

Occupational Health & Safety

SPE 1.1 – Health and Safety Policy

Concert is committed to the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Concert will make every effort to provide a safe, healthy work environment for our staff and contractors. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury.

Concert as an employer, is ultimately responsible for the health and safety of the worker. As President & CEO of Concert I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of staff under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that all staff work in compliance with established safe work practices and procedures. New employees, as well as existing staff, must receive adequate training in their specific work tasks to protect their health and safety.

Every employee must protect his or her own health and safety and the health and safety of visitors and contractors by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of our business – from the President & CEO to all employees of the company.

I trust that all of you will join me in a personal commitment to make safety a way of life.



Brian McCauley
President & Chief Executive Officer

October 7, 2020

Date Signed

SPE 2.4 – Workers/Supervisors Responsibilities

It is the responsibility of each worker to follow safe work practices, procedures and safety rules that are known to them. The Concert Health and Safety Program is designed to be consistent with the laws and with safe work practices. This document is to be reviewed by the employee, as receipt of acknowledgement is required. Please find this document in: [h-drive \(\\APP01\)\(H:\) → HR Forms → OHS](#), or Site office.

Worker will:

- work in compliance with the provisions of the Occupational Health and Safety Act and the regulations;
- use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- comply with the company's Health and Safety Program, WCB Regulation and company safety rules
- Co-operate with joint occupational health and safety committees, worker health and safety representatives.
- not cause harm to others with practical jokes or horseplay
- remain attentive to their surroundings and the work they are doing
- report unsafe acts and unsafe conditions (potential hazards) to their supervisor or their safety representative (Form – SF 001 Report of Safety Concern) can be used located at: [h-drive \(\\APP01\)\(H:\) → HR Forms → OHS](#), or Site Office
- report all occupational illness or injury immediately by completing (Form - SF 011 First Aid Treatment Record Book Form). Forms can be found at Reception, or Site office
- participate in accident investigation when required
- not do a job they can't do safely – if the worker believes that he is not adequately trained or otherwise doubt his ability to safely do a particular job task, notify his supervisor
- attend educational presentations, training, safety meetings, and safety briefings
- promote safety to their fellow workers
- comply with the company's Harassment policy and its procedures referred to in this manual
- comply with the company's **Workplace Violence Prevention policy**
- seek treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related
- Follow the treatment advice of health care providers

Supervisors will:

- Ensure the health and safety of all workers under your direct supervision;
- ensure worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations;
- ensure worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker.

SPE 2.4 – Workers/Supervisors Responsibilities

Every worker has:

- the right to a safe workplace free from recognized hazards;
- the right to request information on safety and health hazards in the workplace;
- the right to know the hazard of their job and how to protect themselves;
- the right to know about the hazards associated with the chemicals they work with, and the procedures they need to follow to protect themselves from those hazards;
- the right to refuse unsafe work without discriminatory action (Regulation Part 3);
- the right to receive training for the job they perform.

I acknowledge that it is my responsibility to read, understand and agree to comply with Concert's Health and Safety Program as well as its policies and procedures.

Individual's Signature: _____ Date: _____

Print Individual's Name: _____

Concert reserves the right to amend this policy with reasonable notice.