

## **HEALTH and SAFETY POLICY**

Maxama Protection Inc. is committed to preventing occupational illness and injury in the workplace.

To fulfill this commitment, we strive to create and maintain a safe and healthy work environment that complies with legislative standards.

Strict adherence to health and safety practices is the responsibility of all managers and employees alike.

Maxama Protection Inc. will make every effort to provide a suitable return to work opportunity for any employee who is unable to fulfill his or her regular responsibilities following a workplace injury/illness.

At all times, Maxama Protection Inc. and its employees are required to observe and comply with the requirements set out in the Ontario Occupational Health and Safety Act and its regulations.

It is the responsibility of all managers/supervisors to ensure that all safe and healthy work practices and conditions are maintained for all areas they are responsible for.

All employees will perform the duties in accordance with legislative requirements and work policies set out by Maxama Protection Inc.

\_\_\_\_\_  
**Aaron MacDonald**  
**President**

\_\_\_\_\_  
**Lou Eftaxias**  
**Co-Chair Management**

\_\_\_\_\_  
**Dave Dower**  
**Co-Chair Employees**

**February 1, 2018**  
**Date Signed**

## **JHSC – Joint Health and Safety Committee Composition**

**Aaron MacDonald** – Management Co-Chair

Location: Maxama Main Office

**Lou Eftaxias** – Management Certified Member

Location: Maxama Main Office

**Dave Dower** – Worker Co-Chair

Location: All locations

**Lori Roberts** – Worker Certified Member

Location: Mobile, All locations

\_\_\_\_\_  
**Aaron MacDonald**  
President

\_\_\_\_\_  
**Lou Eftaxias**  
Co-Chair Management

\_\_\_\_\_  
**Dave Dower**  
Co-Chair Employees

**February 1, 2018**

**Date Signed**

<b>Title: Continuous Improvement Plan</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

To continually assess the company's Health and Safety Program and develop and execute Improvement programs in regards to Company Health and Safety and general operations.

### **Standards / Procedures**

Senior Management will meet weekly to discuss improvement plans and future goals.

### **Roles / Responsibilities**

General Manager and Health and Safety Coordinator will discuss needs and goals.

Needs will be addressed without delay and recorded.

Goals will be discussed and planned out in a timely fashion.

Health and Safety Coordinator and supervisors will ensure that all required employee training and any other implementations are completed without delay and all employee-training records are updated.

### **Forms**

Improvement Plan Worksheet

### **Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Template.

**Approval Signature:** \_\_\_\_\_

<b>Title: Early and Safe Return to Work</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

Maxama Protection Inc. will make every effort to help and injured worker stay at work or provide a safe return to work after an injury.

### **Scope**

Maxama currently implements modified duties for injured workers wherever possible. This is done to promote a safe and healthy return to regular work for an injured worker.

### **Standards / Procedures**

The injuries of the worker will be assessed by a medical professional to determine the possibility of an injured worker continuing to work and the allowable amount of activity.

### **Roles / Responsibilities**

#### **Employer:**

To provide, whenever possible, modified work to temporarily disabled or injured employees.

To maintain regular contact with the disable or injured worker throughout their rehabilitation process on a weekly basis.

To explain the purpose of the modified work situation.

#### **Health and Safety Coordinator**

To provide, whenever possible, modified work to temporarily disabled or injured employees.

To maintain regular contact with the disabled or injured worker throughout there rehabilitation process on a weekly basis.

To explain the purpose of the modified work situation.

**Employee:**

To maintain regular contact with employer and provide any and all updates regarding their rehabilitation without delay.

Report any concerns with their immediate supervisor or Health and Safety Coordinator.

**Communications**

**Training**

**Evaluation**

**Forms**

**Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Emergency Evacuation</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

## **Purpose**

The purpose is to outline the course of action that will be taken should certain emergency situations occur.

## **Scope**

This document will cover the following emergencies.

Fire  
Power Failure  
Natural Gas Leak  
Weather Conditions  
Workplace Violence

## **Standards / Procedures**

### **Fire**

- In the case of a fire, all employees will calmly exit the building through the nearest exit if it is safe to do so. (SEE FLOOR PLAN)
- If the nearest exit is not safe then the secondary exit will be used. (SEE FLOOR PLAN)
- Once outside, all employees will meet across the street in front of the church that is on the north/east corner of the Romaine and Aylmer intersection.
- 911 will be called.
- The on duty manager/supervisor will ensure all employees are accounted for.
- The on duty manager/supervisor will assist the emergency services when they arrive.
- If a fire occurs at a location other than the Maxama Protection Inc. main office the client FIRE procedures will be followed.

If there are no such procedures present then the on duty manager/supervisor will be informed immediately and instruction will be given as to the procedure the affected employee will follow.

### **Power Failure**

- In the case of a power failure, the manager/supervisor will ensure the safety of all employees.
- The manager/supervisor will determine if an evacuation is required. If so, all employees exit the building through the nearest exit. (SEE FLOOR PLAN)
- If the power outage at a site other than the main office, the client POWER OUTAGE procedures will be followed.
- If there are no such procedures present then the on duty manager/supervisor will be informed immediately and instruction will be given as to the procedure the affected employee will follow.

### **Natural Gas Leak**

- If a possible natural gas leak is detected, then the on duty manager/supervisor will prompt an evacuation of all employees out their nearest exit. (SEE FLOOR PLAN)
- If a worker is who detects a possible natural gas leak, they will immediately inform the on duty manager/supervisor.
- Once outside, 911 will be called.
- The manager/supervisor will ensure that all employees are accounted for.
- The manager/supervisor will assist the emergency services upon their arrival.
- If the possible natural gas leak occurs at a location other than the Maxama Protection Inc. main office, the client Natural Gas Leak procedures will be followed.
- If there are no such procedures present then the on duty manager/supervisor will be informed immediately and instruction will be given as to the procedure the affected employee will follow.

### **Weather Conditions**

- In the event the weather conditions may jeopardize the safety of our employee the on duty manager/supervisor will make a decision as to whether the weather conditions or expected weather conditions will require an evacuation.
- If an evacuation is required, the manager/supervisor will prompt an evacuation of all employees.
- If weather conditions jeopardize the safety of our employees at another location, the client Weather Conditions procedures will be followed.
- If there are no such procedures present then the on duty manager/supervisor will be informed immediately and instruction will be given as to the procedure the affected employee will follow.

**Workplace Violence**

- In the event of workplace violence, all affected employees are to refrain from engaging a violent person.
- Only those employees trained and certified to handle violent situations are allowed to engage and only if it is safe to do so.
- In either situation, a manager/supervisor is to be notified immediately.
- If necessary, 911 will be called for emergency service assistance.
- If the violent situation requires an evacuation, the manager/supervisor will determine and prompt such an action. (SEE FLOOR PLAN)
- If an evacuation is required, 911 is to be called.

**Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_



<b>Title: Emergency Equipment</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

The Maxama Protection Inc. main office must have the following Emergency Equipment:

Fire Extinguishers – a minimum of 2  
First Aid Kit

The Maxama Protection Inc. company vehicles must have the following Emergency Equipment:

Emergency Kit – includes shovel, first aid, safety vest, blanket etc.

The equipment at other locations will be governed by the specific client. Maxama Protection Inc. employees are to familiarize themselves with the Safety Equipment needed with the assistance of a Maxama Protection Inc. manager/supervisor during site training. This equipment will vary from site to site and may consist of some of the following:

Fire Extinguishers  
Fire Suppression system  
Fire Pull Stations  
Fire Wash Stations  
Fire Exits  
First Aid Kits  
Safety Lighting

Refer the client's Health and Safety Program for such equipment requirements and locations per site. If any training is needed on the use of client emergency equipment, a manager/supervisor will ensure that such training is arranged and completed.

### **Reference Material**

WSIB – Safe Workplace Incentives Program CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Employee Orientation</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

To inform employee of the company expectation, health and safety program and training requirements.

### **Scope**

All new employees and any current employees that do not meet the current requirements.

### **Standards / Procedures**

All employees will receive a copy of the company orientation manual that outlines the company expectations during the commission of their duties.

All employees will receive an employee copy of the required and relevant health and safety program information.

All employees will read and sign an acknowledgment and agreement form in regards to receipt of the above packages.

All employees will complete an employee information sheet.

An employee that will be operating a company vehicle will complete a vehicle acknowledgment form and provide a driver's abstract before use.

### **Training**

The initial required training will be completed within one month of hire.

All employees will receive initial on the job training before working any scheduled shifts alone. This training will include Maxama procedures as well as client procedures. These procedures will include all emergency procedures for both Maxama and the client.

All employees will sign an acknowledging receipt of this training on the required form. All employees due for updates or maintenance training will perform the same.

**Evaluation**

All employees will be evaluated as per company evaluation schedule, which will include all the required legislative, relevant Maxama and client information and procedures.

**Forms**

Employee Training Record  
Acknowledgment and Agreement Form  
Vehicle Acknowledge and Agreement Form  
New Employee Information Sheet

**Reference Material**

WSIB – Safe Workplace Incentives Program CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Equipment Pre-Use Inspection</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Standards / Procedures**

All equipment that is provided and used by Maxama staff in the commission of their duties must be checked before use.

Such equipment includes but not limited to:

Fleet Vehicles  
Cell Phones  
Flashlights  
Keys  
Safety Glasses  
Hard Hats  
Safety Vests etc.

### **Roles / Responsibilities**

All employees will check each piece of equipment at the start of their shift and record the information on the required form. You will be checking the state of the equipment for the following.

Is it working?  
Is it SAFE to use?  
Is there anything missing?  
Is something in need of repair or maintenance?

If the state of any equipment changes throughout your shift then you must report it immediately.

### **Forms**

Fleet Vehicle Inspection Form  
Security Officer Report

### **Reference Material**

WSIB – Safe Workplace Incentives Program CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Hazard Reporting</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

The purpose is to outline the requirements of reporting workplace hazards.

### **Scope**

This applies to all employees

### **Definitions**

Unsafe Act: Are behaviors or actions that could result in an injury/illness

Unsafe Condition: Are workplace conditions that could result in an injury/illness

### **Standards/Procedures**

All employees that witness any unsafe act or unsafe condition are to report such information to an immediate supervisor/manager immediately and complete an incident report and submit to main office.

### **Roles/Responsibilities**

#### **Worker**

Contact an immediate supervisor/manager and inform them immediately of the unsafe act or condition

#### **Supervisor/Manager**

Investigate the unsafe act or condition

Take any immediate required or necessary corrective action

Complete an incident report and attach it to the worker incident report (if there is one).

Ensure the incident report(s) are given to the Health and Safety Co-ordinator

#### **Health and Safety Co-ordinator**

Review submitted reports

Follow up with involved worker(s) and supervisor(s)

Conduct further investigation of incident

Complete a Hazard Analysis Worksheet if required

Implement any required further corrective and preventative actions (i.e. specific policy)

**Training**

All employees will be trained on proper report completion upon hire

**Evaluation**

An annual evaluation of this procedure will be completed.

**Forms**

Maxama Protection Inc. Incident Report  
Hazard Analysis Worksheet

**Reference Material**

WSIB—Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Health and Safety Co-Ordinator</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Aaron Macdonald</b>	<b>Revision Date: December 1, 2013</b>

Maxama Protection Inc.'s Health and Safety Co-ordinator is Lou Eftaxias.  
The Health and Safety Co-ordinator reports to the President, Aaron MacDonald.

**Health and Safety Co-ordinator's Duties/Responsibilities**

- Develop and implement health and safety standards and procedures
- Be the management co-chair of the JHSC
- Be a certified member of the JHSC
- Document the minutes of the JHSC meetings and provide these minutes to the required managers and supervisors as well as post them in the main office.
- Complete monthly workplace inspections
- Conduct Annual Review of the company health and safety manual.
- Be certified in First Aid and CPR
- Set up and/or conduct health and safety training
- Be the contact for any Ministry of Labour Inspections

**Signature of General Manager:** \_\_\_\_\_

**Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates

<b>Title: Injury/Illness Reporting</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

The purpose is to outline the requirements surrounding workplace injury/illness reporting

### **Scope**

Any and all workplace injuries, illnesses, accidents or incidents will be reported immediately to the immediate supervisor/manager of the employee involved regardless of the severity.

### **Definition**

Injury—An event that results in physical harm to an employee

Illness—A deviation from the normal, healthy, state of the body

### **Roles/Responsibilities**

#### Worker

- A worker who becomes injured or ill as a result of a workplace condition or task must report the injury/illness immediately to the immediate supervisor/manager
- If the injured /ill worker is unable to report the injury/illness themselves then another worker who sees the injured/ill worker must report the injury/illness immediately to the immediate supervisor

#### Supervisor/Manager

- Upon reports of an injury/illness, ensure that the First Aid assistance is started
- Ensure the worker receives medical treatment if necessary
- If transportation is needed to get the employee to the hospital, doctor's office or home, ensure that arrangements are made to provide this transportation in some manner
- Ensure that a WSIB Form 7 report is filled out ASAP but within 3 business days
- Provide a copy of the Form 7 report to the employee, send the WSIB copy to WSIB within the required time frame and attach the employer copy to the employee's file
- Ensure that an incident report is completed and given to the Health and Safety Co-Ordinator



**Communication**

This procedure will be explained to all supervisors and all workers will be given a copy of this procedure upon hire

**Training**

Any necessary/required training will be given to workers, supervisors/managers

**Evaluation**

Continuous worker/supervisor/manager monitoring and required evaluations will be complete as per legislative requirements

**Forms**

Maxama Protection Inc. Incident Report  
WSIB Form 7

**Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Inspections/Investigations</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Health and Safety**

Each workplace will be inspected every 3 months and prior to the JHSC meeting for discussion by a supervisor and/or the Health and Safety Co-ordinator.

All fleet vehicles will be inspected thoroughly at each oil change (approx. monthly) by a knowledgeable person.

During the inspection, employees must be contacted in regards to the inspection and such contact must be included in the inspection report.

### **Investigations**

If any incident arises, it will be investigated ASAP without delay by any manager, supervisor, or Health and Safety Co-Ordinator.

### **Communication**

Upon completion of any inspection, a copy of the completed report will be posted at the regarding workplace.

Any follow up or corrective action will be posted at the regarding workplace as well.

### **Forms**

Hazard Analysis Worksheet  
Health and Safety Review Report  
Vehicle Inspection

### **Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Joint Health and Safety Committee</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

**Composition:**

The Joint Health and Safety Committee will be comprised of a minimum of 2 worker members and 2 management members. The Committee will meet every 3 months.

**Selection Process:**

The worker member positions will be elected by their co-workers. A 55% vote must be achieved to be elected as the worker certified member. If this vote cannot be achieved then the 2 highest votes will be elected as worker members. The management members will be selected by senior non-member management or President.

If a member is unable to continue to fulfill this role then the above will take place if required to fill the open positions.

At least one worker and one management member will be certified as per the OHSA.

**Submission of Recommendations:**

Why—the JHSC is to make recommendation to the employer and workers to improve Health and Safety in the work place.

How—Recommendation will be submitted via the appropriate form that will be submitted to the main office.

Form—Health and Safety Recommendation Form—JHSC

--JHSC Minutes Sheet

**Communication:**

The JHSC Member names will be posted at each work location for reference. The JHSC minutes will be posted at main office.

**Reference Material**

WSIB—Safe Workplace Incentive Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Management Responsibilities</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

**Purpose:**

To ensure all management (as indicated in the company orientation manual in the chain of command section) complies with all health and safety requirements

**Scope:**

The management responsibilities reflect the company specific responsibilities as well as the Ontario Occupational Health and Safety Act (sections 25 and 26)

**Standards/Procedures:**

A review of this manual will occur no less than annually. This is to ensure accuracy and understanding of the required responsibilities and procedures.

**Roles/Responsibilities:**

Management will/must perform the following:

- Workplace inspections
- Staff meetings
- Incident investigations
- Perform or schedule employee training
- Maintain condition or correct substandard conditions
- Observe employee safety performance

OHSA management responsibilities as found in sections 25 and 26

25. (1) An employer shall ensure that,

- (a) the equipment, materials and protective devices as prescribed are provided;
- (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
- (c) the measures and procedures prescribed are carried out in the workplace;
- (d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
- (e) a building, structure, or any part thereof, or any other part of a workplace,

whether temporary or permanent, is capable of supporting any loads that may be applied to it,

- (i) as determined by the applicable design requirements established under the version of the Building Code that was in force at the time of its construction,
- (ii) in accordance with such other requirements as may be prescribed, or
- (iii) in accordance with good engineering practice, if subclauses (i) and (ii) do not apply. R.S.O. 1990, c. O.1, s. 25 (1); 2011, c. 11, s. 9.

**Idem**

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

- (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- (c) when appointing a supervisor, appoint a competent person;
- (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- (e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
- (f) only employ in or about a workplace a person over such age as may be prescribed;
- (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- (h) take every precaution reasonable in the circumstances for the protection of a worker;
- (i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
- (k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- (l) provide to the committee or to a health and safety representative the results

of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and

- (m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety. R.S.O. 1990, c. O.1, s. 25 (2).

**Idem**

(3) For the purposes of clause (2)(c), an employer may appoint himself or herself as a supervisor where the employer is a competent person. R.S.O. 1990, c. O.1, s. 25 (3).

**Same**

(3.1) Any explanatory material referred to under clause (2) (i) may be published as part of the poster required under section 2 of the *Employment Standards Act, 2000*. 2009, c. 23, s. 2.

**Idem**

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer workers are regularly employed. R.S.O. 1990, c. O.1, s. 25 (4); 2011, c. 1, Sched. 7, s. 2 (2).

**Additional duties of employers**

26. (1) In addition to the duties imposed by section 25, an employer shall,

- (a) establish an occupational health service for workers as prescribed;
- (b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
- (c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- (d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- (e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
- (f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
- (g) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- (h) establish a medical surveillance program for the benefit of workers as prescribed;
- (i) provide for safety-related medical examinations and tests for workers as

prescribed;

- (j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
- (k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- (l) carry out such training programs for workers, supervisors and committee members as may be prescribed.

**Idem**

[\(2\)](#) For the purposes of clause (1)(a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

**Idem**

[\(3\)](#) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

- (a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
- (b) the worker's reasonable travel costs respecting the examinations or tests;  
and

(c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

**Communication:**

All health and safety responsibilities will be explained to all managers.

All management proposed revisions to health and safety policies and practices will be give to the JHSC for review/approval.

**Training:**

All management will be required to read the company health and safety manual and sign a respective acknowledgement and agreement form before performing managerial health and safety tasks. This acknowledgement and agreement form will be kept in their employee file. All required Health and Safety training will be completed before any health and safety responsibilities are assumed.

**Evaluation:**

Annually, the health and safety manual and the management responsibilities will be reviewed with every manager and an evaluation form will be completed for each manager.

**Forms:**

- Management/Supervisor Health and Safety Acknowledgement & Agreement form
- Hazard Analysis Worksheet

**Reference Material:**

OHSA—sections 25 and 26

WSIB—Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_



<b>Title: Personal Protective Equipment</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

**All employees are required to wear the following personal protective equipment (PPE) as follows:**

<b>Personal Protective Equipment</b>	<b>Location</b>	<b>When</b>
<b>Safety Glasses</b>	<b>Various Locations</b>	<b>When required by client.</b>
<b>Safety Footwear (Green Triangle)</b>	<b>Various Locations</b>	<b>When required by client. Maxama Protection Inc. suggests that safety footwear be worn at all times.</b>
<b>Safety Vest</b>	<b>Various Locations</b>	<b>When required by client</b>
<b>Hard Hats</b>	<b>Various Locations</b>	<b>When required by client.</b>
<b>Flashlight</b>	<b>Various Locations</b>	<b>Maxama Protection Inc. requires that a flashlight be used at all times during low light conditions.</b>
<b>Cell Phone</b>	<b>Various Locations</b>	<b>If a landline is not present then a cell phone will be provided for work related use only.</b>

All personal protective equipment is provided by Maxama Protection Inc.

**Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates.

**Approval Signature:** \_\_\_\_\_

<b>Title: Preventative Maintenance</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Equipment List**

Fleet Vehicles

### **Procedures**

All Maxama Fleet Vehicles will be put through a regular preventative maintenance/inspection at each oil change.

Any dealer recommended service based on time or kms will be completed in addition to this regular service at the prescribed times as indicated in the vehicle manual.

All vehicles will be kept in working condition at all times of use that meets government safety regulations.

The regular PM will be conducted by a licensed mechanic shop.

The PM reports will be reviewed by the JHSC at each **meeting** for overall fleet operational assessment.

### **Forms**

Fleet Vehicle Preventative Maintenance Report

### **Reference Material**

WSIB –Safe Workplace Incentive Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Refusal to Work</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

**The Occupational Health and Safety Act (OHSA) states:**

(3) A worker may refuse to work or do particular work where he or she has reason to believe that,

- (a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- (b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- (b.1) workplace violence is likely to endanger himself or herself; or
- (c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker. R.S.O. 1990, c. O.1, s. 43 (3); 2009, c. 23, s. 4 (2).

**Report of refusal to work**

(4) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of,

- (a) a committee member who represents workers, if any;
- (b) a health and safety representative, if any; or
- (c) a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them,

who shall be made available and who shall attend without delay. R.S.O. 1990, c. O.1, s. 43 (4).

**Worker to remain in safe place and available for investigation**

(5) Until the investigation is completed, the worker shall remain,

- (a) in a safe place that is as near as reasonably possible to his or her work station; and
- (b) available to the employer or supervisor for the purposes of the investigation. 2009, c. 23, s. 4 (3).

### **Refusal to work following investigation**

(6) Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to believe that,

- (a) the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker;
- (b) the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself;
- (b.1) workplace violence continues to be likely to endanger himself or herself;  
or
- (c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention continues to be likely to endanger himself, herself or another worker,

the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause an inspector to be notified thereof. R.S.O. 1990, c. O.1, s. 43 (6); 2009, c. 23, s. 4 (4).

### **Investigation by inspector**

(7) An inspector shall investigate the refusal to work in consultation with the employer or a person representing the employer, the worker, and if there is such, the person mentioned in clause (4) (a), (b) or (c). 2001, c. 9, Sched. I, s. 3 (11).

### **Decision of inspector**

(8) The inspector shall, following the investigation referred to in subsection (7), decide whether a circumstance described in clause (6) (a), (b), (b.1) or (c) is likely to endanger the worker or another person. 2009, c. 23, s. 4 (5).

### **Idem**

(9) The inspector shall give his or her decision, in writing, as soon as is practicable, to the employer, the worker, and, if there is such, the person mentioned in clause (4) (a), (b) or (c). R.S.O. 1990, c. O.1, s. 43 (9).

### **Worker to remain in safe place and available for investigation**

(10) Pending the investigation and decision of the inspector, the worker shall remain, during the worker's normal working hours, in a safe place that is as near as reasonably possible to his or her work station and available to the inspector for the purposes of the investigation. 2009, c. 23, s. 4 (6).

### **Exception**

(10.1) Subsection (10) does not apply if the employer, subject to the provisions of a collective agreement, if any,

- (a) assigns the worker reasonable alternative work during the worker's normal

working hours; or

- (b) subject to section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker. 2009, c. 23, s. 4 (6).

**Duty to advise other workers**

(11) Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in subsection (12), the worker has been advised of the other worker's refusal and of his or her reasons for the refusal. R.S.O. 1990, c. O.1, s. 43 (11).

**Idem**

(12) The person referred to in subsection (11) must be,

- (a) a committee member who represents workers and, if possible, who is a certified member;
- (b) a health and safety representative; or
- (c) a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them. R.S.O. 1990, c. O.1, s. 43 (12).

**Entitlement to be paid**

(13) A person shall be deemed to be at work and the person's employer shall pay him or her at the regular or premium rate, as may be proper,

- (a) for the time spent by the person carrying out the duties under subsections (4) and (7) of a person mentioned in clause (4) (a), (b) or (c); and
- (b) for time spent by the person carrying out the duties under subsection (11) of a person described in subsection (12). R.S.O. 1990, c. O.1, s. 43 (13).

**Reference Material**

WSIB – Safe Workplace Incentives Programs CD Rom 2009 Templates.

**Approval Signature:** \_\_\_\_\_

<b>Title: Review of Health and Safety Trends</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

Senior Management will review the company Health and Safety Trends on an annual basis. Through this review, any corrective action that is identified will be taken immediately to improve overall Health and Safety.

The JHSC and the Co-Ordinator will prepare the Health and Safety trends reports and submit it to Senior Management for purpose of review.

The following will be reviewed and included in the report:

- Injury/Illness causes
- Workplace Inspections
- Injury/Accident Investigations
- Hazard Reports
- Work Refusals
- Health and Safety Recommendation from JHSC
- WSIB Injury/Illness Summary

**Forms**

Health and Safety Review Report

**Reference Material**

WSIB—Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Supervisor Responsibilities</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

To ensure all supervisors (as indicated in the company orientation manual in the chain of command section) comply with all health and safety requirements.

### **Scope**

The supervisor responsibilities reflect the company specific responsibilities as well as the OHS (section 27)

### **Standards/Procedures**

A review of this manual will occur no less than annually. This is to ensure accuracy and understanding of the required responsibilities and procedures.

### **Roles/Responsibilities**

Supervisors will/must perform the following:

- -workplace inspections
- -staff meetings
- -incident investigations
- -perform or schedule employee training
- -maintain conditions or correct substandard conditions
- -observe employee safety performance

OHS supervisor responsibilities as found in section 27

27. (1) A supervisor shall ensure that worker,  
(a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and  
(b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

**Additional Duties of the Supervisor**

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,  
(a) 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;  
(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

(c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27

### **Communication**

All health and safety responsibilities will be explained to all supervisors.

All supervisor proposed revision to health and safety policies and practices will be given to the JHSC for review/approval.

### **Training**

All management will be required to read the company health and safety manual and sign a respective acknowledgement and agreement form before performing managerial health and safety tasks. This acknowledgement and agreement form will be kept in their employee file. All required Health and Safety training will be completed before any health and safety responsibilities are assumed.

### **Evaluation**

Annually, the health and safety manual and the management responsibilities will be reviewed with every manager and an evaluation form will be completed for each manager.

### **Forms**

Management/Supervisor Health and Safety Acknowledgement & Agreement Form  
Hazard Analysis Worksheet

### **Reference Material**

OHSA –section 27

WSIB –Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_



<b>Title: Training Needs Review</b>	<b>Current Date: February 1, 2018</b>
<b>Approved by: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

To review the training needs of Maxama Protection on a yearly basis to continually improve the company's Health and Safety program.

### **Scope**

To assess the training needs of all employees. To identify and update required training.

### **Timetable**

All new employees will complete the required training as listed on the employee training record that is completed for each employee. This training will be completed within one month of hire. Annually, all current employees will complete any new required training identified through the yearly company training needs review. Any new training for currently employees will be completed within one month of Training Review and the employees training record will be updated accordingly.

### **Evaluation**

Once per year the JHSC will review all training requirements and needs.

### **Forms**

Health and Safety Review Report  
Employee Training Record

### **Reference Material**

WSIB—Safe Workplace Incentive Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Visitor Responsibilities</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

This is to ensure the safety of all visitors and inform visitors of their responsibilities. Company employees are to enforce visitor responsibilities at all times.

### **Roles/Responsibilities**

1. All visitors are required to read this sheet before access will be given.
2. If an escort is required, the visitor must remain with the escort at all times.
3. All required PPE will be worn at all times
4. Smoking is only permitted in designated areas only.
5. Be aware of any machinery or vehicle that may be present and in operation during visit.
6. Report any injury/illness to your host right away.
7. Do not touch any equipment or product without authorization.
8. Stay out of restricted areas unless authorized to do so.

<b>Signature of Health and Safety Co-Ordinator:</b>	
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### **Reference Materials**

WSIB—Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Worker Responsibilities</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

### **Purpose**

To ensure all workers comply with all health and safety requirements.

### **Scope**

The worker responsibilities reflect the company specific responsibilities as well as the Ontario Occupational Health and Safety Act section 28.

### **Standards/Procedures**

All workers will demonstrate their knowledge at all times of the required company health and safety as well as the OHSA requirements in the execution of their duties.

### **Roles/Responsibilities**

#### Worker Safety Responsibilities

1. Workers must not operate any equipment/machinery without given proper training and authority to do so by a supervisor or manager.
2. Workers must follow all company rules and regulations as outlined in the company Orientation Manual.
3. All required PPE must be worn when required to do so
4. Workers must not move any equipment without given proper training and authority to do so by a supervisor or manager.

#### OHS management responsibilities as found in section 28

28. (1) A worker shall,

- (a) work in compliance with the provisions of this Act and the regulations;
- (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another worker; and
- (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of

any hazard of which he or she knows.

**Idem**

(2) No worker shall,

- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

**Consent to medical surveillance**

(3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s. 28.

## **Communication**

All workers upon hire will be given a copy of this Worker Responsibility Outline.

## **Training**

Workers will attend required company training sessions and a record of attendance will be attached to the workers personnel file.

## **Evaluation**

Worker safety performance will be continually monitored. Worker safety performance evaluation will be conducted by the following schedule:

3 Month Probationary Evaluation

1 Year (9 months later) Evaluation

Annually thereafter

**A signed copy of each evaluation will be attached to the workers personnel file**

## **Forms**

**Employee Evaluation – 3 Month Probation**

**Employee Evaluation**

## **Reference Material**

OHSA –section 28

WSIB—Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

<b>Title: Worker Representative</b>	<b>Current Date: February 1, 2018</b>
<b>Approved By: Lou Eftaxias</b>	<b>Revision Date: December 1, 2013</b>

**Selection Process:**

The worker representatives will be elected by their co-workers. The number of these representatives will reflect the requirement of one representative per shift.

The term of a Health and Safety Representative will be 2 years from the date of election at which point a re-election will take place prior to end of term.

If a representative is unable to continue to fulfill this role then an election will take place if required to fill the open position.

**Submission of Recommendations:**

Why – A Worker Representative is to make recommendation to the employer and workers to improve Health and Safety in the work place.

How -- Recommendation will be submitted via the appropriate form that will be submitted to the main office

Form – Health and Safety Recommendation Form

**Communication:**

The Worker Representative names will be posted at each work location for reference.

**Reference Material:**

WSIB—Safe Workplace Incentives Programs CD Rom 2009 Templates

**Approval Signature:** \_\_\_\_\_

**Personal Protective Equipment (PPE)  
HEALTH AND SAFETY POLICY**

All employees must wear all required PPE at all required times without failure. This equipment is for your protection and can only do so if you are wearing it.

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**Aaron MacDonald  
President**

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**Dave Dower  
Co-Chair  
Employees**

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**Lou Eftaxias  
Co-Chair  
Management**

**February 1, 2018  
Date Signed**

**Working Alone**  
**HEALTH AND SAFETY POLICY**

Maxama security guards often work alone on a site. This is where communication is key. All guards, where required must call and check in periodically throughout their shift to the 24 hours patrol supervisor.

Always keep your Maxama provided cell phone on your person if you have been issued one. Always use your flashlight at night.

DO NOT perform your duties while listening to music through headphones, ear buds etc. You will be unable to hear what is going on around you, especially if someone is behind you.

You will be visited by the 24-patrol supervisor from time to time. Be mindful of this and be only where you are supposed to be. Remember your cell phone!

If a situation arises, DO NOT hesitate to call the patrol supervisor for assistance. DO NOT hesitate to call 911 if a crime is in progress or an emergency arises.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**



**Upset or Angry People**  
**HEALTH AND SAFETY POLICY**

During the commission of your duties you will encounter upset or angry persons. They may not be upset or angry with you; however they must be approached with extreme caution.

Keep your distance and try to offer assistance in the case where they are not upset or angry with you.

If they are or become upset with you then remain calm and be as co-operative as possible and try to diffuse the situation by explaining what options there are, i.e. leave the property, calling police, etc. You need to do this in a professional and co-operative manner. Help them make the right decision.

DO NOT engage in small talk with such persons. This could steer your attention away from the situation and cause you to let your guard down. Stay aware and mindful.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**

**Unauthorized Persons On Site  
HEALTH AND SAFETY POLICY**

During the commission of duties, Maxama employees will be faced with interactions with unauthorized persons on site. Unless we are employed at a site where there is implied consent, Trespass to Property Act, then everyone is unauthorized until they are identified and have expressed permission to be on the property.

The level of permission may vary from site to site and from person to person. During the process of such access control, there will be persons who feel as though they have permission and may become irate when access is denied.

When this happens remain calm and try to explain the situation without adding more tension by being as co-operative as possible. If this does not resolve the situation then a more reactive approach will need to be taken.

If this occurs at a site where there are no client representatives present, then inform the individual that the police will be contacted in the event that they do not comply with your requests. This is NOT a threat; do not hesitate to contact police if necessary.

If there are client representatives available, inform the person that you need to have a client rep. come and speak to them.

Remain calm and keep a comfortable distance from the person. Do not engage in small talk with the person. If it is safe to do so, then you may escort the person off of the property. This is not a requirement.

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**Aaron MacDonald  
President**

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**Dave Dower  
Co-Chair  
Employees**

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**Lou Eftaxias  
Co-Chair  
Management**

**February 1, 2018  
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**Touching Objects**  
**HEALTH AND SAFETY POLICY**

During the completion of property inspections, you may be required to touch objects. Keeping in mind that the objects you touch, i.e. doors and windows may be at locations where the general public frequents and therefore there might be some risk of contaminates on objects.

DO NOT touch anything without caution and visual inspection first. Wear gloves if you have the and use a flashlight at night.

If there is some sort of unknown substance preventing you from completing your task, contact your immediate supervisor for instructions. DO NOT TOUCH the substance and keep your distance.

Key areas to watch for this are door handles, gates, and floors.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
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**Employees**

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**Management**

**February 1, 2018**  
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**Patrolling Around Vehicles**  
**HEALTH AND SAFETY POLICY**

There will be times where you will be required to patrol a parking lot on foot and this present the danger of walking around vehicles.

When you are completing the task you must be wearing your reflective outerwear or the company provided reflective safety vest.

You must stay aware and constantly check for moving vehicles. Remember, drivers may not assume you are around and may not see you.

Walk on pathways or boulevards whenever possible.

Avoid walking between cars whenever possible. This prevents accidental damage to vehicles and helps keep you safe by staying out in the open so drivers can see you easier.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Management**

**February 1, 2018**  
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**Overhead Dangers**  
**HEALTH AND SAFETY POLICY**

Always wear your required PPE to protect you from overhead dangers i.e. hard hats, safety glasses.

Always glance up when you are performing your duties to stay mindful of where the overhead dangers are located. Steer clear of all overhead dangers.

KNOW YOUR SITE. Complete an initial inspection of your entire site looking for changes in hazards, especially overhead hazards. Never assume that everything is the same as it was the last time you were there.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
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**Lou Eftaxias**  
**Co-Chair**  
**Management**

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**Money Handling**  
**HEALTH and SAFETY POLICY**

If you are required to deliver money as part of your duties, this operation requires 100% attention. This means that once you have started a money transfer, you WILL NOT engage in any other duties or activities until the money is delivered.

DO NOT travel the same route every day and DO NOT pickup or drop off at the same time unless you are instructed to do so. This could result in being followed.

The money will be kept with you at all times, DO NOT leave the money unattended, even in a locked Maxama vehicle. If a situation does arise preventing you from completing the transfer you must contact your immediate supervisor for further instructions before doing anything else.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
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**Employees**

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**Lou Eftaxias**  
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**Management**

**February 1, 2018**  
**Date Signed**

**Machinery**  
**HEALTH and SAFETY POLICY**

You will encounter or come across machinery as part of your patrols. This machinery can be very dangerous and loud.

Maxama employees are not responsible for fixing any machinery problem. We are to report any unusual findings immediately with respect to machinery.

At times you may be required to power down/start-up machinery. This will only be completed if you have been trained on proper machinery shutdown/start-up procedures. This training will be machine specific. DO NOT perform any operational procedures on any machines you have not been trained on.

Hearing protection will be worn when performing patrols around loud machinery. To prevent hearing damage, this will be done without exception for any length of time around the machinery.

**KEEP YOUR DISTANCE!** Do not get close to machinery. Remove or tighten up any loose clothing before going near any machinery.

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**Aaron MacDonald**  
**President**

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**Management**

**February 1, 2018**  
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**Leaks or Spills**  
**HEALTH and SAFETY POLICY**

If a leak or spill is detected, stay clear of the leak or spill. If you do not know what the leak or spill is then stay clear. Contact the client contact responsible for such an issue immediately or your immediate supervisor.

If your standard orders are to block off the area of the leak or spill to prevent others from entering the area then do so. DO NOT try to clean up the leak or spill unless you are instructed to do so and have been trained on the proper cleanup procedures.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**



**Hot Work  
HEALTH and SAFETY POLICY**

Maxama employees may be required to ensure that client employees that are performing hot work on the premises are doing so on an authorized basis. This requires the checking for hot work permits.

When checking for hot work permits, stay clear and away from any hot work that is being done and visually look for hot work permits. If you are unable to visually find such permits, DO NOT interrupt the person performing the hot work.

Wait until the person is finishes and seek the person's attention in a non-intrusive manner. This is to prevent startling or scaring the person who is working with hot work equipment. When you have the attention of the person, seek the hot work permit and let the worker continue their task once the permit is produced.

Maxama employees DO NOT touch any hot work equipment at any time. If something unusual is found or a hot work permit is not produced, contact your immediate supervisor immediately.

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**Aaron MacDonald  
President**

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**Dave Dower  
Co-Chair  
Employees**

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**Lou Eftaxias  
Co-Chair  
Management**

**February 1, 2018  
Date Signed**

**Equipment Setup/Moving  
HEALTH and SAFETY POLICY**

During the commission of your duties you may be required to set up equipment for use. Only perform setup if you have been trained to do so. During this setup, follow the setup instructions exactly and DO NOT take short cuts. This could result in injury.

These are timed when equipment may need to be moved for use. If you need to move equipment, then you must move them properly to avoid injury.

If you are lifting objects, then lift with your legs and not your back. If the object is too heavy, then get someone to help you. DO NOT try to lift something that is too heavy for you.

Always move forward with an object or push away from you. Moving backwards or pulling an object may result in the object falling on you causing serious injury. If you are unsure as to how to move something then call your immediate supervisor for instruction before attempting to move the object.

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**Aaron MacDonald  
President**

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**Dave Dower  
Co-Chair  
Employees**

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**Lou Eftaxias  
Co-Chair  
Management**

**February 1, 2018  
Date Signed**

**Driving in Adverse Weather  
HEALTH and SAFETY POLICY**

Operation of a Maxama company vehicle may occur at times of adverse weather. When this occurs, all employees will assess the condition of roads and report to their immediate supervisor if they do not feel it is safe to operate the vehicle in the current weather conditions.

If visibility is severely limited due to rain, sleet, snow etc., then the worker is required to stop operation of the company vehicle and contact their immediate supervisor for further instructions.

If it is deemed safe to continue operation of the company vehicles in the current weather condition by both the supervisor and the worker, only cleared paved roads will be used.

All rules under the Highway Traffic Act will be followed at all times without exception.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**

**Criminal Activity**  
**HEALTH and SAFETY POLICY**

During the commission of your duties you will come across crimes in progress. This may be in the form of any number of crimes. Maxama employees are not required to stop any criminal activity.

Maxama employees are required to call 911 immediately to report any criminal activity. Keep your distance and note any details possible to assist police in the apprehension of suspects.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**

**Building Materials  
HEALTH and SAFETY POLICY**

At times, there will be building material located on the site you are working at. A lot of these materials can very dangerous. Steer clear of such materials.

Building materials can be a source for crimes. These materials can be expensive and this can attract criminals looking for materials to steal and profit from. You must be aware and attentive at all time to this possibility in order to prevent such theft from occurring.

DO NOT sit, lean or rest on or near any building materials. If you see such activity by other authorized persons on site, report to your immediate supervisor for instructions.

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**Aaron MacDonald  
President**

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**Dave Dower  
Co-Chair  
Employees**

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**Lou Eftaxias  
Co-Chair  
Management**

**February 1, 2018  
Date Signed**

**Broken Glass**  
**HEALTH and SAFETY POLICY**

During the completion of property inspections, you may be required to check windows and doors. This may lead to finding broken glass from such windows and doors.

When this occurs, under no circumstances do we clean up the broken glass. **DO NOT TOUCH IT!** It may be evidence for police and it is dangerous.

You may also come across broken glass that has not fallen out the window or door. It is very important that you use a flashlight and take your time when checking doors and windows. If the glass is already broken, pushing on it may result in putting yourself through the pane of glass and ultimately result in a potential serious injury.

If broken glass is found, contact the required contact as set out in your orders for further instructions.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**

**Alcohol Related Events  
HEALTH and SAFETY POLICY**

Maxama may be involved in some events that are controlled alcoholic events. Maxama employees are not to engage in “Bouncing” activities. We are present to assist in crowd control and act as a direct line to the necessary emergency services that may be required.

When dealing with intoxicated people keep your distance and remain calm and friendly. DO NOT act intimidating as you may experience an adverse reaction. People under the influence can be very unpredictable.

Practice extreme caution in these situations. KEEP YOUR DISTANCE and BE PATIENT. If anything unusual arises and the situation becomes dangerous, contact police immediately.

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**Aaron MacDonald**  
President

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**Dave Dower**  
Co-Chair  
Employees

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**Lou Eftaxias**  
Co-Chair  
Management

**February 1, 2018**  
Date Signed

**Bank Deposit**  
**HEALTH and SAFETY POLICY**

When conducting bank deposits or money transfers you will need to keep a constant lookout for any threats or suspicious people. Should you encounter anything or person suspicious leave the site and return when it is safe to do so. If the suspicious person has returned get a description and phone police.

Park the patrol car as close as you can to limit the amount of time out of the car.

Should you encounter a robbery or be robbed yourself simply give the money or asset without verbal engagement. Under no circumstances will you engage in violence or verbal negotiations with a robber. Try to get a description if possible to relay tot the police. Be sure to contact police and Maxama Protection Inc. management as soon as possible.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**



**Alarm Response**  
**HEALTH and SAFETY POLICY**

Performing alarm response requires the operation of a Maxama Protection Inc. company vehicle and may occur at a time of adverse weather. When this occurs, all employees will assess the condition of roads and report to their immediate supervisor if they do not feel safe operating the vehicle in the current weather conditions.

If visibility is severely limited due to rain, sleet, snow etc. then the worker is required to stop operation of the company vehicle and contact their immediate supervisor for further instructions.

If it is deemed safe to continue operation of the company vehicles in the current condition by both the supervisor and the worker, only cleared paved roads will be used.

All procedures will be followed when completing the physical inspection of property for an alarm response. At times people authorized or unauthorized will be found on site and/or inside buildings.

DO NOT approach people unless you feel it safe to do so. Keep your distance whenever possible. DO NOT engage in violent interaction with people. Contact police and keep your distance.

When checking doors and windows, use your flashlight at night and stay focused and aware of what you are touching. DO NOT touch broken glass or unknown substances.

If doors or windows are found open but no signs of forced entry are found, you are to notify the alarm monitoring station of your findings and request a call back in 20 minutes if you have not reported back or armed system.

If anything unusual is found, follow procedures and/or contact your immediate supervisor.

Use all supplied PPE when required. If anything is missing, contact your immediate supervisor before commencing your duties.

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**Aaron MacDonald**  
**President**

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**Dave Dower**  
**Co-Chair**  
**Employees**

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**Lou Eftaxias**  
**Co-Chair**  
**Management**

**February 1, 2018**  
**Date Signed**