spill, and then report it to the supervisor.

Every attempt must be made to contain the spread of the spill using the spill kit and any equipment available. On-site workers must know the location of the spill kit.

The supervisor must report spills to the Ministry of Environment Spills Action Centre (1-800-268-6060). When in doubt, report it.

Training and orientation

All employees will be trained in this emergency response plan at the time of hire.

All employees will receive instruction on the proper use of fire extinguishers and fire suppression systems.

At least 25% of woodlands workers will receive S102 industrial forest fire-fighting training. The supervisors will also take this course. Only these workers will be allowed to use the fire pump and hoses.

The supervisor will have a copy of this emergency response plan on-site in his/her truck, in the maintenance trailer or with the fuel pumping unit at all times.

Emergency response contacts

911	Fire, Ambulance, Police
1-800-268-6060	Ministry of Environment Spills Action Centre
_____	Ministry of Labour



8 – Incident investigation policy

1. A full incident investigation will be conducted on serious injuries including critical, fatal or lost-time injuries. Job-related occupational illnesses will also be fully investigated.
2. In the case of critical or fatal injuries the Ministry of Labour must be notified immediately, and the scene must not be disturbed until the Ministry of Labour inspector releases it.
3. The supervisor will conduct a full investigation by filling out all sections of the Injury/Incident Investigation form. He/she will also be trained on how to conduct a proper investigation using the following investigative steps:
 1. Survey the scene for perishable evidence and take measurements, pictures, sketches.
 2. Interview witnesses including any injured persons.
 3. Examine company records for additional information.
 4. Fill out the Injury/Incident Investigation form, sign it, and then implement recommendations.
4. In the event of a critical or fatal injury, the completed first page of the Injury/Incident Investigation report will be submitted to the Ministry of Labour within 48 hours of the injury.
5. Minor injuries (first aid or medical aid), or near misses/incidents with high injury severity potential, will also have the details recorded on an Injury/Incident Investigation form.
6. Other incidents involving major losses (but not injuries), or have the potential for major losses, will also be investigated at the supervisor's discretion – including fires, chemical spills or property damage.



9 – Training policy

General company health and safety training

Sazista Canada Inc. shall communicate all company health and safety policies to all employees at time of hire and again during annual refreshers.

Key company health and safety policies include:

1. Safety legislation on rights and duties of workers, supervisors, employers, including potential fines for workers from Ministry of Labour
2. Company health and safety policy and general rules
3. Emergency response procedures
4. Lockout and guarding policies
5. Sprain and strain prevention procedures
6. Role of the health and safety representative or JHSC
7. Licence requirements
8. Safe operating procedures
9. Any other pertinent policies at that time.

Whenever a health and safety policy or procedure is changed significantly, those affected will be retrained on the new policy or procedure.

All policy communication or training will be documented, including date and time, topics covered, attendance, and comments or concerns brought forward.

Job-specific training

New employees (or existing employees transferred to a new job) will be trained in the standard operating procedures (SOPs) for that job. They will also be asked to sign off on the SOP indicating they understand the requirements. The signed copy will be kept on file and the worker will get a copy.

Copies of all SOPs will be available in the health and safety program manual for all employees to review as needed.



SOPs will be reviewed and revised as needed, but at least once every year, and with worker input.



10 – WHMIS Policy

1. This health and safety program manual contains an inventory of all hazardous materials in the operation and an MSDS sheet for each one. See Appendix for WHMIS Inventory Checklist.
2. All containers of hazardous materials in the workplace will be properly labeled with the appropriate WHMIS supplier label, or in-house workplace label.
3. Training in WHMIS requirements will be done for each employee. It will include training in:
 1. WHMIS legislation and hazard classifications
 2. Information on labels and MSDSs
 3. Chemical effects on the body
 4. Control measures when handling any hazardous material
 5. Emergency response procedures in the event of a spill or injury.
4. Every year all workers will have a review of an MSDS sheet, the hazard classifications or a supplier label, or when changes to this policy or the MSDS sheets occur.



11 – Visitors, suppliers and contractors safety policy

1. The supervisor will inform all visitors of the safety requirements and/or travel restrictions within the operation to ensure the safety of visitors. The following company policies and procedures will be described to them:
 - The general health and safety rules
 - Emergency response plan
 - If necessary the Training Policy for applicable certifications and a review of SOPs for short-term (1 week or less) subcontracted workers.
2. Visitors can include sales representatives, foresters, government inspectors, suppliers, short-term contracted workers, truckers, hunters, etc. All visitors must follow company rules or they will be asked to leave.
3. Subcontracted workers who are long-term (more than one week) or regularly in the operation (for example, truck drivers) can be treated as employees and will receive the same training as required for employees in company policies.
4. Subcontracted workers cannot work on the operations during weekends or holidays unless approved by Sazista Canada Inc..



12 – Confined spaces policy

Sazista Canada Inc. has done a confined space assessment of the workplace and no confined space has been identified.

Should a confined space be identified, Sazista Canada Inc. will develop procedures that describe training requirements, responsibilities, entry procedures, entry permits, etc. as required by the confined space regulations at that time.



13 – Planned workplace inspection

Sazista Canada Inc. supports proactive methods of identifying actual or potential hazards. All employees are required to speak up about hazards they find.

Workplace inspections

Inspections will be conducted monthly by the supervisor or designate. The results will be recorded on the Physical Conditions Checklist.

Ongoing safety talks

Regular employee meetings will discuss production, product quality and safety concerns as needed. Recommendations to address any problems will be developed and implemented by Sazista Canada Inc. to ensure a safe and efficient operation. A record of attendance and topics discussed will be kept on file.

Equipment circle checks

Operators of mobile equipment must circle check their equipment prior to operating it to determine if it is in safe operating condition.

If mechanical or safety problems are identified, the operator must attempt to address the problem prior to starting work. Corrective measures must be reported to the supervisor.

If the operator is unable to correct the problem, he or she must notify the supervisor immediately who will then schedule repairs to be done and determine if the mobile equipment is fit to operate.



14 – Environmental health hazards and controls policy

The supervisor will discuss possible environmental health concerns with all employees. Environmental health concerns can include:

1. Chemicals in the form of gases, mists, dust, fumes and vapours
2. Biological hazards such as bacteria, viruses, fungi, and other living organisms
3. Physical hazards such as excessive noise, vibration, light (snow blindness), and radiation
4. Cold and heat stress.

The most recent assessment of environmental health hazards in this operation has identified the following list of health hazards:

1. Diesel fuel
2. Gasoline
3. Etc.

Controls have also been developed for each, and a monitoring process to determine the extent of exposure and compliance to threshold limit values, if any.



15 – Return to work policy

Getting injured employees safely back to work as soon as possible is beneficial for everyone. This policy establishes channels of communication between Sazista Canada Inc. and the injured employee and encourages him/her to return to light duty jobs/tasks (if any) as his/her medical condition allows.

1. Sazista Canada Inc. will inform the Workplace Safety and Insurance Board (WSIB) that it has a return to work program when an employee suffers a lost-time injury. Sazista Canada Inc. will also contact the injured worker on a weekly basis until he/she has returned to work.
2. The injured employee will cooperate with Sazista Canada Inc. in submitting and obtaining appropriate documentation and in returning to work for light-duty jobs that are offered and that he/she is medically able to do.
3. The injured worker continues to receive the same rate of pay while on light duty work that he/she received before the injury.
4. Any injured worker unable to return to work will be contacted regularly by Sazista Canada Inc. to determine the availability of the worker to return to work on light duty or in his/her regular job.

Main steps in the return to work program

1. The injured worker will notify the attending physician that Sazista Canada Inc. has an early and safe return to work program and ask for a functional abilities form to be filled out by the physician. This completed form will be submitted to Sazista Canada Inc..
2. The injured worker will stay in touch with Sazista Canada Inc. on his/her health status, while Sazista Canada Inc. prepares and identifies light-duty work that meets the functional abilities form.
3. When the injured worker returns to work on a light-duty job, the supervisor will monitor daily the injured worker's ability to do the light-duty job safely.
4. If problems occur that jeopardize the injured worker's healing process, then the tasks in question will stop, and other more suitable light-duty work may be attempted. If none exists, the worker will go home and continue to receive compensation until his or her condition improves or a suitable job is found.
5. The exit strategy involves a doctor's visit that clears the now fully recovered worker to return to his or her pre-injury job.



16 – Fuel safety policy

Fuel procedures

The Regulation 851 for Industrial Establishments requirements for the handling and storage of flammable liquids will be followed.

Storage and transportation

- Properly labeled and coloured fuel containers will be used to contain and transport flammable liquids.
- Containers will be stored outdoors in a proper storage area. They cannot be placed inside the passenger compartment of any vehicle.

Handling

- Engines must be refuelled outdoors away from sources of ignition.
- Absolutely no smoking while dispensing fuel and machines or equipment must be shut off.

Propane procedures

Storage

- Propane tanks will be stored in a secure, ventilated storage area in the shade, away from sources of ignition or combustibles.
- Propane tanks will have WHMIS and Transportation of Dangerous Goods labelling.

Handling

- Gloves and glasses must be worn while changing propane tanks.
- No smoking is allowed around the tanks. Equipment is to be shut off.

Transportation

- Propane tanks will be secured on a truck or trailer outside the passenger compartment and visible from the outside.



- The Transportation of Dangerous Goods requirements may also apply for transportation of larger quantities.

Propane must be handled according to the Ontario Propane Code, Technical Standards and Safety Act, 2000 - O. Reg. 211/01 and the Propane Installation Code CAN/BA B149.2-M95.



Spill procedures

See the emergency response plan and spill kit instructions for procedures in case of a fuel or gasoline spill.

In the event of a small propane leak, immediately remove all sources of ignition and if possible, shut off the valve to stop the flow. Let the area clear of propane vapours before looking for the source of the leak.

In the event of a large leak, immediately remove all sources of ignition, and evacuate the area. If available, 'fog' the area with water to help disperse the propane. Allow all propane vapours to disperse before looking for the source of the leak.



17 – Sprains and strains prevention policy

Sazista Canada Inc. will assess jobs for sprain and strain potential and introduce safe procedures to try and avoid these types of injuries. Equipment will be ergonomically designed or redesigned as much as possible.

Employees will be trained in the main risk factors so they can better recognize a possible sprain or strain injury before it happens. Employees must report job-related pains to their supervisor.



18 – Health and safety representative policy

Sazista Canada Inc. is not required under Section 8 of the OH&S Act to have a health and safety representative, as there are only 3 workers regularly employed. This includes employees and subcontracted workers who work here for more than 3 months. All workers in Sazista Canada Inc. work together as a team, and are always looking out for each other.

Should Sazista Canada Inc. expand in the future to have 6 or more regularly employed workers, then a health and safety representative will be established, and duties and responsibilities will be developed.



19 – Working alone policy

1. Working alone means a worker who is working far enough from others that he/she, or the equipment he/she is operating, cannot be heard or seen by others (using their ears alone and not radios).
2. The worker working alone will have some means of electronic communication on-site (radio or cell phone).
3. The worker working alone will inform the supervisor of his/her travel plan. This includes when and where he/she is working, what he/she will be doing, and who is monitoring his/her return after completion of the work. If a planned return time changes during the shift, the worker must inform the person monitoring the worker's safe return.
4. The supervisor has the right to limit the work being done, how it is to be done, when it is to be done and any other conditions if necessary to ensure the worker's safety. The supervisor should try to communicate daily with the worker working alone to confirm that all is well, and/or to provide additional instruction if needed.
5. Should a worker working alone not return at the designated time, the person monitoring his/her return must notify the supervisor immediately. The supervisor will try to communicate with the worker first, then if unsuccessful, must travel to the worker's last known location. At his/her discretion, the supervisor may also call emergency services.
6. The worker working alone cannot attempt difficult tasks or assignments, and must follow any safety precautions given to worker by the supervisor. The worker must be properly trained for the work to be done.
7. The machinery and equipment used by the worker working alone must be in good condition and all safety equipment must be in place and in a state of readiness.



20 – Supervisor responsibility and training policy

Supervisors are given special obligations under the Occupational Health and Safety Act (OH&S Act) and Ontario Regulation 851 for Industrial Establishments (Regs). Supervisors have responsibilities and duties for the safety of workers and can be severely penalized for non-compliance. Supervisors have authority over a worker and the workplace and can discipline workers to ensure they work safely. They must also be competent (as defined in the OH&S Act) and knowledgeable of the information in the matters listed below. Each supervisor will have his or her own copy of the OH&S Acts and Regulations.

1. Must be knowledgeable of the following portions of the OH&S Act and Regulations:

- Employer, Supervisor and Worker Responsibilities – OH&S Act sections 25, 26, 27, 28
- Competent Person Definition – OH&S Act section 1(1)
- Work Refusal – OH&S Act, section 43
- Critical Injury Definition – Regulation 834
- Ministry of Labour Powers – OH&S Act, sections 54, 55, 56, 57
- Penalties for Individuals and Corporations – OH&S Act sections 66 (1), (2)
- Health and Safety Representatives Powers and Responsibilities – OH&S Act, section 8
- Regulation for Industrial Establishments – all pertinent sections for the operation.

2. Supervisors have basic legal and due diligence responsibilities to ensure worker safety as follows:

- Every precaution reasonable under the circumstances is taken for the protection of the worker.
- Action is taken immediately upon any reports of unsafe or hazardous conditions or situations.
- The supervisor will review Sazista Canada Inc.'s health and safety program regularly and make changes as needed.
- Provide instruction/coaching to workers to ensure they work safely.
- Make sure workers have been advised of any actual or potential hazard that the supervisor is aware of.



- The workplace is inspected on an ongoing basis to ensure the required safety measures and/or procedures are being followed.
- Conduct regular employee meetings where concerns, safety rules, policies and procedures are discussed, including one-on-one instruction.
- The supervisor will record any safety-related matters in a daily journal for future reference.



3. Supervisors must also know their responsibilities in all company health and safety policies, including:

- Responsibilities in case of fire, injury or incident
- Responsibilities for health and safety training of new employees
- Responsibilities involving hazard recognition programs and reporting
- Lockout and guarding policy requirements
- Safe operating procedures for all jobs in the workplace.

After reviewing the information above, each supervisor must sign below to indicate that he/she understands his/her responsibilities and will carry them out to the best of his/her ability with the resources given to him/her.

Signed

Dated



21 – Fall protection policy

Falls from an elevated surface can result in serious injuries. Areas of the workplace known to have work conducted at or above 3 metres will be recognized, and controls put in place to protect workers from falling.

No one is allowed to work on top of a machine or vehicle without the appropriate fall protection.

Sazista Canada Inc. will ensure that workers who must work at or above 3 metres will have a fall protection system put in place. Sazista Canada Inc. will also train workers who work at or above 3 metres on how to use the fall protection system that is in place.

Jobs requiring fall protection are listed below along with the system in place to prevent falls.

1. **Self-loader haul truck** – the operator must use the seat belt (fall protection system) on an open chair log loader.
2. **Ladder usage** – anyone using a ladder must ensure it is in good condition and that it is properly tied off at the top and solidly anchored on the ground. If work must be performed using both hands from the ladder, the worker must be tied off to the ladder as well.
3. **Maintenance/repairs high up on machinery** – the worker must use a personal fall arrest system that will safely stop the worker in the event of a fall from a height at or above 3 metres. The system must be comprised of CSA-approved personal protective equipment that includes a full body harness, an energy absorber, a lanyard or a self-retracting lifeline attached to an anchor point, and a secure point of attachment that is capable of withstanding the required loads in a free-fall situation.



22 – Workplace violence and harassment policy

Policy Statement and Purpose:

The management of Sazista Canada Inc. is committed to the prevention of workplace violence and harassment and to providing a work environment in which all individuals are treated with respect and dignity. The management is ultimately responsible for worker health and safety.

There is a workplace violence and harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence and harassment, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Application:

Violent behaviour or harassment in the workplace is unacceptable from anyone. Managers, supervisors and workers are expected to adhere to this policy and the supporting program, and will be held accountable by the employer.

Definitions:

Workplace Violence means,

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- c) a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace Harassment means,

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Roles and Responsibilities:

Sazista Canada Inc. will:

- ensure this policy and the supporting program are implemented and maintained



- provide the appropriate information and instruction to all workers and supervisors to protect them from violence or harassment in the workplace.


Management and supervisors will:

- take reasonable steps to protect workers from all sources of workplace violence or harassment
- investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible
- ensure that measures and procedures are followed by workers.

Workers will:

- work in compliance with this policy and the supporting program
- be encouraged to raise any concerns about workplace violence or harassment and to report any incidents.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed: _____
 
 President/CEO

Date: Jul. 27, 2018

Renewal: Annually



Instructions for filling out the Injury/Incident Investigation Report

NOTE: Page 1 of this form, when properly filled out, will fulfill the requirements under the Occupational Health and Safety Act Section 51 and 52 for reporting injuries or occupational illnesses to the Ministry of Labour, to the JHSC or health and safety representative at the workplace, and to the trade union if any.

The numbered notes below correspond to the numbered areas on the Report form on page 37.

1. Fill in the company name, address and contact information; and type of work being conducted where the incident occurred (For example harvesting operations, road construction, sawmill, etc.)
2. Fill in the date and time of the incident. In the case of occupational illness, list the date it was reported to you. State the location of the incident as specifically as possible. (For example, main garage in North Bay, or Casey Township operations.) Fill in the name, address and phone number of the injured person. (If more than one person is injured in one incident, fill out a separate report for each person.)
3. Record the names, addresses and phone numbers of witnesses to the incident. All witnesses should be interviewed during the investigation. Fill in the name of the medical facility (doctor's office, hospital emergency dept.) and the name of the attending physician.
4. Classify the type of event being investigated. If an injury is involved, classify the Type of Injury based on what you know at the time. Each of the injury types involves different legal requirements for reporting and subsequent action. (See definitions section.)
5. Briefly describe the injuries and equipment involved. Use simple everyday language to describe each. Injuries sustained by the victim are those known at that time (for example cuts and bruises to the head and neck and a possible concussion). Describe the equipment involved (if any.) Give make, model number, size and type, if possible. (For example 357 Huskvarna Chainsaw with 18" bar.)
6. The background information sets the scene. It describes what relevant events occurred in the hours, days or years before the incident. Include things like: what job was being done; the weather conditions; experience and training of persons involved in the incident; relevant history of equipment involved; if there were any special instructions given; if there were previous similar events or incidents; etc.
7. Fill in a description of the incident after all of the facts are known, so as to avoid inaccurate conclusions. When you are satisfied that you have as good a picture of the incident as you're going to get, write a full description. Write the chronological sequence of events that precipitated the incident and the extent of the injury/damage that resulted. Stick to the facts



as much as possible, but the investigator may have to fill in some of the gaps based on investigation findings, not on personal opinion. However, a brief interim description may be necessary to meet MOL reporting requirements before all the facts are known. In this case enter a brief description of the incident based on the known facts at that time. (For example, the victim was felling timber with a chainsaw when a chicot fell and struck him.)



8. Write immediate measures taken to prevent another similar injury. (For example all cutters were reminded to remove Chicots immediately and the supervisor has stepped up enforcement.) This section does not refer to recommendations for long-term changes - those are addressed later in this report, after a full investigation.
9. Describe the immediate or direct causes of the incident. These are the main cause(s) of the incident or circumstances that immediately precede the contact. They usually can be seen or sensed (for example, chicot in felling area, cutter felled tree toward chicot, chicot top broke toward cutter, no escape route to avoid it). They can be unsafe acts (what people did or didn't do to cause the incident), or unsafe conditions (environmental circumstances or unsafe equipment that caused the incident). You can expect 2 or more direct causes, as no incident can be attributed to a single cause.
10. Describe the underlying or basic causes that help explain the presence of direct causes above. Basic causes are the diseases or real causes behind the symptoms; the reason why an unsafe act or condition occurred (for example cutter had no training, little enforcement of safe procedures, production pressures, etc). Immediate causes are usually quite apparent but it takes a bit of probing to get to the underlying causes.
11. Consider what the loss could have been if things were a little different. Loss potential is the possible severity of the injury/damage if things went really wrong. Could it have resulted in a major loss (fatality, permanent disability, extremely costly damage); serious loss (critical or lengthy lost-time injury, costly damage); or minor loss (medical aid, short lost-time injury, no costly damage)? Probability of re-occurrence is the chance of a similar incident happening in the future. Have these factors happened before? High or very often (daily); moderate or not too often (every week or 2); or low or infrequently.
12. Make recommendations for changes that you believe will prevent the type of incident that you are investigating. In general, each cause should have a recommendation to address it. Recommendations should be specific (avoid vagueness), practical (not just theory), justifiable (most logical option), and saleable (economic and/or highest cost-benefit ratio).
13. Fill in the names of the people who performed the investigation (viewed scene, interviewed witnesses, analyzed the findings, etc), who reviewed/revised any findings, or who approved the findings and recommendations. Specifically identify JHSC member or health and safety rep who participated. Lead investigator should sign and date the report when it is submitted to management.



Injury notifications and reporting

In all cases of workplace death, injury or occupational illness, the employer has legal obligations under the Occupational Health and Safety Act to notify and/or report particulars of the injury to the Ministry of Labour, WSIB and certain workplace parties. As well, the employer must keep a record of past injury reports for at least 1 year. The legal obligations change depending on whether the injury is fatal, critical, compensable, an occupational illness, or first aid (definitions of each are on page 36-37) as noted below.

Fatality or critical injury

Notify the following parties immediately by telephone, fax, telegram or other direct means to inform them that a fatality or critical injury has occurred: (In case of fatality, also contact the local police)

1. The nearest Ministry of Labour office
2. The JHSC or H&S Rep in the workplace (if there is one)
3. The trade union in the workplace (if there is one)
4. Complete a written report that complies with the requirements of the Occupational Health and Safety Act and Regulations and submit it to the nearest Ministry of Labour office within 48 hours.

Complete a Workplace Safety and Insurance Board Form 7 and submit it within three days. (Workplace Safety and Insurance Act)

Lost-time Injury or no-lost-time Injury

Complete a written report and submit it within four days to the following parties:

The nearest Ministry of Labour office (**if ordered to do so by an inspector**)

1. The JHSC or H&S Rep in the workplace (if there is one)
2. The trade union in the workplace (if there is one)

Complete a Workplace Safety and Insurance Board Form 7 and submit it within three days. (Workplace Safety and Insurance Act)

Occupational illness

Complete a written report and submit it within four days to the following parties:



1. The nearest Ministry of Labour office
2. The JHSC or H&S Rep in the workplace (if there is one)
3. The trade union in the workplace (if there is one)

Complete a Workplace Safety and Insurance Board Form 7 and submit it within three days. (Workplace Safety and Insurance Act)

Note: In all of the above cases, keep a copy of the last 2 or 3 written reports on file for at least one year.

First aid

Keep a written record of the particulars. No reporting is required.

Definitions

The following definitions are offered as a guide to classifying a workplace injury at the time that it is first reported. In many cases it will be difficult to make an accurate decision based on the limited amount of information available soon after an incident, and the medical status of the injured worker may change.

Fatality*

A fatality is an incident in the workplace in which a person is killed.

Critical injury*

Ontario Regulation 834 of the Occupational Health and Safety Act defines a critical injury as follows:

"For the purposes of the Act and the Regulations, critically injured means an injury of a serious nature that,

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;



f) consists of burns to a major part of the body; or

g) causes the loss of sight in an eye."

Occupational illness

The Occupational Health and Safety Act, Section 1, defines an occupational illness as follows:

"Occupational illness means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997."

For the purposes of an incident report, an occupational illness is any situation in which the employer is advised by a worker or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

Lost-time injury

A lost-time injury is a serious injury that is less severe than a critical injury. Such injuries result in time off work beyond the day of the incident, a loss of wages, or a permanent disability.

No-lost-time injury

A no-lost-time injury is any injury in which no time is lost from work other than on the day of the incident, but in which medical aid (not just first aid) is required.

First aid

The term first aid is used here to refer to injuries of a minor nature which do not fit the above descriptions and in which injured workers receive attention from a first aider (including themselves) or a company nurse and return immediately to work.

Preserving evidence

*Note the requirement in Section 51 (2) of the Occupational Health and Safety Act to preserve evidence: "Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of (a) saving life or relieving human suffering; (b) maintaining an essential public utility service or a public transportation system; or (c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector."



Injury/incident investigation report

1. Company: _____ Type of Work: _____

Address: _____

Telephone: _____ Fax: _____ WSIB Firm #: _____ Rate: _____

2. Date of Inc: _____ Time: _____ Location: _____

Person Injured: _____ Address/Phone: _____

3. Witness _____ Address/Phone: _____

Witness: _____ Address/Phone: _____

Medical Attention by: _____ Medical Facility: _____

4. Type of Event(s):

Injury / Incident / Property damage / Fire / Chemical spill / Other _____

Type of Injury(s): First Aid / Medical Aid / Critical / Lost Time / Occ. Illness / Fatality

5. Brief Description of Injury: _____

Equipment Involved: _____

6. Victim/Equipment Background Information: _____

7. Description of Incident: _____



11. Loss Potential:	MAJOR	SERIOUS	MINOR
Probability of Reoccurrence:	HIGH	MODERATE	LOW



12. Recommendations: _____

13. This information was investigated, reviewed and/or approved by:

JHSC or H&S Rep: _____ - Inv / Rev / App

Supervisor(s): _____ - Inv / Rev / App

Manager(s): _____ - Inv / Rev / App

Photographs Attached: YES / NO Sketch Attached: YES / NO

Completed By: _____ Date: _____



WHMIS inventory checklist

Hazardous material	Supplier	Quantity	Location
Acetylene			
Battery Acid			
Brake Fluid			
Carburetor Cleaner			
Chain Oil			
De-Icer			
Diesel Fuel			
Ethyl Glycol (Antifreeze)			
Gasoline (Unleaded)			
Gear Lube			
Fire Extinguishers			
Kerosene			
Lock Tight			
Loose Nut			
Methyl Alcohol			
2-Stroke Mixing Oil			
Nitrogen			
Oxygen			
Propane			
Quick Start (Petroleum Ether)			



Solvents (Others)			
Varsol			
Welding Rods			
Motor Oil			
Hydraulic Oil			

Date Reviewed / Revised: _____



Worker training and orientation record

This form records any in-house training or any safety talks that have occurred.

Filling out this form is not necessary if other documented Training Records are on file – as would be the case for formal training courses.

A description of the training/orientation that occurred is required so that it is clear what instruction the worker received (may become important in an MOL investigation).

The worker being trained must also sign off that he or she took the described session and that he or she understands the information presented.

Date:	Start time:	End time:
Description of training (what policies/procedures or safety topics were discussed)		

Name of worker attending	Signature of worker



Comments and discussions