



# OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

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VERSION #1.0



**ISO 45001** According to the ISO – “*ISO 45001 is an international standard that specifies requirements for an **occupational health and safety (OH&S) management system**. It provides a framework for organizations to manage risks and improve OH&S performance.*”

Their standard also gives guidance for its use, to enable organizations to provide safe and healthy workplaces by preventing work-related injury and ill health, as well as by proactively improving its OH&S performance.

**ISO 45001** is applicable to any organization that wants to establish, implement and maintain an OH&S management system to improve occupational health and safety, eliminate hazards and minimize OH&S risks (including system deficiencies), by taking advantage of OH&S opportunities, and addressing OH&S management system nonconformities associated with its activities.

**ISO 45001** may help an organization to achieve the intended outcomes of its OH&S management system. Consistent with the organization's OH&S policy, the intended outcomes of an OH&S management system include (a) continual improvement of OH&S performance, (b) fulfilment of legal requirements and other requirements, and (c) achievement of OH&S objectives.

**ISO 45001** is applicable to any organization regardless of its size, type and/or its activities. It helps to identify OH&S risks under the organization's control, considering factors such as the context in which the organization operates and the needs and expectations of its workers and other interested parties.

**\*ISO 45001 does not state specific criteria for OH&S performance, nor is it prescriptive about the design of an OH&S management system.**

**\*ISO 45001 does not address issues such as product safety, property damage or environmental impacts, beyond the risks to workers and other relevant interested parties.**

**ISO 45001** does enable an organization, through its OH&S management system, to integrate other key aspects of health and safety, such as worker wellness/wellbeing.

**ISO 45001** can be used in whole or in part to systematically improve occupational health and safety management. It is, however, important to note that claims of complete conformity to this standard are typically not acceptable unless all its requirements are incorporated into an organization's OH&S management system and fulfilled without exclusion.



## PLAN-DO-CHECK-ACT

This Occupational Health & Safety Management System was designed using several nationally accepted methods of SMS design. The **PLAN-DO-CHECK-ACT** (PDCA) Cycle was initially used as a fundamental part of manufacturing philosophies for continually improving how people and processes perform. It has since been applied to a variety of disciplines and is now used in the health and safety profession for organizations wishing to address OHS challenges in a more organized and methodical manner. The **ESTABLISH – IMPLEMENT – MONITOR – IMPROVE** model is very similar in nature to the PDCA model but both work towards a system that remains in a constant state of change to better address needs “in the circumstances”.

## THE FOUR STEPS OF P-D-C-A

### 1. PLAN

The first step of the PDCA cycle – **Plan** - defines the expectations and goals of the standards and/or procedures being discussed. As an example, conducting workplace safety inspections is more than mere compliance. Its larger purpose is to contribute to an accident prevention goal. Health and safety inspections are a crucial part of any company's injury and illness prevention program and can produce evidence, through compliance audits and statistical reductions, that the number of injuries and illnesses are declining. But it is just one component of an overall system of components designed to improve health & safety. Part of this stage involves establishing the necessary information to move towards greater accident prevention results. To start, consider the following.....

- Who will be asked to be involved in the process?
- How do we incorporate worker involvement in the process (JHSC / Safety Rep?)
- What should be considered as goals and expectations at this stage?
- How are we going to establish these (in writing or verbal?)
- Once established, what is the best way to communicate expectations?
- Is personal protective equipment required?
- What are the specific training requirements for the tasks involved?
- What other generalized training in OHS is required?
- What emergency response / rescue procedures do we need to put in place?
- How do we track the various components involved?

## 2. DO

After formulating and establishing your overall plan, the next step is the **DO** (or implementation) element / stage. This is typically where most organizations struggle and fall short of expectations. Doing / implementing goals and expectations should be planned and documented to ensure that you address all necessary parts of your system. It's often best to start slow and build momentum. This ensures that you don't overwhelm or confuse participants using the system. Keeping it simple in the early stages will pay dividends as participants see early success and that becomes a strong motivational factor.

### DO(ING)....

- List the components you want to start implementing first.
- Decide on the best way to start “doing” these tasks.
- Decide on who needs to be involved and at what stage.
- Do you start by training those responsible for implementing and then workers?
- Identify the risks through a pre-start hazard / risk assessment.
- Identifying roles and responsibilities, communication procedures, and ensure that competent personnel are in place is essential.
- Implement (do) the plans and steps to get things moving.
- Ensure that any new hazards are identified and controlled.
- Provide additional information, training, and supervision to ensure all employees are knowledgeable and that your procedures are being followed.
- Document positive and negative observations for improvement phases. (CHECK)

## 3. CHECK

**CHECKING** / monitoring the plan implementation runs parallel to the DO / implementation stage. It includes reviewing findings as they are observed and, in some situations, changing the plan or stopping to regroup. Data reviews and gap analysis of observations are vital, as they reveal gaps in the process and help teams identify what actions need to be taken to foster improvement. With rigorous OHS performance monitoring, you can identify gaps and challenges, and this helps to lead us into the continual improvement phase. Identifying the reasons for new challenges is critical to system success.

To measure performance, you can introduce the following procedures:

- Be ready to check and monitor the DO / implementation stage.
- Perform checks on each step of the process.
- Are the results reflecting the goal and expectations?
- If they are – document. If they aren’t – document, why.
- Get input from all involved parties on their thoughts.
- Identify any additional needs to be considered.
- Document overall findings and continue to monitor.

## 4. ACT

The last step of the PDCA cycle involves a formal review of the OHSMS performance encountered. (it's the “improve” process) Review the system. Can it be simplified and made more reliable? Get feedback from those performing the work. Involve OHS experts in this analysis phase. Evaluating OHS performance will determine whether your goals and expectations are reasonable. It will determine if the system was correctly implemented and identify where improvements can be made.

## **THE LEGISLATIVE LANDSCAPE IN ONTARIO AND CANADA**

There have been significant changes to our health and safety since 2021. Many of these changes have come through province-wide consultations with stakeholders and a few through the courts (Sudbury).

**All employers need to be aware of these changes** and ensure they are taking the necessary steps to comply with any new requirements. On December 19, 2024, Bill 229 – Working for Workers Act 6, 2024 was passed and received Royal Assent. The **highlights** of these recent changes in our legislation are listed below for quick reference. (Additional information can be found at Ontario.ca)

### **Working for Workers Act, 2021 - October 25, 2021**

Ontario became the first jurisdiction in Canada to establish policies that help workers disconnect from their employment responsibilities.

### **Working for Workers Act, 2022 – February 28, 2022**

\*Required greater transparency and addressed privacy concerns by mandating larger employers to establish and share policies with their employees on how they are monitoring electronic devices like computers, cell phones and GPS systems.

\*Reduced the risk of death caused by opioid overdoses in workplaces by requiring employers to provide a naloxone kit in workplaces where overdoses are a potential hazard.

\*Enhanced worker protections and ensured that employers are held responsible for not complying with health and safety laws by increasing the maximum fines for operators and directors of businesses that fail to provide a safe work environment that leads to a worker being severely injured or dying on the job.

### **Working for Workers Act, 2023 – March 20, 2023**

\*Increased the maximum fine that may be imposed on a corporation convicted of an offence under the *Occupational Health and Safety Act* (OHSA) from **\$1.5 million to \$2 million**. This gave Ontario the highest maximum corporate fines under workplace health and safety legislation in Canada, and built on changes announced in the *Working for Workers Act, 2022*, and reinforced the importance of putting worker safety first and further penalize employers that treat injuries as the cost of doing business.

\*The government also removed barriers for women in the construction sector by introducing new regulatory amendments that will make the skilled trades more accessible to women by ensuring they have access to at least one women's-only washroom on jobsites and properly fitting equipment such as uniforms, boots and safety harnesses.

### **Working for Workers Four Act, 2023 – March 21, 2024**

Improved cancer coverage for firefighters and fire investigators by lowering the employment period needed to receive compensation when diagnosed with esophageal cancer from 25 to 15 years.

### **Working for Workers Five Act, 2023 – October 29, 2024**

Encouraged and enabled more women to start a career in the trades by requiring menstrual products be made available on larger construction sites, cracking down on virtual harassment, and requiring all workplaces to have clean and sanitary washrooms and records of cleaning – a first-in-Canada measure - that is bringing clean washrooms from Bay Street to Main Street

### **Working for Workers Six Act, 2023 – December 19, 2024**

\*Unlocked \$400 million to invest in health and safety programs for workers and employers developed by the WSIB, focusing on mental health, preventative and chronic injury care and recovery to ensure workers have the supports they need to return to work safely and quickly. This includes expanding the WSIB's mental health care programming to partner with 11 public hospitals and their networks of community-based service providers across Ontario to ensure workers have the care they need, when and where they need it.

\*Launching a new Safe Business Bonus with an additional \$1,000 bonus to eligible employers who create a new workplace health and safety action plan approved through the WSIB's Health and Safety Excellence program, starting in 2025. Over 4,600 businesses are currently enrolled in the WSIB Health and Safety Excellence program. Since the program's launch in 2019, members have received total rebates of over \$68 million, including \$15 million in additional incentives for smaller businesses that participated in 2023-2024.

\*Bringing more women into the trades and growing Ontario's trades workforce by explicitly requiring properly fitting personal protective equipment (PPE) for women, and all workers with diverse body shapes. This expands on the requirement for properly fitting PPE for women and diverse body shapes in the construction sector that was included in the *Working for Workers Act, 2023* to include all sectors.

\*Enhancing safety for roadside workers by expanding existing requirements for drivers to slow down and move over when passing emergency vehicles and tow trucks under the *Highway Traffic Act* to also include prescribed work-related vehicles at roadside with flashing amber lights activated (excluding construction zones with posted speed limits). Penalties for a first offence could include fines up to \$2,000, three demerit points, and a possible two-year driver's license suspension. For subsequent offences within five years, penalties could include fines up to \$4,000, three demerit points, possible two-year driver's license suspension, and possible jail time up to six months.

\*Bringing clean washrooms from Bay Street to Main Street through a new regulation for washroom cleaning records that covers what records must be posted and where. This is in direct response to advocacy from tradeswomen and other sector stakeholders who have cited better washroom facilities as a key policy to encourage more women to join the building trades.

\*Cracking down on bad actor employers that harm workers **by imposing mandatory minimum fines of \$500,000 for corporations convicted of repeat offences under the *Occupational Health and Safety Act* within a two-year period**, which resulted in the death or serious injury of one or more workers.

\*Supporting health and safety for tradespeople on construction projects by enhancing the dialogue and transparency between workers and employers through Worker Trades Committees, which the Minister can order to create.

\*Expanding Chief Prevention Officer (CPO) powers to strengthen and standardize training requirements, including increased oversight of required training, recognize training from other jurisdictions, reference third-party training standards, receive advice from section 21 committees, and collect and access occupational health and safety data to measure performance and inform future prevention strategies.

\*Prevent injuries and illnesses for auto workers by developing an occupational health and safety action plan led by the CPO and in partnership with the auto sector to address the growing use of lithium-ion batteries in the sector.

### **Working for Workers Seven Act, 2025**

On May 28<sup>th</sup>, 2025, the government introduced the *Working for Workers Seven Act, 2025*. If passed, the act and a related set of regulatory proposals and proposed policy actions would:

#### **Create safer workplaces for stronger workers by:**

- Requiring automated external defibrillators (AEDs) on construction projects with 20 or more workers that are expected to last three months or longer. To support businesses with the initial costs for compliance, a program through the Workplace Safety and Insurance Board (WSIB) would reimburse constructors for the purchase of an AED.
- Creating the authority to require public infrastructure project owners, constructors and employers to treat Chief Prevention Officer-accredited health and safety management systems (HSMS) as equivalent in procurement processes.
- Establishing the authority to create a new general Administrative Monetary Penalty (AMP) regime under the Occupational Health and Safety Act (OHSA) to help enforce the new Chief Prevention Officer-accredited HSMS requirements and strengthen overall workplace safety enforcement.

#### **Fighting worker abuse by:**

- Cracking down on employers who cheat the system by giving false information, hiding payroll records, or skipping payments – so injured workers get the support they deserve, and everyone pays their fair share.
- Requiring job posting platforms to have a mechanism in place to report fraudulent publicly advertised job postings to the platform, to help protect jobseekers as they search for career opportunities.
- Consulting on protections and regulatory approaches to talent agents, managers and representatives.
- Consulting on employers' access to electronic information, including examining current access practices, potential privacy restrictions and additional privacy requirements.

**Protect Ontario workers by:**

- Increasing support for workers in response to tariff-related terminations and layoffs. This includes requiring employers to give employees impacted by a mass termination up to three unpaid days off to job search and access employment services, requiring employers to provide information about provincial government programs for skills training and job search support to employees who are in mass termination situations and allowing employers to extend a temporary layoff beyond 35 weeks so that workers and employers can continue to maintain their employment relationship.
- Improving partnerships with Service System Managers (SSMs), communities, unions, the private sector, Training Delivery Agents and colleges to make timely referrals to in-demand training, including micro-credentials.
- Speeding up the construction of training centres supported by the Skills Development Fund (SDF) Capital Stream by exempting projects from certain planning permits and approval requirements that can slow down construction.
- Introducing a process to deploy proactive Action Centres in case of layoffs to be more agile, data-driven and outcome focused to better support workers affected by U.S. tariffs.
- Providing youth with greater access to hands on learning experiences in the skilled trades by increasing funding for mobile training.
- Consulting on prioritizing apprentice hiring in public infrastructure projects to create more job opportunities and support on-the-job learning for apprentices.
- Granting inspectors the authority to require in-person interviews with applicants through the Ontario Immigrant Nominee Program, to improve program integrity and prevent fraudulent claims.
- Enabling the Lieutenant Governor in Council to respond to labour market needs by giving the Minister the ability to establish or remove immigrant nomination streams.
- Making the OINP more responsive by allowing the government to return applications that no longer match current job market needs or raise concerns – so we can focus on processing the strongest candidates more efficiently.
- Allowing Ontario Immigrant Nominee Program (OINP) employer applicants to submit their applications directly and electronically to the new ONIP employer portal that will launch in Summer 2025.

**ONTARIO SUPERIOR COURT OF JUSTICE**

**R v. GREATER SUDBURY (CITY), 2024 ONSC3959**

In 2024, The Superior Court of Ontario heard the case after the Supreme Court of Canada handed down a tied decision (4/4) regarding due diligence and the duties of workplace parties in the case before them. The case went back to the Ontario Courts for further consideration. From the ONSC decision, we now understand that **owners, developers and others** that intend on hiring a General Contractor, (Constructor) to build their facility, will now need to better understand the health and safety capabilities of who they hire. **“WHO”** you hire is now an important factor that can be reviewed by the courts. Contract language that clearly defines expectations and deliverables (in OHS) has never been more important.

The General Contractor (GC) must clearly demonstrate their ability to comply with OHS standards and laws through their historical record. WSIB and MLITSD records need to be considered. We also suggest this same standard be applied to subcontractors hired by the GC to ensure that reasonable standards of care remain consistent. A GC cannot demonstrate diligence if they contract with substandard subcontractors with inferior (poor) safety records. Due diligence now starts before the physical work begins and extends throughout the life of your project.

Workplace health and safety is gaining strength, and all employers need to understand that the consequences of “not paying attention” can be severe or even catastrophic. We encourage all parties to understand the expectations and standards that apply to the workplace.

**THANK YOU FOR CHOOSING CMC SAFETY AS YOUR STRATEGIC OHS PARTNER**

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## TERMS AND CONDITIONS FOR USE – 2026

This Occupational Health and Safety Management System was established by **CMC** in accordance with your directives and solely for your corporation. It was established with careful attention to the applicable OHS laws and standards in Canada, including the ISO-45001 standards that address workplace health and safety. It needs to be implemented, monitored and maintained by your company (remember, you are the employer) to ensure compliance with the standards and provincial laws. In all circumstances, the applicable provincial, federal and local health and safety laws must be strictly always adhered to and establish the basic minimum standards for general duty requirements. If there are any discrepancies, the standards set in our provincial law will always prevail.

**Remember, general duty requires you to take every reasonable precaution in the circumstances to protect a worker from injury or illness. That means that on occasion, MORE (or more stringent) OHS precautions, than called for by the legislation, may be required.**

Copies of policy documents should be signed by your senior management members and posted in a conspicuous location that is most likely to come to your workers' attention. Workers and Management all need to have training to provide an understanding of this policy system; what it means; how it should be implemented; and how it can help all workers to create a safe working environment. Training in this safety policy and related systems is therefore strongly recommended.

Occupational Health & Safety Management Systems (OHSMS) and policies / procedures must be reviewed and updated on a regular (at least yearly) basis. This is a reasonable general duty standard for all jurisdictions.

**CMC** can assist with implementing these OHSMS systems and all your training needs.

Policies included in this OHSMS must be reviewed and approved annually.

In case of questions or emergencies, CMC can be reached at 416-891-6465

The intellectual property and information herein may not be used, copied, or reproduced, in any way, in whole or part by any third party without written permission from CMC. Any violation of this standard will result in a recovery proceeding to recover any costs related to compromising our intellectual property. **Use of this document by anyone other than our client, in whole or part is strictly forbidden.** These terms also apply to all other documentation we have provided as part of your Occupational Health & Safety Management System

## INFORMATION ON IMPLEMENTATION, TRAINING, AUDITS & CONTINUAL IMPROVEMENT

Every Occupational Health and Safety Management System needs to be established, implemented, maintained and monitored. Each component plays an integral part of the overall system. ALL must be in place for the system to be operational.

**Established** means that you are preparing policies to meet the required standards for health and safety in the workplace. You are providing directions and information to successfully accomplish this requirement.

**Implementation** means you are taking the necessary steps to make the standards in your OHSMS operational. Training the staff required, in the standards you have established, will assist in meeting your overall goals.

**Maintained and Monitored** means that you are routinely checking and monitoring how the policies are working in the day-to-day operations and correcting any policy or procedure issues that do not perform as intended. This process for **continual improvement** confirms your OHSMS will remain current and effective. It also demonstrates a level of diligence that you are actively seeking the best outcomes. If you follow this process, you have proof of a functioning system.

Your **FIRST STEP** in this process is to review this policy to ensure it meets your needs and is acceptable for your workplace(s). There are standards and laws that are common in all safety systems. You can further customize your policy to include any specific circumstances / needs, as required for the specific circumstances in real time.

The **NEXT STEP** is to implement your system. Training your **management, supervisors and workers** in the overall program is important, as they're the ones responsible for making this system operational and implementing this system. Recording dates of training and who was in attendance is an essential record for future evidence.

The **NEXT STEP** is to train workers and any subtrades you may employ in the worker safety handbook. The handbook reviews specific policies providing information and direction on rules in the workplace. It also outlines elements like work refusals, reporting incidents / accidents and how to get additional information if the worker is unsure of any process. Recording dates of training and who was in attendance is an essential record for evidence.

The **FINAL STEP** is to monitor performance and maintain the system. Monitoring your program through workplace safety audits will help to identify how the work is being performed and if it is in accordance with your established standards. It also allows you to address any challenges through immediate on-site actions and education (**continual improvements**). It encourages immediate corrective actions to be implemented in the workplace. Effective response helps to provide immediate feedback while eliminating real-time risks, incidents and accidents. Remember - Education and team building provide an opportunity for safety cultures to thrive.

### Remember

Policies included in this OHSMS must be reviewed and approved annually.

Your OHSMS system must be **implemented, monitored and audited**.

In case of questions or emergencies CMC can be reached at **416-891-6465**

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM		SECTION 1.0 INTRODUCTION		
		PART 1.0 ACRONYMS & DEFINITIONS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL HSDEF.001	SUPERSEDES HSDEF.000

### HSE TERMS & DEFINITIONS (FOR REFERENCE)

<b>ACCIDENT</b>	An undesired event that results in physical injury or illness to people, damage to property or other unanticipated loss.
<b>AGENT</b>	A person authorized to act on behalf of our company.
<b>BEST PRACTICES</b>	Work performed following known, accepted safe work practices that eliminate or minimizes the likelihood of an injury/incident.
<b>CEO</b>	Chief Executive Officer. An executive officer of a company, typically listed in the minute book of the Corporation.
<b>COMPANY</b>	Includes all components of a business operation such as management, production, maintenance, administration, sales, installation etc.
<b>COMPETENT PERSON</b>	<p><b>Is a person who.</b></p> <p>(a) is qualified because of knowledge, training and experience to organize the work and its performance;</p> <p>(b) is familiar with this Act and the regulations that apply to the work, and</p> <p>(c) has knowledge of any potential or actual danger to health or safety in the workplace;</p>
<b>CONFINED SPACE</b>	As defined – please refer to ONTARIO REGULATION 632/05
<b>CONSTRUCTOR</b>	“Constructor” means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer:
<b>CONTRACTOR</b>	A company or independent operator providing services to another entity or company, typically under contract.
<b>CORRECTIVE ACTION</b>	Actions to correct unsafe / undesired behaviour or actions
<b>CRITICAL INJURY</b>	As defined by Ont. Regulation 420/21
<b>DESIGNATED SUBSTANCES</b>	Specific chemicals that, due to their hazards, are regulated in Ontario for their use, exposure, control and training.
<b>EMPLOYER</b>	“Employer” means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;
<b>ENVIRONMENTAL RELEASE</b>	An accidental discharge of a physical, biological, or chemical substance in the workplace and/or community.
<b>FATALITY</b>	An injury that results in loss of life.
<b>FIRE/EXPLOSION</b>	An event where combustion, fire and/or explosions occur.
<b>FIRST AID</b>	Emergency treatment administered to an injured or sick person
<b>FIRST AID ATTENDANT</b>	An individual qualified to requirements of Regulation 1101 and has been assigned to respond to injuries that occur in the workplace.
<b>FIRST AID REGULATION</b>	Regulation 1101 under the Workplace Safety & Insurance Act.

<b>FORM 82 (IN CASE OF INJURY)</b>	A WSIB Poster listing the responsibilities of both the employer and the worker when an injury occurs in the workplace.
<b>FUNCTIONAL ABILITIES FORM</b>	A WSIB Form identifies any physical limitations of an injured worker to assist in their Work Reintegration.
<b>H&amp;S REPRESENTATIVE</b>	Worker chosen by workers to act on/present safety concerns
<b>HAZARD</b>	An unsafe condition or practice with the potential to cause loss or personal injury to workers.
<b>HEALTH CARE (medical-aid injury)</b>	An injury that results in medical attention received but that does not result in time away from scheduled work nor a wage loss.
<b>HEALTH CARE PROVIDER</b>	These services can include doctors' services, inpatient and outpatient hospital care, prescription drug coverage, pregnancy and childbirth, mental health services, and more.
<b>HEALTH HAZARDS</b>	Any environmental, chemical, biological or physical state or agent that may compromise the health of a person.
<b>HOT WORK</b>	Any process that may generate an uncontrolled spark or flame or other source of heat that could be a danger in a workplace.
<b>HSE</b>	Health Safety and Environment
<b>INCIDENT</b>	An unplanned event that has the potential to cause injury to people, damage to the environment, equipment, property and/or material.
<b>INDUSTRIAL ESTABLISHMENT</b>	"Industrial establishment" means an office building, factory, arena, shop or office, and any land, buildings and structures appertaining thereto;
<b>INJURY</b>	An unplanned event that results in physical/psychological injuries to a worker(s)
<b>INSPECTOR</b>	"Inspector" means a government inspector appointed for the purposes of this Act and includes a director;
<b>JHSC</b>	Referring to the Joint Health & Safety Committee.
<b>JHSC CERTIFICATION</b>	An educational process to become a Certified JHSC member
<b>JHSC CERTIFIED MEMBER</b>	A Certified JHSC member
<b>JOB</b>	An assigned set of tasks / activities that an individual must perform.
<b>LOCK-OUT / TAG OUT (LOTO)</b>	A series of steps used to achieve a zero-energy state
<b>LOST TIME /LTI</b>	Refers to a Lost Time Injury – work related injury or illness that requires time away from work for recovery.
<b>MAJOR HAZARD</b>	Any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury, or lost time injuries.
<b>MANAGER / SUPERVISOR</b>	"Supervisor" means a person who has charge of a workplace or authority over a worker;
<b>MINOR HAZARD</b>	Any biological, physical or chemical hazard that has the potential to cause injury requiring minor first aid or no treatment injuries.
<b>MLITSD</b>	Ministry of Labour, Immigration, Training and Skills Development
<b>MODERATE HAZARD</b>	Any biological, physical or chemical hazard that has the potential to cause injury requiring medical services but not lost time injury.
<b>MODIFIED EQUIPMENT</b>	Equipment that has been changed or modified from its original state.
<b>MODIFIED PROCESS</b>	Changing the process of how the work process flows
<b>NDA</b>	Non-Disclosure Agreement
<b>NON-ROUTINE WORK</b>	Activities that are not generally performed on a regular/ routine basis.

<b>OBJECTIVE</b>	Desired outcome of an activity.
<b>OCCUPATION</b>	The vocation of a person
<b>OCCUPATIONAL ILLNESS</b>	“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 <i>Workplace Safety and Insurance Act, 1997</i> ;
<b>OFF-THE-JOB</b>	Non-work-related activities away from the workplace.
<b>OH&amp;S</b>	Occupational Health & Safety
<b>OH&amp;S LEGISLATION</b>	Laws that establish legal standards for OH&S compliance.
<b>OH&amp;SA</b>	The most recent version of the Occupational Health & Safety Act.
<b>OHSMS</b>	“Health and safety management system” means a coordinated system of procedures, processes and other measures that is designed to be implemented by employers to promote continuous improvement in occupational health and safety;
<b>ONTARIO REGULATION 420/21</b>	Outlines Notices And Reports Under Sections 51 To 53.1 of the Act - Fatalities, Critical Injuries, Occupational Illnesses and Other Incidents
<b>PANDEMIC</b>	A pandemic is an outbreak of an infectious disease that has spread across a large region, multiple continents or worldwide, affecting a substantial number of individuals.
<b>PERFORMANCE ACCOUNTABILITY</b>	A system that measures compliance with a pre-established set of performance standards.
<b>POSTED AREA</b>	An area where information comes to the attention of workers.
<b>PPE</b>	Personal Protective Equipment
<b>PREVENTIVE MAINTENANCE</b>	A system of regular maintenance to ensure equipment operates in accordance with manufacturer's specifications.
<b>PROJECT</b>	<p>“project” means a construction project, whether public or private, including,</p> <ul style="list-style-type: none"> <li>(a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof;</li> <li>(b) the moving of a building or structure, and</li> <li>(c) any work or undertaking, or any lands or appurtenances used in connection with construction;</li> </ul>
<b>PROPERTY DAMAGE</b>	An event resulting in damage to property.
<b>PURCHASING AGENT</b>	A worker authorized to purchase materials or equipment who has specific knowledge of safety needs & standards.
<b>QUALIFIED PERSON</b>	Means a person because of knowledge, training and experience has acquired the skills to organize specific activities.
<b>RIGHT TO DISCONNECT</b>	Refers to a worker's rights under Working for Workers Act, 2021
<b>SAFE or STANDARD OPERATING PROCEDURES (S.O.P.)</b>	A set of instructions for a job, process, equipment or machine that when applied will provide optimum safety to the worker.
<b>SAFE WORK PROCEDURES</b>	A step by step written safe work procedure outlining how to perform work to minimize the likelihood of injury/incident.
<b>SAFETY TRAINING</b>	A systematic approach to teach, explain and demonstrate to another individual the safe and proper way to perform an activity.

<b>SDS</b>	Safety Data Sheet (WHMIS-2015 / GHS)
<b>SENIOR MANAGEMENT</b>	Owner, Directors, CEO, Vice President or General Manager.
<b>SENIOR MANAGEMENT COMMITTEE</b>	Senior company officials responsible for the implementation and review of the Occupational Health & Safety Management System.
<b>SUB-CONTRACTOR</b>	A person or company that enters a contract to provide services to a primary contractor / entity. "Employer" means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;
<b>SUPERVISOR/FOREMAN</b>	"Supervisor" means a person who has charge of a workplace or authority over a worker;
<b>SUPPLIED LABOUR</b>	Workers that are hired through an Employment Agency.
<b>TRAINED</b>	An individual(s) who has received required training.
<b>UNSAFE ACT</b>	Unsafe behaviors / acts, which could lead to an accident or incident.
<b>UNSAFE CONDITION</b>	Unsafe circumstances which could create an accident or incident.
<b>VISITOR</b>	A person temporarily entering the workplace. A visitor usually is on business but is not under contract.
<b>WHMIS 2015</b>	Workplace Hazardous Materials Information System (GHS)
<b>WORK HARDENING</b>	A worker who is performing some of their pre-injury activities until being able to completely perform their pre-injury job.
<b>WORK REINTEGRATION</b>	A worker temporarily performs activities other than their pre-injury activities during the recovery period of their work-related injury.
<b>WORKER (WORKER)</b>	<p>"worker" means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:</p> <ol style="list-style-type: none"> <li>1. A person who performs work or supplies services for monetary compensation.</li> <li>2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.</li> <li>3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.</li> <li>4. REPEALED: 2017, c. 22, Sched. 1, s. 71 (2).</li> <li>5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;</li> </ol>
<b>WORKER CERTIFICATIONS</b>	Worker certifications/competencies refer to standards, licenses and qualifications that are held by an individual.
<b>WORKPLACE</b>	"Workplace" means any land, premises, location or thing at, upon, in or near which a worker works;
<b>WORKPLACE HARASSMENT</b>	<p>"Workplace harassment" means,</p> <ol style="list-style-type: none"> <li>(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, or</li> <li>(b) workplace sexual harassment.</li> </ol>

<b>WORKPLACE SEXUAL HARASSMENT</b>	<p>“Workplace sexual harassment” means,</p> <p>(a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or</p> <p>(b) making a sexual solicitation or advance where the person making the solicitation or advance can confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;</p>
<b>WORKPLACE VIOLENCE</b>	<p>“Workplace violence” means,</p> <p>(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,</p> <p>(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,</p> <p>(c) a statement or behaviour 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.</p>
<b>WORK-RELATED ILLNESS</b>	A recognized work-related illness that can impact working ability.
<b>WSIA</b>	Workplace Safety & Insurance Act
<b>WSIAT</b>	Workplace Safety & Insurance Tribunal of Ontario
<b>WSIB</b>	Workplace Safety & Insurance Board of Ontario
<b>ZERO TOLERANCE</b>	A violation of the OHSMS program standard resulting in immediate discipline and resolution.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 2.0 LEADERSHIP &amp; COMMITMENT</b>			
	<b>PART 2.1 COMPANY VISION STATEMENT</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL #: HSCPS.002	SUPERSEDES HSCPS.001

## OBJECTIVES & PURPOSE

The objectives and purpose of our specific policies are to improve accident and illness prevention. We make a strong commitment to providing a safe and healthy working environment for our workers. We are committed to maintaining a strong culture of safety and compliance with laws and standards based on ISO 45001 continual improvement principles. Our overall vision and goals remain focused on eliminating hazards and the risk of injury and illness within the workplace.

## SCOPE & IMPLEMENTATION

Our vision statement is important and applies to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S vision, policies, procedures, and programs in use for work at our workplaces. We will implement our policies and programs using a variety of methods.

**Our company OHSMS will include information on the following: (always evolving)**

- Occupational Health & Safety Policy,
- Workplace Violence & Harassment Policy,
- Discrimination in the Workplace Policy,
- Technology, Privacy & Security Policy,
- Psychological Safety,
- Accessibility for Ontarians with Disabilities Act Policy (AODA),
- Impairment in the Workplace Policy,
- Environmental Protection Policy,
- Policies that address Equality, Diversity, and Inclusion,
- ESG policies
- An OHSMS that establishes standards to achieve accident, injury, and illness prevention,
- WSIB Administration Policy.
- Climate Change
- Slavery & Forced Child Labour

## TRAINING & COMMUNICATION

Policy statements will be posted in conspicuous areas at both the main office and projects. In instances where posting boards are not available on projects, a copy will be maintained with our supervisor for reference. Training will be provided in our systems as required.

## **REVIEW**

Policy statements will be reviewed and signed off by the company CEO during the annual OHSMS review. The JHSC and workers are encouraged to offer ideas on improving our process at any time.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	2.0	LEADERSHIP & COMMITMENT	
	PART	2.2	HEALTH & SAFETY POLICY	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL #: HSHSP.001	SUPERSEDES HSHSP.000

## OBJECTIVES AND PURPOSE

The objectives and purpose of our specific policies are to improve accident and illness prevention. We make a strong commitment to providing a safe and healthy working environment for our workers. We are committed to maintaining a strong culture of safety and compliance with laws and standards based on PDCA continual improvement principles. Our overall vision and goals remain focused on eliminating the risk of injury and illness within the workplace.

## SCOPE & IMPLEMENTATION

We recognize the rights of workers to work in a safe and healthy workplace and we are committed to eliminating accidents, injuries, illness, and incidents. Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with, our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace. We will provide leadership and assume overall responsibility for the program. Senior management shall demonstrate leadership and commitment to the OHSMS by:

- Taking reasonable responsibility for the protection of workers' health and safety in the workplace,
- Defining roles, assigning responsibilities, establishing accountabilities, and delegating authority to establish, implement, monitor and maintain an effective OHSMS,
- Ensuring workers, and where applicable, worker representatives are provided the opportunity to meaningfully participate in the establishment and maintenance of the OHSMS,
- Promoting effective implementation and continual improvement of the OHSMS,
- Protecting workers through support and education during unknown dangers (i.e. - pandemics),
- Respecting the worker's right to disconnect from work during off hours,
- Ensuring identified components are documented and communicated to all parties,
- Allocating necessary financial, human and company resources to properly establish, implement, monitor, review, correct and continually improve the OHSMS,
- Ensuring the OH&S policy and related OH&S objectives are established; compatible with the company's strategic direction; and are measurable and achieved,
- Reviewing the OHSMS at regularly planned intervals,
- Ensuring competent supervision for the protection of the worker's health and safety and,
- Supporting all workers to empower their leadership as it applies to their areas of responsibility.

The OHSMS Policy shall be reviewed at least annually. Any changes or revisions to the policy shall be communicated to all parties by effective means. We never expect you to work in an unsafe or unhealthy manner, at any time.

SENIOR PARTNER - SIMON SWINDELLS SENIOR PARTNER - GEOFF TURNER SENIOR PARTNER - RICHARD NOWELL

JANUARY 1, 2026

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>	
	<b>PART</b>	<b>2.3</b>	<b>WORKPLACE VIOLENCE &amp; HARASSMENT POLICY</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
	DECEMBER 15, 2025	JANUARY 1, 2026	HSWVH.002	HSWVH.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our violence & harassment policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustaining health and safety compliance. Our commitment to maintaining a workplace that is free of violence, harassment / sexual harassment of any kind is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace violence or any harassment is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that;

- Workers understand the definitions of Workplace Violence and Harassment,
- Workers understand the effects of Workplace Violence and Harassment,
- Workers understand their rights and responsibilities to report any act of Workplace Violence and/or Harassment,
- Workers understand the consequences of contravening this policy.

In addition, We will be;

- Routinely assessing the workplace for actual and potential risks associated with Workplace Violence and/or Harassment,
- Where necessary, establish written measures and procedures designed to eliminate or reduce any specific risk of Workplace Violence and Harassment,
- Providing information to workers indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence or Harassment,
- Providing professional assistance to workers who have been victimized by acts of Violence or Harassment in the Workplace,
- Providing a system for responding to acts of Violence or Harassment in the Workplace.

Workplace Violence or Harassment will not be tolerated in our workplace.

  
**SENIOR PARTNER - SIMON SWINDELLS**

  
**SENIOR PARTNER - GEOFF TURNER**

  
**SENIOR PARTNER - RICHARD NOWELL**

JANUARY 1, 2026

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM		SECTION 2.0	LEADERSHIP & COMMITMENT	
APPROVED BY: SENIOR PARTNERS		SMC REVIEWED DECEMBER 15,	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # HSWDP.002
				SUPERSEDES HSWDP.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our discrimination policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustained health and safety compliance. Our commitment to maintaining a workplace that is free of discrimination or racism of any kind is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace discrimination or racism is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that:

- Workers are aware of both overt and unconscious bias, racism, or discrimination,
- Workers understand the effects of discrimination and racism,
- Workers understand their rights and responsibilities to report any act of discrimination / racism,
- Workers understand the consequences of contravening this policy.

In addition, We will be:

- Assessing the workplace for actual and potential risks associated with discrimination or racism,
- Where necessary, establish written measures and procedures designed to eliminate or reduce any specific dangers or risk,
- Providing information to workers indicating measures and procedures for reporting and investigating incidents regarding the presence of racism or discrimination,
- Involve outside authorities in circumstances that require regulatory or criminal responses,
- Providing professional referral assistance to workers who have been victimized,

**Workplace discrimination or racism will not be tolerated in our workplace.**

  
**SENIOR PARTNER - SIMON SWINDELLS**

  
**SENIOR PARTNER - GEOFF TURNER**

  
**SENIOR PARTNER - RICHARD NOWELL**

JANUARY 1, 2026

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART</b>	<b>2.5</b>	<b>H&amp;S PROGRAM PRIVACY &amp; SECURITY POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15,	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
			JANUARY 1, 2026	HSPPS.002	HSPPS.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our privacy and security policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustaining health and safety compliance. Our commitment to maintaining a workplace that respects privacy and security rights is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed when using technology and social media. This includes use of desktop and laptop computers, mobile phones or paging devices, cameras (in any format) and the posting of any and all information related to our work for clients or identifying our clients in any manner. These standards and procedures will ensure that we maintain a level of security that is owed to our clients, to our company and to all workers. The purpose of this policy is to ensure that:

- Workers understand expectations and policy addressing Technology, Privacy & Security,
- Workers understand app use and use of social media like Twitter, LinkedIn, Facebook etc.
- Workers understand the potential negative effects of improper use or disclosure of information considered as hurtful, personal, confidential, private, or protected,
- Workers understand their rights and responsibilities to report any violations,
- Workers understand the consequences of contravening this policy can lead to disciplinary actions up to and including discharge.

In addition, We will be:

- Assessing the workplace for actual and potential risks of improper disclosures,
- Where necessary, we will establish written measures and procedures designed to eliminate or reduce any specific risk of violations,
- Providing information to workers indicating measures and procedures for reporting and investigating incidents,

Violating technology standards, privacy expectations or our company

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART</b>	<b>2.6</b>	<b>PSYCHOLOGICAL HEALTH &amp; DISCONNECT POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED		DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
	DECEMBER 15, 2025		JANUARY 1, 2026	HSPDP.001	HSPDP.001

## OBJECTIVES AND PURPOSE

We recognize that disconnecting from work is important to achieving a healthy work-life balance. Regardless of the nature of an employee's working arrangement (whether they work in-office, remotely, or in a hybrid or flexible arrangement), taking appropriate time to disconnect from work is vital for wellbeing, and is essential for maintaining work-life balance.

Employees are therefore encouraged to review and follow the guidance set out in this policy to ensure they are taking time to disconnect from work when it is appropriate to do so.

## SCOPE & IMPLEMENTATION

This policy applies to all employees. We recognize that work schedules may vary. This policy should be applied within the context of the individual employee's regular work schedule.

Any questions or concerns relating to this policy can be directed to your Department Manager.

## DISCONNECTING FROM WORK

Pursuant to the Employment Standards Act, 2000, "disconnecting from work" is defined as: "not engaging in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work."

## HOURS OF WORK

We have established regular working hours for all business units across the organization. Standard hours of work vary from department to department. Details regarding established hours of work can be retrieved from your department manager. However, given the nature of the Company's business, work outside of established working hours may be required from time to time for some positions.

All employees are encouraged to conduct their assigned work within their established working hours to the extent it is reasonably possible to do so. Aside from such times as work may be required outside of established working hours (e.g., with the employee's agreement, in emergency situations, where an employee is on-call, etc.) employees are free to disconnect from work during off hours and are encouraged to do so.

## COMMUNICATIONS

To the extent reasonably possible, employees should make efforts to only send and check work-related communications via any medium during their established working hours. Given that employees across the organization have/may have differing hours of work, some employees may issue communications at times which are inopportune or inconvenient for others. All employees must give due consideration to this operational reality when sending or receiving communications.

To this end, all employees are expected to use their best judgment when determining whether to send a communication during off-hours. Similarly, all employees are expected to use their best judgment when determining

whether to respond to a communication received during their off-hours. Where reasonably possible, and apart from emergency or on-call situations, employees are encouraged to delay checking for and responding to work-related communications that are sent during their off-hours until such time as their regular working hours have resumed.

Employees are also encouraged to use effective notifications in their communications that clearly establish expectations around the necessity for and timing of a response. For instance, where a communication is being sent during a recipient off-hours in the context of an emergency, the communication should provide the recipient with a clear notification that the communication is issued in respect of an emergency and an immediate or quick response is required. Where this is not the case, and an immediate response is not required, it is best practice that the sender of the communication likewise notify the recipient that a response can await until the recipient's regular working hours have resumed.

Where an employee is out of the office for an extended period (e.g., conferences, lengthy meetings, vacations, etc.), they are encouraged to set automatic replies on their voicemail, email, and other communication platforms as appropriate, to provide notification of their absence and set reasonable expectations for response times.

## **MEETINGS**

Wherever possible, meetings should be scheduled during all participants established working hours. However, from time to time, meetings may be required to be convened during one or more employees' off-hours.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 2.0 LEADERSHIP &amp; COMMITMENT</b>			
	<b>PART 2.7 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # HSAODA.002	SUPERSEDES HSAODA.001

## OBJECTIVES AND PURPOSE

Our Company is committed to providing reasonable means of access in an efficient and compliant manner to people with disabilities as defined under the Accessibility of Ontarians with Disabilities Act (AODA). Our standards of accessibility will pertain to access to goods, services and facilities under the control of our company. Our company will ensure that our standards are met in a manner that will respect the dignity and independence of people with a recognized disability. It is the intent of our company to provide all people with an equal opportunity to access our facilities and benefit from our company services.

## ONTARIO HUMAN RIGHTS CODE

The Ontario Human Rights Code requires companies to accommodate people with disabilities to the point of undue hardship as defined in the Ontario Human Rights Code (see section 1 of the Integrated Accessibility Standards Regulation for more details). The Integrated Accessibility Standards Regulation does not replace or affect legal rights or obligations that arise under the Ontario Human Rights Code and other laws relating to the accommodation of people with disabilities. This means that the Ontario Human Rights Code or other applicable legislation may require additional accommodation measures that go beyond, or are different from, the standards established by the regulations of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that deal with the importance of understanding how we will comply with AODA standards if and when applicable. These procedures will ensure:

- Workers understand AODA's meaning,
- Workers understand the effects of AODA standards,
- Workers understand their rights and responsibilities to work towards AODA compliance,
- Workers understand the consequences of contravening this policy.

**Accommodation for people with disabilities is part of our commitment to those in need.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART</b>	<b>2.8</b>	<b>IMPAIRMENT &amp; FITNESS FOR DUTY POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15, 2025	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
			JANUARY 1, 2026	HSFFD.002	HSFFD.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our fitness for duty and impairment policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustained health and safety compliance. Our commitment to maintaining a workplace that is free of worker impairment of any kind is absolute and unwavering. Being fit for duty requires both mental and physical awareness and abilities.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace impairment is reported or discovered. These procedures will ensure that circumstances of impairment or being unfit for duty are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that:

- Workers understand the definitions of Impairment,
- Workers understand the potential negative effects of impairment,
- Workers understand their rights and responsibilities to report any act of impairment,
- Workers understand the consequences of contravening this policy.

In addition, we will be:

- Assessing the workplace for actual and potential risks associated with impairment,
- Where necessary, establish written measures and procedures designed to eliminate or reduce any specific associated risks,
- Providing information to workers indicating measures and procedures for reporting and investigating incidents of impairment,
- Providing professional assistance to workers who have been victimized by acts of impairment or assistance to those suffering with challenges or with addictions,
- Providing a system and methodologies for responding to acts of impaired conduct.
- Providing all workers with a working environment that promotes fitness for duty

**Workplace impairment or being unfit for duty will not be tolerated in our workplace.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART 2.9</b>	<b>ENVIRONMENTAL PROTECTION POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # HSEPP.002	SUPERSEDES HSEPP.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our environmental protection policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustaining health and safety compliance. Our commitment to maintaining a workplace that is sensitive to environmental needs and standards is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed in the event of an incident involving workplace spills or if other environmental situations are reported or discovered. These procedures will ensure that circumstances present in the workplace are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that:

- Workers understand the definitions of environmental protection (EP)
- Workers understand the potential negative effects of spills and contamination,
- Workers understand their rights and responsibilities to report environmental concerns,
- Workers understand the consequences of contravening this policy.

In addition, we will be:

- Assessing the workplace for actual and potential risks associated with EP circumstances,
- Where necessary, establish written measures and procedures designed to eliminate or reduce any specific risks,
- Providing information to workers indicating measures and procedures for reporting and investigating incidents of spills or other contaminations,
- Providing professional assistance to workers who have been impacted or displaced because of an EP incident,
- Providing a system for responding to EP incidents in a prompt and efficient manner.

**Environmental Protection is a key to our success in health and safety.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>	
	<b>PART</b>	<b>2.10</b>	<b>WSIB ADMINISTRATION POLICY</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
	DECEMBER 15, 2025	JANUARY 1, 2026	HSWAP.002	HSWAP.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our WSIB Administrative policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustained health and safety compliance. Our commitment to maintaining a workplace that responds to workplace injury, illness or other insurance issues is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace injury, illness or psychological event is reported or discovered. These procedures will ensure that circumstances present in the workplace are promptly investigated and resolved in a timely manner. The purpose of this policy is to ensure that:

- Worker re-integration (RTW) plans are discussed, provided and monitored
- Workers understand the needs associated with accident reporting requirements,
- Workers understand the potential negative effects of non-compliance,
- Workers understand their rights and responsibilities in WSIB matters,
- Workers understand the consequences of contravening this policy.

In addition, our company will be:

- Assessing the workplace for actual and potential risks associated with work,
- Establishing written measures and procedures designed to eliminate or reduce any specific risks,
- Providing information to workers indicating measures and procedures for reporting and investigating incidents,
- Providing professional assistance to workers, including reasonable accommodation, who have been impacted or displaced because of an incident,
- Providing a system for responding to incidents in a prompt and efficient manner.
- Working with the WSIB to ensure the best possible outcomes for everyone involved.
- Involved in the WSIB Excellence Program when viable.

**Credible reporting and processing of WSIB issues is a key to our success in health and safety.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART</b>	<b>2.11</b>	<b>EQUALITY, DIVERSITY &amp; INCLUSION POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15, 2025	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
			JANUARY 1, 2026	HSEDI.002	HSEDI.001

## OBJECTIVES AND PURPOSE

The objective and purpose of our EDI policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustaining health and safety compliance. Our **EDI (Equality, Diversity and Inclusion)** program ensures fair treatment and opportunity for all. It is an essential part of our OHSMS. It also aims to eradicate prejudice and discrimination based on an individual or group of individual's protected characteristics.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Equality, diversity and inclusion (EDI) involve efforts we must all actively incorporate into all areas of our lives, and this is especially true in our workplace. Everyone deserves an equal opportunity to be successful at work, no matter what background they may come from or what attributes they may possess.

It is important to understand this does not mean simply treating everyone the same. Equality, diversity and inclusion require promoting and accepting the things that distinguish us from those around us and making others feel healthy, safe and welcome. It is about ensuring that we recognize and accept the needs of those with unique characteristics; that you are supportive and inclusive of them.

Protected Characteristics include:

1. Age
2. Disability
3. Sex
4. Sexual orientation
5. Race
6. Religion or belief
7. Gender reassignment
8. Marriage or civil partnership
9. Pregnancy and maternity

**Our Workplace OHSMS is designed to protect all workers.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART</b>	<b>2.12</b>	<b>ENVIRONMENT, SOCIAL &amp; GOVERNANCE POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15, 2025	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
			JANUARY 1, 2026	HSEDI.001	HSEDI.000

## OBJECTIVES AND PURPOSE

Our **ESG (Environmental, Social & Governance policy)** program ensures we are focused on these important components that lead to greater sustainability. The objective and purpose of our ESG policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustaining health and safety compliance. Our commitment to sustainability, through health and safety compliance, environmental considerations, social justice and competent governance is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace. Our program is built around 3 key performance indicators (KPI's).

### Environment

We will take into consideration our company's dependencies and impacts on our immediate and our natural environment. As an example, issues can include our waste disposal, re-purposing substrates, recycling, greenhouse gas emissions, land protection and water use and how we interact with others on environmental issues.

### Social (People and Community)

We take into consideration our company's commitment to, and treatment of, all employees. Issues can include equality, diversity, inclusion, transparent reporting, pay equality, wage gaps, and health and safety, as examples. It also takes into consideration how our company affects the well-being of our community, including employment standards, wealth generation, giving back, compliance with taxation responsibilities and standards, research and development expenses and how we support better outcomes both inside and outside of our company through community involvement.

### Governance

We will take into consideration how our company's most senior management sets reasonable, ethical and sustainable policies and standards. How do we hold our "guiding minds" accountable for their decision making to ensure we meet our goals and sustainability standards. Are we doing enough and is the process transparent. Are exchanges of information facilitated and encouraged. Is the ESG process incorporated into our day-to-day decisions and vision for future sustainability goals. Do our decisions evaluate the impact they could have outside of the norm.

**Our Workplace OHSMS is designed to protect all workers.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART 2.13</b>	<b>CLIMATE CHANGE POLICY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # HSEDI.001	SUPERSEDES HSEDI.000

## OBJECTIVES AND PURPOSE

Our **CLIMATE CHANGE** policy and program ensures we are focused on these important components that lead to greater sustainability. The objective and purpose of our policy demonstrates our corporate commitment to providing a safe and healthy working environment for our workers and our commitment to sustaining health and safety compliance. Our commitment to sustainability, through health and safety compliance, environmental considerations, social justice and competent governance is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

### Assessment policy & process

- Assessments to identify climate vulnerabilities in construction practices.
- Analyze the potential consequences of climate risk on project outcomes.
- Assessments consider how to decommission the site to be resilient to climate change.
- Evaluate potential impact on infrastructure, materials and construction timelines.
- Assessments consider how the project will impact air quality and climate change.

### Mitigation Strategies

- Utilize energy-efficient machinery and technologies
- Fuel switching to reduce greenhouse gas emissions
- Building green infrastructure to reduce atmospheric carbon
- Source and use low-carbon building materials
- Encourage the recycling and reduce of construction materials.

### Adaptive Measures

- Integrate climate risk considerations into project planning and design phases.
- Design structures to endure extreme weather and future climate conditions
- Incorporate nature and climate-resilient features into construction projects
- Conserve water by implementing water-efficient systems and practices
- Develop and execute flood management plans for construction sites.

### Environmental Impact Practices

- Reducing energy consumption and emissions by using energy efficient products, technologies, and tools.
- Reducing carbon footprint by reducing waste, reusing substrates where possible and recycling.
- Reducing fossil fuels consumption by taking advantage of more advanced technologies.
- Engaging with subcontractors to facilitate a cooperative effort towards achieving best outcomes, concentrating on their work and practices at our workplace.

**Our Workplace OHSMS is designed to protect all workers.**

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	2.0	LEADERSHIP & COMMITMENT		
	PART	2.14	SLAVERY & FORCED CHILD LABOUR POLICY		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15, 2025	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
			JANUARY 1, 2026	HSEDI.001	HSEDI.000

## OBJECTIVES AND PURPOSE

Our **Slavery and Forced Child Labour** policy and program ensures we are focused on these important components that lead to greater corporate responsibility. The objective and purpose of our policy demonstrates our corporate commitment to providing a safe and healthy working environment for others around the world, our workers and our commitment to sustaining health and safety compliance. Our commitment to anti-slavery and forced child labour demonstrates our commitment to health and safety compliance, social justice and competent governance and is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

### Modern Slavery & Child (Forced) Labour Policy

Modern slavery can typically include forced labor and child labor, as well as human trafficking. Our company intends to work with our subcontractors, suppliers and other service providers that share the same disdain for slavery and/or child labour practices. We have a zero-tolerance policy for any party that engages in slavery, force child labour or trafficking in human beings.

We will, to the best of our ability, identify any third-party entities that do not meet our standards and replace them with others that comply. We will conduct a yearly review of our suppliers and, to the best of our ability, identify any challenges that can be improved upon or that need further attention. Our intention is to work with suppliers, subcontractors, and trades to ensure that we all share similar values and goals.

It is also essential that we uphold the most stringent set of standards, and we expect everyone that works with us, or that is employed by us, to maintain the same standards.

We will use the analysis standards outlined under our federal law, **Fighting Against Forced Labour and Child Labour in Supply Chains Act - S.C. 2023, c. 9 – S 11(3)** as our guide for analyzing compliance. Our annual analysis will review our supply chains, contracts with subcontractors or other third parties to determine to the best of our ability, the following information.

Our report will include the following information in respect of each entity subject

- (a) its structure, activities and supply chains.
- (b) its policies and its due diligence processes in relation to forced labour and child labour.
- (c) the parts of its business and supply chains that carry a risk of forced labour or child labour being used and the steps it has taken to assess and manage that risk.
- (d) any measures taken to remediate any forced labour or child labour.
- (e) any measures taken to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains.
- (f) the training provided to employees on forced labour and child labour; and

- (g) how the entity assesses its effectiveness in ensuring that forced labour and child labour are not being used in its business and supply chains.

Our use of the Canadian legal standards as our guide will assist us to ensure we are doing the best we can to eliminate slavery, forced child labour and/or human trafficking. Our company, health and safety committees and employees will be made aware of this policy during our update training sessions.

**Our Workplace OHSMS is designed to protect all workers.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>2.0</b>	<b>LEADERSHIP &amp; COMMITMENT</b>		
	<b>PART</b>	<b>2.15</b>	<b>INFECTION CONTROL in CONSTRUCTION</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15, 2025	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
			JANUARY 1, 2026	HSEDI.001	HSEDI.000

Infection control during construction, renovation, and maintenance of health care facilities.  
Please refer to the CSA standard CSA Z317.13:22 (<https://www.csagroup.org>) for more information

## OBJECTIVES AND PURPOSE

Our policy on Infection Control ensures we are focused on the important components that CSA has outlined to lead to greater corporate responsibility. The objective and purpose of our policy demonstrates our corporate commitment to providing a safe and healthy working environment for everyone. Our commitment to the CSA and their defined standards demonstrates our commitment to health and safety compliance, social justice and competent governance and is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policy applies to our managers, supervisors, safety specialists, any agents, subcontractors, or service providers to or under contract with our firm. Everyone is required to be aware of CSA standards, our OH&S policies, procedures, and programs in use for the work at our workplace.

The CSA Standard was developed in response to evidence of the serious health risks for patients, staff, and visitors from construction, renovation, and maintenance activities. Without the proper precautions, the work activities can disperse a variety of contaminants including (but not limited to) dust particles contaminated with bacteria and fungi. The CSA research and evidence led to the conclusion that early planning in construction and renovation projects, by owners, developers and constructors must integrate infection prevention and control, engineering services, and facility design elements to prevent infections and minimize the potential allergen load and other workplace hazards.

Hazard and risk assessments and other precautionary measures during construction-related activities can reduce the risk of infection (see Health Canada's *Construction-related Nosocomial Infections in Patients in Health Care Facilities: Decreasing the Risk of Aspergillus, Legionella and Other Infections*).

To establish precautionary measures, those involved in construction or renovation work must work with the health care facility to consider the type of construction, renovation, or maintenance work being undertaken, and the proximity of such work to the occupants of the facility, as well as anyone with potential exposures.

In addition, we will be:

- Assessing the workplace for actual and potential risks associated with the work,
- Establishing written measures and procedures designed to eliminate or reduce any specific risks,
- Providing information indicating measures and procedures for reporting and investigating exposures,
- Providing any additional specific safe work procedures to be implemented to reduce exposures.

**Our Workplace OHSMS is designed to protect all staff and other workers.**

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	3.0	OHSMS STANDARDS	PART 3.1	LEADERSHIP, COMMITMENT & PARTICIPATION
	APPROVED BY:	SMC REVIEWED	DATE EFFECTIVE		DOCUMENT CONTROL #
SENIOR PARTNERS		DECEMBER 15, 2025	JANUARY 1, 2026		SUPERSEDES OSLCP.002 OSLCP.001

## OBJECTIVES & PURPOSE

The objectives and purpose of our leadership, commitment & participation standards help to outline the minimum elements to maintain the most effective accident and illness prevention program possible. Eliminating incidents and accidents by taking **every reasonable precaution** in the workplace is the basis of the general duty requirements. Our leadership in health and safety will continuously reinforce our commitment to this duty. Safety must remain a top priority. Participation is key.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARDS / PROCEDURES

All policies and procedures contained herein are intended to meet all applicable legislation as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing safe work initiatives. ***The most stringent safety standards shall always apply to the work involved.***

## LEADERSHIP, COMMITMENT & PARTICIPATION

Only competent senior management shall oversee and maintain the OHSMS. Our system observes and preserves the principles of the CSA Z45001 Standard for Occupational Health and Safety Management Systems. Our leadership and commitment are explained throughout our safety policy. The policies being presented herein were developed with special attention to all applicable health and safety laws, regulations, and standards.

The Internal Responsibility System (IRS), is a process wherein all workplace parties are mandated to be involved, empowered, and participate in the accident prevention process. Our primary objective is to eliminate workplace injuries and illness. To achieve this, we need cooperation and input from all management, supervisors, and workers. The success of our OHSMS Policy and Program relies on our ability to **empower a “safety culture”**. By empowering everyone towards compliance with standards, HSE policies and procedures, accident prevention can thrive. Performance is monitored so we can achieve greater success. We will review and maintain the system as performance dictates.

**Our OH&S policies include our commitment to:**

- Providing a framework for setting and reviewing OH&S goals and expectations,
- Ensure policies & procedures are documented, implemented, monitored, and maintained,
- Ensure policies & procedures are communicated and available for workplace parties,
- Ensure policies & procedures are reviewed as often as is necessary, at least annually and,
- Ensure policies and procedures are signed by the highest level of management at the workplace,
- Ensure that our primary objective is the prevention of injury and occupational illness,

- Ensure compliance with all applicable OH&S legislation, new accreditation standards from MLITSD and any other requirements that will raise our OHSMS' success,
- Promote continual improvement in OH&S management and performance.

**Senior management shall support:**

- Full participation and empowerment of workplace parties at all levels and functions,
- Evaluations & compliance results of both success and challenges to the OHSMS,
- Effectively identify workplace hazards and identify controls where elimination is not possible,
- Continual improvement of OH&S performance standards and needs,

We will evaluate our success including any accident statistical data and standards within our industry. We will set benchmarks for future performance objectives based on these results. We will always encourage objectives that meet or exceed the required levels of safety performance for our industry. Results below the expected industry standards will result in a workplace team inquiry into the circumstances. Resolution steps, training, and the required assistance will be initiated.

**COMMUNICATION**

Our OHSMS will be communicated to all personnel throughout their employment, during their initial orientation and other training sessions. Training will also occur in the workplace through coaching and mentoring, “one on one” or as part of a crew / team. Additional training will be through reading information, informal meetings, discussions and/or formal training sessions. Worker Safety is our top priority. Each manager or supervisor is responsible for communicating this information to ensure that their workers understand this.

**TRAINING / IMPLEMENTATION**

Management and workers must be aware of their HSE responsibilities and requirements of the Act and Regulations that apply to their work. Training sessions will have a sign-in sheet, listing the topic; date of training; the trainer's name and names and signatures of those in attendance. Any associated tests will be retained for records.

**EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

**FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

**REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. Sections 23 – 32

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Canadian Standards Association - CSA Z45001:19

[www.csa.ca](http://www.csa.ca)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 3.0 OHSMS STANDARDS</b>			
	<b>PART 3.2 WORKER EMPOWERMENT</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # OSWKE.003	SUPERSEDES OSWKE.002

## OBJECTIVES & PURPOSE

The objective and purpose of empowering workers is to provide opportunities to contribute and embrace safe work procedures, policies, and principles as a matter of daily routine. This will also assist the employer, supervisors, and fellow workers in identifying and understanding potential and actual dangers associated with their tasks through a proactive process. Workers must be an integral part of our systems if we are to achieve our goals of eliminating accidents and illness from the workplace.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to managers, supervisors, workers, agents, subcontractors, or service providers to, or under contract with our firm. Everyone is required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## ROLES & RESPONSIBILITIES

We shall establish, implement, monitor, and maintain (Plan-Do-Check-Act) procedures and processes to ensure active and meaningful worker participation in the planning, implementation and evaluation of our OHSMS. Where required, we shall ensure that a worker representative(s) is appointed in accordance with the *Occupational Health and Safety Act*. We shall ensure (where required) that a Joint Health and Safety Committee (JHSC) is established and maintained in accordance with the *Act*. Those involved with the OHSMS should have a strong background in health & safety.

We shall:

- Empower, encourage, and support worker participation by identifying and removing barriers to their participation and motivating them to contribute to safety success,
- Ensure workers, and where appropriate, worker representatives, are informed, consulted, and given the opportunity to participate in all aspects of OH&S associated with their assigned duties and work, which includes, but is not limited to, involvement in:
  - a) Hazard identification, risk assessments and determination of prevention controls,
  - b) Accident and incident investigations,
  - c) The development and review of OH&S policies and objectives,
  - d) Consultations, where any changes may affect their OH&S,
  - e) Representation in meetings & on other OH&S committees matters, as appropriate and,
  - f) Access to relevant reports or testing results.

We shall ensure that, when appropriate, relevant external parties (subject matter experts, engineers, or safety professionals) are consulted about technical or legal OH&S matters.

## **COMMUNICATION**

We shall monitor and maintain procedures and processes for:

- Communicating information about the OHSMS and implementation progress to all workplace parties,
- Ensuring external OH&S communication, where required and appropriate, is available,
- Receiving, documenting, and responding appropriately to internal and external communications, concerns or inquiries related to OH&S,
- Removing potential barriers, such as ability, language skills and literacy (where possible),
- Reporting any workplace incident, accident, hazard, or risk in a timely manner and,
- Ensuring that input from workers or other workplace parties is received, considered, and responded to in a timely manner,
- Communicating progress reports to ensure gaps are addressed promptly.

## **TRAINING / IMPLEMENTATION**

Management and workers must be aware of their HSE responsibilities and requirements of the Act & Regulations that apply to their work. Training sessions will have a sign-in sheet, listing the topic; date of training; the trainer's name and those in attendance. Any associated tests will be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated to staff.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## **REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. Sections 23 – 32

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Canadian Standards Association - CSA Z45001:19

[www.csa.ca](http://www.csa.ca)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 4.0 HAZARD IDENTIFICATION &amp; RISK ASSESSMENT</b>			
	<b>PART 4.1 WORKPLACE HAZARD ANALYSIS STANDARD</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # HRWHA.002	SUPERSEDES HRWHA.001

## OBJECTIVES & PURPOSE

The objective and purpose of a Workplace Hazard Identification & Risk Assessment is to assist our firm, supervisors and workers in identifying and understanding hazards and dangers associated with the tasks they are expected to perform during their daily work. It will also identify the necessary health & safety controls to be used for the protection of all workers. Hazard assessments should be conducted by those trained in the process and familiar with the work and tasks being assessed.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## ROLES & RESPONSIBILITIES

Everyone in our employ has responsibilities to identify actual and potential workplace hazards daily. Protecting against these identified hazards is a key process in accident prevention. Subcontractor(s), selected to provide services will be required to submit written safety procedures pertaining to hazards for their work and the control measures for their work within our workplace. This must be provided to our supervisor prior to starting their work.

## STANDARD / PROCEDURE

Job Hazard Analysis or Field Level Hazard Analysis (JHA or FLHA) are designed to:

- Identify actual or potential hazards involved with tasks and in all aspects of our work,
- Identify Control & Corrective Measures to eliminate or minimize risk factors,
- Provide a written Risk Analysis using our Critical Rating System.

Workplace Hazard and Risk Assessments shall be conducted:

1. By professional engineers, safety professionals, subject matter experts or other competent persons having knowledge, experience, and training with the operation and/or activity, including any workers who may be exposed to the hazards and risks,
2. Prior to the commencement of performing any task(s) related to any operations and/or activity where increased hazard or risk levels are known to exist or could potentially exist,
3. Prior to the introduction or start-up of new equipment, material, substance, or process,
4. As part of the management of change process when there is a change to existing equipment, material, chemical or working process or the workforce changes,
5. When there is a change to the OHSMS that may impact the workplace, operations, or activities.

## **COMMUNICATION**

A copy of each Workplace Hazard & Risk Analysis developed will be available in the OHSMS binder for access and review by all workers in the workplace. General information regarding the process and elements of the Workplace Hazard Analysis will be communicated to workers during orientation or other training sessions. Copies of the Workplace Hazard & Risk Analysis may be included in any OHSMS submittals to other workplace parties requesting information.

## **TRAINING / IMPLEMENTATION**

Supervisors, JHSC members or safety representatives are trained to identify and assess hazards in the workplace and in the creation and implementation of the Workplace Hazard & Risk Analysis. The Workplace Hazard & Risk Analysis may be used for training purposes for new worker orientations or re-training purposes, where required.

## **EVALUATION**

The Workplace Hazard & Risk Analysis will be reviewed, as part of a yearly revision to our health and safety policy. Additional items may be added to the analysis as hazards are recognized through occurrences and inspections by management or through JHSC recommendations. (Where applicable)

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

Form #F025 – Job Safety Analysis Form

## **REFERENCE MATERIALS**

Workplace Safety & Insurance Board  
[www.wsib.on.ca](http://www.wsib.on.ca)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 4.0 HAZARD IDENTIFICATION &amp; RISK ASSESSMENT</b>			
	<b>PART 4.2 PROCESS FOR DETERMINING HAZARDS</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # HRPDH.002	SUPERSEDES HRPDH.001

The process for Workplace Hazard / Risk Assessment will consist of Job Task Analysis Worksheets<sup>1</sup> used to identify tasks in the workplace. Competent supervisors, workers, and JHSC members may jointly analyze the workplace for hazardous conditions. When conducting a hazard analysis, participants may use the following guidelines:

#### Process for Hazard Analysis

- i. Create a list of tasks performed by workers in the workplace. Anywhere a worker may perform duties is considered a workplace. Include all workplace locations including offices, warehouses, shops, premises, and field operations. Attention should be given to tasks with a history of occurrences or where complaints have been received. Observe and discuss the task with workers performing each task / duty and try to identify risk exposure factors associated with the task.
- ii. Identify the risk factors associated with each task. Consider factors involved that could cause an accident or impact on a person's health. (Weights, movements, lifting, sight lines, atmospheric contamination, training or lack of training, and experience are examples of factors that can be considered). Systematically go through identified risk factors for the task and consider what specific hazards might be involved. Make a list of both health and safety hazards. Remember to ask the following questions when ready to analyze risk.

#### Key Considerations when Performing a Hazard and Risk Assessment

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##### Workers

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- Is everyone involved properly trained and qualified to do their tasks?
- Does everyone understand the tasks they are performing?
- Is everyone aware of the associated potential hazards of the tasks they are performing?
- Are they competent to perform the work?

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##### Work Processes

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- Is the work process the safest one?
- Is the safe work process (or standard) common in the industry?
- Is the safe work process regulated by a regulation or standard?
- Is an increased level of safety diligence required due to clear and present dangers?
- Do the circumstances require meticulous attention to the safe work practices?

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<sup>1</sup> REFERENCE FORM #F025 – JOB TASK ANALYSIS WORKSHEET

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## Equipment

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- Is the equipment in good (original & maintained) working condition?
- Is there a regular maintenance schedule? Do we have / maintain documentation?
- When was the last time the equipment was serviced?
- Is the correct equipment being used? Is it being used correctly?
- Are operators fully trained in the basic safe operation of the equipment? Proof?
- Is additional special training required to operate the equipment? Proof?
- Are operator manuals and instructions available with the machine / equipment?

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## Materials

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- Is the material a controlled, designated or otherwise dangerous substance?
- Is the material dangerous to handle? Does it require special training to handle?
- Is the material being used as instructed? Are there labels / instructions?
- Are there special material storage or disposal requirements?
- What PPE or other protections are required?

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## Environment

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- Are any associated hazards dangerous to the environment?
- How important is housekeeping and material storage here?
- Is cross-contamination an issue or problem?
- Do we need specialized equipment for spill response?
- Are there hazards present or possible from other materials / tradespersons?
- Is there adequate light, heat, or ventilation?

## HAZARD CLASSIFICATION

PHYSICAL	noise, weather, heat, cold, radiation, vibration, blunt force
SAFETY	housekeeping, inadequate machine guarding, material handling
CHEMICAL	compressed gases, flammables, controlled substances, drugs
BIOLOGICAL	blood, bodily fluids and includes pathogenic organisms capable of causing illness (bacteria, viruses, fungi, molds, yeast, parasites)
PSYCHOLOGICAL	workplace stress, violence, health conditions, harassment
ERGONOMIC	tasks with repetition, force, duration, awkward body postures etc.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	4.0	HAZARD IDENTIFICATION & RISK ASSESSMENT		
	PART	4.3	ASSESSING HAZARD & RISK		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
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## Assess the Hazard

Evaluate the extent (degree of risk) to which the hazard is likely to cause loss of life, permanent disability, or serious injury as well as the probability of occurrence. When considering health hazards, you should also consider the number of people exposed and the duration of exposure. (Where there is exposure to hazardous chemical, biological or physical agents, you may need to include workplace exposure monitoring to ensure that exposures do not exceed regulated or recommended limits).

Each task to be performed should be analyzed for accident or illness potential and recorded on the standard form using the following factors:

**A. Severity:**

Measures the degree of loss and is measured with a value of 0, 2, 4 or 6 respectively.

0	No exposure or loss expected to perform this task
2	Minor loss possible, resulting in first aid, no lost time
4	Moderate loss, resulting in medical attention and possible lost time;
6	Severe loss, associated with potential critical Injury or fatal circumstances

**B. Frequency:** Provides information on the frequency of exposure for a given task. The frequency of the task is measured from higher daily exposure values to lower, or more infrequent values representing weekly or monthly exposure with a value of 1, 2, or 3.

1	Task is performed intermittently, or (LOW)
2	Task is performed as per schedule, weekly or monthly (MODERATE)
3	Task is performed regularly, usually daily (HIGH)

**C. Probability:** This area estimates the likelihood of the occurrence happening under normal conditions. Probability is measured on a value of -1, 0 or +1.

-1	Not likely to pose any hazard when control measures are used
0	The possibility of injury does exist even if control measures are in place and used
1	Very likely to happen even if control measures are used

Once these factors have been established, they are calculated by adding Severity, Frequency, and Probability together to determine what the Critical Rating (CR) would be for that specific task. (A + B + C = CR)

**Critical Rating (CR):** This section identifies the loss indicators to the company if an incident does occur. It is measured on a scale of 1 to 10. and arrived at by "adding"  $A + B + C = CR$

1-3	Minimal or no loss to company, no loss time or equipment damage
4-6	Moderate potential loss with injuries resulting in time loss, loss, or damage to equipment.
7-9	Severe loss with likelihood of a critical injury or other serious incident.
10	Fatality or another catastrophic event has occurred.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION 5.0 HAZARD & RISK CONTROL			
	PART 5.1	CONTROLLING HAZARDS IN THE WORKPLACE		
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## The Hierarchy of Control

There are **FIVE** strategic systems to control hazards in this order:

- ✓ Control by **Eliminating** the hazard altogether
- ✓ Control by **Substituting** a less hazardous product or process,
- ✓ Control by **Engineering** by applying specific controls and processes,
- ✓ Control through **Administration** including planning, training, and communication,
- ✓ Control by **Protecting** the worker with PPE (the least effective method)

1. Accident / illness prevention is the process wherein exposures to harm or risk are eliminated or controlled by design. This starts with an evaluation of the hazards we are encountering with the goal of re-designing stages of the system to eliminate the potential harm and/or risk factors. Eliminating hazards is always the most desired result as harm or risk are eliminated.
2. Substituting a different process or different products for those presenting unacceptable levels of potential harm or risk is another excellent option. For example, switching to a cleaner that is more environmentally friendly and safer. The new process or product should always reduce risk and result in more manageable circumstances.
3. Another alternative is to engineer or isolate hazards out of the work process, employing enhanced safety systems to minimize exposure to potential harm or risk. Examples include the use of emergency stop switches, laser shut-off systems, or a coordinated activation process (Down the path controls)
4. If, however, the initial phases of prevention are unavailable and the only choice is to proceed, we may need to employ (special) Personal Protective Equipment. This option requires that workers be trained in the use and limitations of the PPE they will be using. PPE is always the last line of defence and is always the least effective method for accident / illness prevention.

Identifying safety standards, procedures or modifications needed to eliminate; substitute; isolate; engineer; apply administrative controls or to determine what the proper PPE is required are the primary methodologies used to control workplace hazards. This may require changes to the way people perform their work, what equipment is used, PPE, materials composition and use, safety procedures, tools, systems or processes. PPE is always considered the last resort when no other process will work.

## Validating the Assessment

After implementing the controls, we must review the hazard analysis by observing the task in operation. This can be done during routine committee inspections or through random unplanned inspections. If control measures introduce new hazards, the analysis must be readdressed to identify and control any new hazards and also be reviewed by the committee again.

### EXAMPLES of hazards and potential controls:

Hazard	Control (examples)
Chemical agents (solid, liquid, gas)	Elimination through substituting with a non-hazardous chemical
Physical agents (energy or force: noise, vibration, temperature, radiation)	PPE to protect from hazards
Biological hazards (microorganisms derived from animals, insects, plants)	PPE, sterilization, immunization, hygiene practices, physical distancing, schedule adjustments
Ergonomic hazards (repetition, force, posture)	Job rotation, automation, appropriate ergonomic design
Stress hazards (work overload, workplace violence, isolation, role conflict)	Psychological standards of care implementation; Workplace Violence control program
Machine hazards (moving parts: shafts, belts, pulleys, presses, blades, saws, projectiles)	Machine guarding or blocking
Energy hazards (releases of energy: electricity, steam, heat, pneumatic or hydraulic pressure, gravity, mechanical, chemical)	Tag & lock out procedures; blanking
Confined space hazards (any space that has limited or restricted means of entry or exit that can seriously impact oxygen quality: tanks, vats, vaults, trenches, pipes, ducts, tunnels)	PPE Self-contained breathing apparatus. Formal written procedures for work. Purging with appropriate oxygen supply
Material handling hazards (physical movement of material: manual lifting, moving, carrying)	Mechanical equipment such as forklifts and hoists
Work Practice hazards (safe work procedures: lack of or failure to follow)	Jointly establish clear, concise safe operating procedures including roles and responsibilities

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>5.0</b>	<b>HAZARD &amp; RISK CONTROL</b>	
	<b>PART</b>	<b>5.3</b>	<b>PRE-TASK START ASSESSMENTS</b>	
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Pre-Task Start Meetings (sometimes referred to as Field Level Hazard [Risk] Assessments) may be conducted with workers present on site to review the tasks they are expected to perform during that shift. The purpose of the pre-start meeting is to ensure that reasonable precautions are implemented for the purpose of:

- Identifying actual or potential hazards in the workplace,
- Determining effectiveness of control measures based on the Hierarchy of Controls,
- Reviewing competency requirements to ensure that workers can perform the work,
- Reviewing past performance indicators to determine if current standards are adequate or if changes to standards or procedures is necessary to provide better protection to the worker,
- Empowering workers to participate in the review and development of specific controls.

It is the responsibility of the supervisor or designated person on site to conduct the meeting. The following standards must be adhered to when conducting a pre-start meeting.

- All pre-start meetings must be documented using the standard company form as provided.
- All workers must sign off on the standard form following the meeting to confirm attendance.
- Supervisors conducting meetings must sign off on each form and ensure its proper completion.
- Workers must be allowed to participate and provide input and comments.

Work should not commence until each worker has signed off and is satisfied that potential hazards identified have been mitigated. If the workers have reason to believe that standards identified are not adequate, then further discussions should take place until the issues are resolved.

Forms must be collected by the supervisor and returned to the Health & Safety Coordinator.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	5.0	HAZARD & RISK CONTROL		
	PART	5.4	RULES TO CONTROL HAZARDS IN THE WORKPLACE		
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## OBJECTIVES & PURPOSE

The objective and purpose of our workplace rules standard is to provide guidance on minimum OHS expectations in the workplace. In every instance, safe work procedures and policies must identify standards of care **specific to the circumstances** for the work being performed to ensure we meet our objective of eliminating accidents. If something doesn't appear to be safe – **STOP**.

In addition to other codes of conduct, workers will be expected to exercise all necessary standards of care to identify hazards and mitigate risk wherever possible. These general duty rules include, but are not limited to the following:

1. Workers must report for work, fit for duty, and impairment free,
2. Supervisors must advise workers of actual and potential workplace hazards,
3. Where required, site supervisors must communicate site traffic control plans to workers,
4. Supervisors shall communicate any fall protection (rescue) plans to workers,
5. Only trained and qualified workers may operate equipment with approval from their supervisor,
6. All equipment must be inspected prior to every use and record kept,
7. All required personal protective equipment must be used and properly worn by workers,
8. Workers must be dressed appropriately for the workplace, environmental / weather conditions,
9. Any hazard observed must be reported to the supervisor immediately for corrective action.
10. Missing protective guardrails or floor openings are to be reported to the supervisor immediately.
11. All areas of work must be adequately illuminated by either lighting or task lighting.
12. Improper work practices or hazards that pose risk of fire must be reported to the supervisor or management immediately (Hot work, fuel spill etc.).
13. Housekeeping must be done every day to keep areas from hazards
14. Materials storage must be maintained to ensure it doesn't tip, roll or collapse,
15. Do not work on unsafe ground surfaces or use equipment on hazardous surfaces,
16. Use caution when entering or exiting a building with overhead hazards,
17. Whenever possible, use entrance / exit points equipped with overhead protection,
18. Report overhead hazards or improper work practices to the supervisor or management,
19. Gloves and adequate skin protection and others must be used when handling sharp materials,
20. Sunscreen protection must be used to protect workers exposed skin from UV rays and sunburn,
21. Use caution when around operating equipment that may pose projectile hazards,
22. All required PPE must be worn when working with hazardous material or condition,

23. Workers must wear hearing protection when exposed to noise levels consistently above 85dBA,
24. Workers must use work equipment in accordance with all manufacturers' instructions,
25. Equipment should be inspected prior to every use,
26. All hazardous materials must be used in accordance with supplier instructions,
27. SDS information, (WHMIS 2015 / GHS) must be referred to prior to using controlled products,
28. Contraventions or hazards observed must be reported to the supervisor or management,
29. Workers who are feeling ill should stay home and consult a doctor, if necessary, to prevent the spread of illness,
30. Workers must comply with employer expectations and standards in circumstances where pandemics present a clear and present danger,
31. Workers must use proper material handling methods when using or transporting materials,
32. Refer to OHSMS Best Practice Resource materials for helpful information,
33. Workers are not allowed to work on any live, or potentially live, circuits under any circumstance,
34. Lock out and tag out (LOTO) must be performed by electrician(s) before attempting to work on any circuit that could become live - Refer to Lock Out Procedures,
35. Report any instance of workplace violence or harassment to your supervisor.
36. Never attempt to engage in any argument or altercation with another person or the public,
37. Report all safety issues or concerns immediately to your supervisor or management.
38. Take every reasonable precaution to protect yourself and others from harm,
39. Engage in discussions with your supervisor that can improve health and safety.
40. If you are unsure of the safety needs for any job - STOP

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM		SECTION 6.0 LEGAL & REGULATORY COMPLIANCE			
		PART 6.1 GENERAL DUTY STANDARD			
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## OBJECTIVES & PURPOSE

The objective and purpose of this section is to provide guidance to address competency and compliance standards for typical working tasks for workers. In any instance, safe work procedures and policies must identify standards of care **specific to the circumstances** for the work being performed to ensure they comply with all legislative requirements and meet our objective of eliminating accidents. There will be occasions where additional OH&S precautions are required. Sometimes the solutions won't be found in the laws but rather through experience and sound judgement. If something doesn't appear safe – **STOP**.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## ROLES & RESPONSIBILITIES

Our senior management, managers, supervisors, workers, and our JHSC or Safety Representative are all responsible for identifying actual and potential workplace hazards. This also includes a requirement for understanding the needs for health and safety analysis, what (if anything) they need to do with the analysis and how to implement and communicate any changes, safety information and safety precautions. This inclusive process will foster a more positive culture within our company.

Management & Supervisors must ensure that a reasonable standard of care is maintained and that they are also aware of any limitations of the procedures in use. They must provide additional written instruction and training to address any additional standards of care necessary to protect workers.

## STANDARD / PROCEDURE

Senior management will be responsible for ensuring that an active list of positions within our company is maintained and made available as required. Minimum qualifications and competence requirements for each position must be determined and applied to any new hires, placements or change in roles.

Where necessary, employee documentation including training records and work history records must be received and reviewed by the hiring manager prior to hiring new workers or placement in a new position within our company.

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities. We shall establish, implement, monitor and maintain (the CSA Z45001:19 standard refers to this as the *Plan – Do – Check – Act* cycle) a procedure or process for OH&S standards development and training, which includes:

1. A process to identify the job / task specific competency expectations through a JHA,
2. Training needs analysis or assessment for each position,

3. How the training will be implemented, administered, and managed,
4. The assessment evaluation, monitoring and reassessment evaluation criteria, as necessary; and,
5. A provision that ensures each of the above are conducted or administered by a competent person with the required training delivery skills and who understands comprehension and testing methodologies.

**OH&S training shall include, as a minimum:**

1. Training as prescribed by applicable legislation and/or the job tasks involved.
2. Roles, responsibilities and rights of the workplace parties.
3. Importance of compliance with our OH&S policy, our procedures and the OHSMS overall.
4. Importance of understanding the potential consequences for deviations and noncompliance.
5. Importance of worker participation and empowerment within the OHSMS.

We shall ensure the required training and instruction is provided for everyone prior to that individual performing their required tasks. We must consider the differing levels of responsibility, literacy, language skills, overall ability and likelihood of exposure to the hazards and risks the learner may encounter and make every effort to ensure comprehension is maximized using adult education principles. A record of training for everyone will be maintained.

**COMMUNICATION**

A copy of each policy or procedure developed will be available in the OHSMS Binder or within a software system for access and review by all workers in the workplace. General information regarding the process and elements of each will be communicated to workers during orientation or other training sessions. Copies of the policies or procedures may be included in any OHSMS submittals to other workplace parties requesting information.

**TRAINING / IMPLEMENTATION**

Supervisors, JHSC members or Safety Representatives are trained to identify and assess hazards in the workplace and in the creation and implementation of the policies and procedures created to address the standards of care expected. These policies and procedures will be used for training purposes for new worker orientations or re-training purposes where required.

**EVALUATION**

The policies and procedures will be reviewed on a regular basis as needed and as part of the yearly revision to our health and safety policy. Additional items may be added when recognized through occurrences and inspections by management or through JHSC recommendations. (Where applicable)

**FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

**REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended.

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Canadian Standards Association - CSA Z45001:19

[www.csa.ca](http://www.csa.ca)

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION 7.0 PREVENTION STANDARDS & RULES OF WORK PART 7.1 GENERAL PREVENTION FOR CONSTRUCTION			
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## OBJECTIVES & PURPOSE

The objective and purpose of this section is to provide additional information about rules of work (specific to construction) and expected standards of conduct. Prevention standards are necessary to assist workers, supervisors, the employer, contractor (if any) and owners in understanding the type of conduct that is required to keep everyone healthy and safe. Violations of these rules will be considered as a major breach of company policy and will typically result in disciplinary actions.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

## COMMUNICATION

A copy of each policy or procedure developed will be available in the OHSMS Binder or within a software system for access and review by all workers in the workplace. General information regarding the process and elements of each will be communicated to workers during orientation or other training sessions. Copies of the policies or procedures may be included in any OHSMS submittals to other workplace parties requesting information.

## TRAINING / IMPLEMENTATION

Prevention standards will be reviewed with workers during either an informal or formal orientation. Training of prevention standards will be addressed through orientation and periodically reviewed with workers.

## EVALUATION

The policies and procedures will be reviewed on a regular basis as needed and as part of the yearly revision to our health and safety policy. Additional items may be added when recognized through occurrences and inspections by management or through JHSC recommendations. (Where applicable)

## FORMS / RECORDS

Records of training and other health and safety forms will be reviewed on an annual basis.

## REFERENCE MATERIALS

R.S.O. 1990 c 0.1 as amended.

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Canadian Standards Association - CSA Z45001:19

[www.csa.ca](http://www.csa.ca)

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTION STANDARDS & RULES OF WORK		
	PART	7.2	GENERAL RULES FOR CONSTRUCTION		
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## GENERAL DUTY / OH&S RULES FOR CONSTRUCTION WORK

All work must be performed in accordance with the *Occupational Health & Safety Act*, applicable *Regulations* and our *Health and Safety Program Standards*. Violation of any of the following rules may subject the offending party to discipline, up to and including immediate discharge. Each rule represents a major company's operating standard and rule and is to be treated as such.

1. All workers must have the required training in WHMIS/GHS, and any other specific training required by the Act & Regulation(s) or by your work tasks.
2. Workers must have valid Working at Heights training from a CPO approved provider if the worker is required to use a fall protection system, use a ladder or are otherwise exposed to fall hazards on a project.
3. Workers shall carry proof of their OHS training with them.
4. Workers shall follow all health & safety rules and personal protective equipment (PPE) rules.
5. **CSA approved head protection** with a Class E ratchet headband adjuster, (Type II preferred) must be always worn on projects, worn as per manufacturer's instructions, and maintained in good condition.

**NOTE:** There are three classes (Class C, G, and E) and two types (Type 1 and 2) of protective headwear. The class refers to dielectric protection, and the type refers to impact and penetration protection. Types and classes of headwear can include:

Type 1 - protection from impact and penetration at the crown (top) only

Type 2 - protection from impact, penetration at the crown (top) and laterally (sides and back)

**Each type is also available in the following classes:**

Class E (20 000 V electrical rating) - provides head protection against high voltage conductors

Class G (2200 V electrical rating) - provides head protection against low voltage conductors (general trades)

Class C (no electrical rating)

**The new CSA Z94.1-15 (R2020) standard emphasizes Type 2 helmets and requires four-point chin straps for work at heights exceeding 3 meters.**

6. **CSA foot protection** (Green Patch) must be always worn on projects, worn as per manufacturer's instructions, and maintained in good condition.
7. CSA approved eye protection must be worn **when required**, used as per manufacturer's instructions and must be maintained in good condition.
8. Retro-reflective vests / shirts or their equivalent must be worn **when required**, be worn as per manufacturer's instructions and maintained in good condition.
9. CSA or other like approved hand protection must be worn where there is a danger of injury to your hand(s), **when required**, must be worn as per manufacturer's instructions and be maintained in good condition.
10. CSA or other like approved hearing protection must be worn where there is a danger of injury to your hearing, **when required**, and worn as per manufacturer's instructions and be maintained in good condition.

11. CSA or NIOSH-approved respiratory protection must be used in circumstances where atmospheric conditions dictate. Respiratory protection must never be shared with another worker and the worker must understand the use and limitation factors associated with this PPE. It must be worn as per manufacturer's instructions and be maintained in good condition.
12. A Fall Protection system must be used and/or worn in accordance with the Working at Heights training program and construction regulations.
13. All components of a fall protection system must be inspected prior to each use, used as per manufacturer's instructions and be maintained in good condition.
14. Guardrails are to be constructed as per the regulations and be maintained in good condition. Leaning materials against guardrails is strictly forbidden.
15. Ladders are to be used as per regulation and manufacturer's instructions and for short duration work only. If three-point contact cannot be maintained, a work platform must be used.
16. All work platforms must be secured into place and must be at least 18-inches wide.
17. Anyone using a Power Elevating Work Platform (PEWP) shall always use the equipment in accordance with the manufacturer's instructions. Workers must provide proof of PEWP training upon request.
18. Scaffolds must be erected / used in accordance with the regulations that apply to the work.
19. Permits for Hot Work, Live Electrical Work and Guardrail/Floor Cover removals must be completed (as per the specifics on the job) and prior to the work being started.
20. Unauthorized open flame operations or open fires are prohibited. People performing open flame work must be trained in fire extinguisher use.
21. All motorized power tools and non-powered equipment must be used in accordance with the manufacturer's instructions and be always maintained in good condition.
22. All onsite safety and warning signs and safety directives shall be obeyed.
23. "Yellow Tape" means use caution. "Red Tape" means no entry permitted.
24. Reversing vehicles must use a competent traffic control person and drivers must always be aware of their surroundings and people near their vehicle.
25. Workers should never approach an operating vehicle from the front or the rear at any time.
26. Housekeeping must be performed on a daily and ongoing basis.
27. Reporting for work in an unfit manner is not permitted. Examples of being unfit for work include being impaired by drugs or alcohol, the consumption of drugs or alcohol, trafficking in drugs or alcohol, possession of drugs or alcohol, or working while under the influence of alcohol, marijuana, illegal drugs, prescription drugs (that are misused), any impairing substances or other intoxicants is strictly forbidden. There is ZERO tolerance for impairment in our workplace.
28. If a supervisor has reason to believe that a worker is unfit to perform their essential duties, actions to ensure the highest degree of safety is maintained in the workplace must be taken. This will typically result in the involved worker (or workers) being asked to stand down from their work.
29. Violence, harassment (including sexual harassment), racism, discrimination, horseplay, fighting, insubordination or any inappropriate behavior towards another worker or visitor is strictly forbidden. Violations of this rule will be dealt with as a zero-tolerance policy.
30. The use of cameras during work without permission is strictly forbidden.

31. Posting unauthorized pictures of the workplace, other workers, or workstations or any other unauthorized information regarding the workplace is strictly forbidden.
32. The possession of firearms, ammunition or other weapons by any worker is strictly forbidden.
33. Cell phones may only be used for business purposes while working. For emergencies or on breaks, workers must ensure that they are in a safe location when using cell phones or other devices. The use of phones or electronic devices while driving on business is forbidden.
34. Any personal injury accident or incident resulting in property damage must be reported to your supervisor immediately after the occurrence and prior to leaving the workplace.
35. First aid and medical attention injuries must be reported to your supervisor immediately.
36. Spills of oils or other hazardous substances must be contained and cleaned up immediately.
37. Workers must be aware that if they have any questions or concerns about safety, they should ask their supervisor, Safety Representative, Joint Health and Safety Committee member or Workers Trades Committee member for assistance.
38. Never perform any task that you are not qualified to perform until you know the hazards and the required safety precautions necessary to perform the work safely.
39. Information on hazards associated with common tasks, PPE requirements, procedural and other loss control information can be requested from your supervisor or JHSC / Safety Rep.
40. All workers are encouraged to have the required health vaccinations in place by federal or provincial standards. Exemptions must be provided by a licensed, qualified provider and approved.

**REMEMBER – IF YOU AREN’T SURE - ASK YOUR SUPERVISOR**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTION STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.3</b>	<b>VIOLENCE, HARASSMENT, RACISM &amp; DISCRIMINATION PREVENTION</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	PSVHP.002
	DECEMBER 15, 2025	JANUARY 1, 2026	PSVHP.003		

As discussed in our policies section, all workers have the right to work in a safe and respectful environment. Our company is committed to the safety and security of our workers while at work. All reasonable steps will be taken to prevent incidents resulting from acts of workplace violence and harassment. Any instances of racism or discrimination will be viewed as part of this policy and be fully and immediately investigated. This is a Zero Tolerance policy.

Our company has implemented standards of care designed at promoting violence and harassment awareness, specifically acknowledging the impact of such behavior in the workplace and the effects to victims of violence and harassment. The purpose of this policy is to ensure that:

- Individuals understand the definitions of Workplace Violence, Harassment, Racism & Discrimination,
- Individuals understand the effects of Workplace Violence, Harassment, Racism & Discrimination,
- Individuals understand their rights to report any act of Workplace Violence, Harassment, Racism, or Discrimination,
- Individuals understand the consequences of contravening this policy.

In addition, this policy will provide the provisions for a specific program:

- Assessing the workplace for actual and potential risks associated with Workplace Violence<sup>2</sup>, Harassment, Racism or Discrimination,
- Establishing written measures and procedures designed to reduce the risk of Workplace Violence, Harassment, Racism or Discrimination,
- Provide information to individuals indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence, Harassment, Racism or Discrimination
- Help workers who have been victimized by acts of Workplace Violence, Harassment, Racism or Discrimination,
- Provide a system for responding to acts of Workplace Violence, Harassment, Racism & Discrimination,

Our company has implemented procedures that are to be followed in the event an incident involving Workplace Violence, Harassment, Racism & Discrimination is reported. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner.

Workplace Violence, Harassment, Racism & Discrimination will not be tolerated by any persons employed in our workplace(s). This policy also applies to subcontractors, visitors, agents or other people otherwise performing services for our company. Managers, workers, subcontractors and/or other agents are accountable for compliance with this policy.

<sup>2</sup> REFERENCE FORM #021 – WORKPLACE VIOLENCE RISK ASSESSMENT

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## WORKPLACE VIOLENCE DEFINITION

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*"The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,*

*An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker,*

*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."*

The following actions will be interpreted as a contravention of our policy:

- Personal threats of physical violence, arson, or suggested acts of violence against other people or damage to property,
- Text messages or emails containing materials that could be considered physically threatening to the recipient(s),
- Phone calls or phone messages containing threats or content interpreted as potentially violent to the recipient,
- Letters, notes, or written statements containing threats or content interpreted as potentially violent to the recipient,
- Gestures or expressions that are hostile or threatening in manner to the recipient,
- Possession or use of illegal weaponry while at work.

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## WORKPLACE HARASSMENT DEFINITION

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*"A course of vexatious conduct or comment against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."*

The following actions will be interpreted as a contravention of our policy:

- Inappropriate sexual conduct from either verbal or physical contact to another person,
- Racial or cultural remarks considered to be inaccurate, degrading or demeaning,
- Remarks made to people regarding sexual orientation or preferences,
- Remarks made to people regarding religious views or practice that could be interpreted as degrading or demeaning,
- Use of social media to bully, degrade or otherwise harass another person,
- Abusive language towards another person,
- Any other actions, either direct or indirectly imposed onto another person with the intent of inducing harm or negative reaction.

NOTE: Racism or discrimination is viewed as a violation of the violence and harassment standards we are required to uphold. We consider them as an extension of violent and harassing behaviour that will not be tolerated. Our procedures for violations follow the same format.

### Workers' Rights

Workers have the right to refuse to work under circumstances where they feel their personal safety is at risk.

- Workplace violence/harassment is likely to endanger oneself,
- Workplace violence/harassment continues to be likely to endanger himself or herself.

Workers and supervisors are expected to follow work refusal procedures under the OH&SA and company policy. Please refer to company refusal procedures.

Workers are to report any instance of harassment or violence to their Safety Representative and their immediate supervisor. Workers are also encouraged to report any witnessed accounts of workplace violence and harassment to their Safety Representative and immediate supervisor.

## **Workplace Violence & Harassment Prevention Program**

### **Senior Management Responsibilities**

- Conduct a risk assessment to identify workplace violence and harassment issues,
- Inform workers and/or Health and Safety representatives or Joint Health & Safety Committee of the results of the assessment and provide copies,
- Establish procedures for the prevention, reporting, investigating, documenting, and debriefing of workplace violence and harassment incidents, and communicate these,
- Provide information to workers regarding individuals with a history of violent behavior if the worker can be expected to encounter the violent person in the course of their work,
- Take every reasonable precaution to protect workers in cases where any known domestic violence would likely expose a worker to physical injury in the workplace,
- Provide information and instruction on the contents of the policy and program with respect to the prevention of workplace violence and harassment,
- Provide means of alerting your supervisor to acts of Workplace Violence or Harassment,
- Ensure the Emergency Response Program is implemented in the event of an occurrence.
- Provide medical assistance and/or other referrals as necessary,
- Ensure the reporting, investigation and documentation of incidents are promptly reported to WSIB and the Ministry of Labour, Training and Skills Development,
- Ensure that all work refusal procedures are complied with during the investigation,
- Ensure that company personnel are held accountable,
- Take all reasonable precautions to minimize or eliminate violence related hazards,
- Review workplace violence and harassment policies and program on an annual basis.

### **Supervisors' Responsibilities**

- Encourage workers to report incidents of violence and harassment,
- Maintain records of violence and harassment related complaint issues concerns,
- Ensure workers are trained in the violence and harassment prevention program,
- Assist in investigating claims of workplace violence and harassment,
- Report to Senior Management, any reported or discovered acts of violence or physical threats to workers by another person,
- Take all reasonable precautions to minimize or eliminate violence related hazards.

### **Workers Responsibilities**

- Act respectfully to others at work and while conducting company business,
- Report any Workplace Violence or Harassment immediately to their supervisor,
- Cooperate during investigations of workplace violence and harassment,
- Follow all company's workplace violence or harassment procedures.

### **Role of the Joint Health & Safety Committee or Safety Representative**

- Shall be consulted about the development and implementation of the Workplace Violence & Harassment Program,
- Assist in the annual review of the Workplace Violence & Harassment Program,
- Assist in any investigations regarding workplace violence or harassment.

### **Risk Assessment in the Workplace**

Management will conduct a risk assessment of the workplace to determine if any potential or actual hazards exist that may jeopardize the health and safety of a worker or cause undue stress. Management will consider factors in the risk assessment including, but limited to:

- The location of work and circumstances that may pose risk to a worker,
- Previous experience or records of incidents of violence in the workplace,
- Causation factors associated with incidents of violence in the workplace.

### **Risk Control Measures**

Management will complete the risk assessment and provide control measures for the protection of the worker. Control measures must also consider visitors, clients, contractors, sub-contractors or agents associated with the workplace.

### **Responding to Incidents of Workplace Violence**

If personnel are involved in an incident arising from workplace violence, the Emergency Response Program is to be followed. The Supervisor, or first on scene, will assist in the intervention but will not be expected to place his/her own life in jeopardy at any time. The following steps should be observed:

- Call 911 as necessary or provide First Aid assistance in the event a worker is injured due to a physical altercation with an assailant,
- The injured worker, and/or witnesses to the event, (whether resulting in physical injuries or not) are required to immediately contact their supervisor,
- The personnel are to assist the victim and advise the aggressor(s) to stand down in a calm manner. Where possible supervisors are to ensure the assailant remains in the workplace isolated from other company personnel,
- Where there is concern of safety to other personnel, the supervisor is to advise them to immediately leave the area,
- If the assailant(s) continues to be aggressive, reasonable attempts are to be made to calm the aggressor. Do not yell or speak in a loud voice, showing interest in resolving the issue, not laying blame,
- Personnel are to encourage the aggressor to help resolve the issue in a non-violent manner. Do not use threatening body language or gestures towards an aggressor,
- At no time will any personnel attempt to physically restrain an aggressor,
- Supervisors will secure the scene and obtain written witness accounts of the occurrence.

## **Reporting Workplace Violence**

- Supervisors will immediately contact the local police and advise them of the incident, supervisors will contact head office and advise senior management of the occurrence,
- Supervisors will contact the worker safety representative and/or the JHSC,
- Company officials are required to report the incident to the Ministry of Labour and/or the Workplace Safety and Insurance Board, as prescribed.

## **Responding to Incidents of Workplace Harassment**

If company personnel are involved in an incident arising from workplace harassment, the Emergency Response Program is to be followed. The supervisor, or first on scene will assist in the intervention but will not be expected to place his/her own life in jeopardy at any time.

- The witness(s) to the event, whether resulting in physical injuries or not, are required to immediately contact their supervisor,
- The personnel are to assist the victim and advise the aggressor(s) to stand down in a calm manner. Where possible supervisors are to ensure the person remains in the workplace isolated from other company personnel,
- Where there is concern of safety to other personnel, the supervisor will provide further instruction,
- If the person continues to be aggressive, reasonable attempts are to be made to calm the aggressor by engaging them in discussion only,
- Personnel are to encourage the person to help resolve the issue in a non-violent manner,
- Personnel are not to use any threatening body language or gestures towards an aggressor,
- At no time will any personnel attempt to physically restrain an aggressor but rather wait for 911 emergency response,
- Supervisors will secure the scene of the incident and obtain written witness accounts of the occurrence.

## **Reporting Workplace Harassment**

- Supervisors will respond to the occurrence and contact the head office and advise senior management of the occurrence,
- Supervisors will contact the worker safety representative and/or the Joint Health and Safety Committee and advise them of the occurrence.

## **Incident Investigation**

Management along with the Safety Representative or Joint Health & Safety Committee will promptly investigate all acts of reported workplace violence & harassment and will submit reports as prescribed.

## **Disciplinary Action**

Our company policy addresses any act of workplace violence with zero tolerance. In the event that any worker of our company is found in contravention of this policy, that person will be subject to immediate disciplinary action up to and including discharge.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 7.0 PREVENTION STANDARDS &amp; RULES OF WORK</b>			
	<b>PART 7.4 SEXUAL HARASSMENT</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSSXH.002	SUPERSEDES PSSXH.001

### **Company Statement of Principles**

Our company has implemented measures to ensure that respect and human dignity is maintained in our workplaces. This policy further strengthens our efforts under our Workplace Violence & Harassment program to specifically address issues of sexual misconduct.

As part of our resolution process, any issues, concerns or complaints related to the conduct of our workers will be addressed in an impartial and timely manner. Confidentiality will be afforded to the complainant and respondent as prescribed by this Act.

Our company aims to resolve any instance of sexual harassment with Zero Tolerance. Workers found in contravention our policies will be subject to disciplinary measures up to and including immediate discharge.

### **Definition**

***“Workplace sexual harassment” means,***

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is able to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

### **Scope**

This policy applies to all workers, including full, part time and temporary workers. This policy will also apply to supplied labour or agents acting on behalf of our company. Contractors and Service Providers will be subject to prequalification to ensure that their respective companies are compliant with all legislation. This policy will also apply to instances of sexual harassment that involve company personnel while off company property and/or outside regular business work hours.

### **Examples of Workplace Sexual Harassment may include but not be limited to.**

- Unwanted (sexual) advances on a person in the workplace.
- Comments made in jest or otherwise intended to offend related to a person's gender, appearance, or sexual preferences.
- Unwanted physical contact or touching with another person.
- Demeaning comments or gestures that are sexual in context.
- Sexual stereotyping, slurs, or derogatory comments
- Sexually offensive content including drawings, emails or notes passed to another person.
- Posting of pornographic or otherwise sexually offensive materials.

- Requesting or demanding personal information that is sexual in nature from another person.

## **Complaint Procedures**

Upon the initiating of a complaint, the Complainant must provide a written statement detailing the occurrence. The statement must include information including, but not limited to the following:

- Details of the occurrence,
- Name or respondent,
- Date and time the alleged offense took place,
- Location in which the alleged offense took place,
- Names or witnesses to the occurrence.

Supervisors of the accused (respondent) must be notified immediately. If it is believed that the complainant may be at risk of psychological or physical harm from the respondent, then all reasonable efforts must be made to segregate and protect these persons.

If possible, the respondent shall provide a written statement detailing any known circumstances pertaining to the complaint. The same details as the Complainant report should be included if possible.

Any internal report made pertaining the incident must be signed and dated by the writer. In instances where interpreters or dictation is required, details of any administrative assistance shall be recorded. Any persons providing administrative assistance will be held accountable to our company confidentiality standards.

## **Resolution Process**

Our company will ensure that all reasonable steps are taken to ensure that complaints are dealt with fairly and impartially. Each instance of misconduct will require an investigation conducted by a specific team of personnel. As a minimum, this team will include a:

- Human Resource Manager
- Senior Supervisor to Complainant
- Senior Supervisor to Respondent

Depending on circumstances, our company may opt to engage a competent third-party safety professional / expert for assistance in these matters.

All claims of criminal sexual conduct will be communicated to the police for their resolution.

## **Interviews and Meetings**

Investigations must be conducted for any instance of suspected sexual misconduct. The purpose of conducting interviews will be strictly to obtain factual information to determine the following:

- The specific type of sexual misconduct observed.
- The accuracy and reliability of any witness statements provided.
- The accuracy of circumstances recorded on each report.
- Details of any inconsistencies, errors or omissions discovered through each interview.

- The extent of harm or loss (if any) experienced from the complainant.

Meetings must be held with all members of the investigative team present. Meetings shall be strictly confidential and held within a private office or meeting room. Members of the investigative team will be prohibited to disclose details of the circumstances or investigation to company personnel not directly involved with the investigation. Information collected from interviews will be recorded (by the Human Resource Manager) or by a senior executive, in writing, and kept filed in a secure area. Information collected may only be shared with Executive Management for the purpose of the investigation. Any information collected as part of the investigation process may be provided to governing authorities (Police, MLITSD)

- During the resolution process, all reasonable measures will be taken to segregate the Complainant and Respondent from interacting with each other. This may be achieved by placing parties in work areas that are completely segregated from each other or alternating work hours for either party.
- In instances where the investigative team has a reasonable concern for the safety of the complainant, either the complainant, respondent or both may remain home (or work from home) until the resolution process is complete. Removal from the work areas will be done at the discretion of the investigative team and will not result in loss of earnings for either party.
- The Respondent will be immediately advised of the reasons for any investigation prior to proceeding with any meetings or request for statements. We will allow the respondent to seek legal counsel if necessary. We will not be responsible for legal costs incurred by the Respondent during the investigation.
- In instance where there is more than one Respondent, each Respondent must be interviewed separately. Respondents must also refrain from interacting with each other during the resolution process.
- Meetings will be conducted separately for both the Complainant and the Respondent.
- Witnesses will not be allowed to accompany either Complainant or Respondent during interviews.
- Witnesses will not be allowed to converse or convey information by any means to any person unless authorized by the Human Resource Manager.
- Witnesses to any occurrence resulting in a complaint must be interviewed separately. Witnesses are required to submit a written statement signed and dated for review by the investigation team prior to their interview.
- The investigation team will instruct witnesses not to disclose any information regarding the complaint to any persons.

### **Complaints Against Management**

In instances where complainant is a direct subordinate of the accused (i.e., Manager / Worker). The direct report for the accused (CEO) will become directly involved in the investigation and resolution process to ensure fairness.

Where the accused is a worker or supervisor, the complainant must notify (the Human Resource Manager) a member of the executive team. If necessary, the complainant may contact the Ministry of Labour, Training and Skills Development for assistance in these circumstances.

All information obtained will be kept confidential and will not be disclosed unless ordered or for the purpose of the investigation or determining corrective action as prescribed.

Where necessary, or otherwise ordered by the Ministry of Labour, our company will engage a third-party investigator for the purpose of assisting in the investigation process. Third party investigators will be always held accountable to our confidentiality policies.

### **Acts of Violence or Injury**

In any instance where the complainant has been physically injured, molested, or has received physical threats (anonymously or directly) the police must be contacted immediately.

### **Results of the Resolution Process**

Once the investigation team has completed their inquiry a written decision on the matter must be completed by the Human Resource Manager. All information recorded on this report must be factual and unbiased. The report must include as a minimum:

- Details of the result of the investigation
- Corrective action taken or proposed to correct the circumstances in accordance with company policy.

A copy of this report must be provided to the Complainant and Respondent.

**The report will not be posted or otherwise made public.**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTION STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.5</b>	<b>DISCRIMINATION OR RACISM</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSHRC.002	SUPERSEDES PSHRC.001	

Discrimination or Racism in the workplace is illegal. The policy of our company, as outlined earlier under violence and harassment policy, is to treat discrimination and racism as an offence to our safety policy and standards in the province. We will immediately and fully investigate any accusations of discrimination or racism that involve conduct connected to discriminatory or racist acts or language.

Respecting others has always been a cornerstone of our business. Tolerance and inclusion will assist in making every working day a safe one. The information below is provided to assist and guide everyone in understanding what discrimination and racism is and how to deal with anyone involved in violating our standards. Our goal is to respect others in the same manner as we expect to be treated.

In Ontario:

Racism is an ideology that either directly or indirectly asserts that one group is inherently superior to others. It can be openly displayed in racial jokes and slurs or hate crimes, but it can be more deeply rooted in attitudes, values, and stereotypical beliefs. In some cases, these are unconsciously held and have become deeply embedded in systems and institutions that have evolved over time. Racism operates at several levels, in particular, individual, systemic, and societal.

### **Freedom from Discrimination or Racism**

Under the Human Rights Code, every person has the right to be free from discrimination on the basis of:

- Age
- Ancestry
- Colour
- Race
- Citizenship
- Ethnic Origin
- Place of Origin
- Creed
- Disability
- Family Status
- Marital Status
- Gender Identity
- Gender Expression
- Receipt of public assistance
- Sex
- Sexual Orientation
- Record of Offences

## **Worker Complaint Submissions & Process**

Worker complaints about violations of their human rights at work are most filed with the Ontario Human Rights Tribunal. As an employer with responsibilities to every worker, we ask that you immediately notify your supervisor of any circumstance involving discrimination. We will investigate and determine the necessary responses to any situation. The Ontario Human Rights Legal Support Centre can also provide workers or those impacted with legal advice or help them file an application with the Tribunal.

### **Results of the Resolution Process**

Once the investigation team has completed their inquiry a written decision on the matter must be completed by the Human Resource Manager or Safety Professional. All information recorded on this report must be factual and unbiased. The report must include as a minimum:

- Written details from all parties resulting from the investigation.
- Corrective action taken, or proposals to correct the circumstances in accordance with Human Rights Laws and/or company policy.

A copy of this report must be provided to the Complainant and Respondent.

**This report will not be posted or otherwise made public.**

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTION STANDARDS & RULES OF WORK		
	PART	7.6	DISCIPLINARY (CORRECTIVE) ACTIONS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	PSDSP.002
	DECEMBER 15, 2025	JANUARY 1, 2026	PSDSP.001		

Our disciplinary policies will apply uniformly to unionized workers, non-unionized workers, agents and sub-contractors. We view disciplinary procedures as a positive step in our working together. We need everyone to work safely. **The sole purpose of discipline is to correct unsafe conduct. It is corrective by nature.** It should always be used to reinforce the need for team success.

Disciplinary & Corrective action will be administered in the following manner:

1. **For a first violation** – Supervisor discusses the issues with those involved and through a verbal warning/request emphasizes the need for compliance to our standards,
2. **For a second similar or other violation** – Supervisor/Manager issues a written warning,
3. **For a third similar or other violation** – Senior management issues a suspension,
4. **For a fourth violation of any kind** – Senior management issues termination notice.

**Violations of major health and safety policy or Zero Tolerance policies, which are threatening to life or health, can result in immediate suspension and/or termination.** (After review of the specific circumstances)

Examples of these circumstances could be (but are not limited to) failing to wear fall-arrest when required, violence, harassment, racism, discrimination or horseplay on the job. The possession of drugs, alcohol, being impaired at work, being unfit for work, the use or sale of illegal substances on the job, failure to report accidents immediately are also examples of major rule violations.

Initially, disciplinary action discussions allow the worker to understand and hopefully realize that health and safety compliance is important, mandatory and a vital part of our company's operations. Corrective actions provide a clear signal to most of our workers who comply with our program that safety remains as a key priority. Repeated violations by a worker usually indicate the person has little or no regard for our program, and as such they will be dealt with in an appropriate manner. The supervisor shall meet with the worker that was observed violating the procedure and the worker member of the JHSC or the Safety Representative. The circumstances of the violation and findings shall be discussed and reviewed, and the worker shall be subject to discipline as outlined above.

All disciplinary action shall be recorded, in writing, by the supervisor/manager itemizing the violation(s), the name of the worker involved, date of violation, circumstances of violation, site location, and corrective actions required. A copy of this shall be provided to the worker, a copy placed on the worker's file, and a copy placed in the disciplinary action file. All disciplinary action involving suspension or termination must be reviewed and authorized by senior management prior to the action and be fully documented. The Senior Management Committee and JHSC will review all disciplinary actions related to OH&S violations on an annual basis.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTION STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.7</b>	<b>DOCUMENTATION CONTROL</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	PSDOC.002	PSDOC.001	

### **General Standard**

Project documentation should be written clearly so it is easily understood. Some information must be posted to meet legal or regulatory compliance issues and should be copied to ensure that back-up copies are available. This documentation is evidence of our working towards a healthy and safe workplace. Its value cannot be overstated.

Those responsible for completing our safety reports or other OHSMS documents shall do so in a timely manner and submit the reports to our office (safety) management for control in accordance with our company standards.

Project documentation must be always maintained in a controlled environment. Site supervisors are responsible for ensuring that all hard copies are returned to the head office at the completion of the project.

Every document, regardless of whether it is a hard copy or electronic copy, must be backed up to ensure we have control copies for audit purposes. All documents must be dated (day / month / year) and include the author's name printed and signed by the author.

All physical documents are to be scanned and backed up on our company servers and/or cloud storage. All electronic documents are also to be saved to our PlanGrid cloud backup.

### **EXAMPLES OF DOCUMENTS FOR RETENTION**

1. Site safety inspections (by our company or CMC)
2. Accident / incident investigations
3. Disciplinary action documentation
4. Hazard analysis reports
5. Toolbox talks
6. JHSC meetings
7. Company Safety meetings
8. MLITSD orders or requests
9. Photos of sites, work progress or accidents
10. OHSMS – SDS – Training records

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 7.0 PREVENTIONS STANDARDS &amp; RULES OF WORK</b>			
	<b>PART 7.8 ENVIRONMENTAL PROTECTION</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL PSENV.001	SUPERSEDES PSENV.000

As a rule, every working system and work procedure within our company will have already taken environmental concerns into consideration prior to formalizing the policy or procedure. Each workplace may be subject to different environmental concerns; therefore, it is essential to understand and address these issues with attention to the specific circumstances present. Our primary goal in environmental protection is as follows:

- Always minimize environmental exposures and risks to workers and the public,
- Know and protect against the environmental issues present,
- Establish a system to measure and monitor our performance, when required,
- Investigate incidents concerning hazardous spills or accidental releases<sup>3</sup>,
- Form a partnership with our workers, community, and government for E.P.,
- Ensure that we comply with all applicable E.P. legislation (CEPA 1999),
- Where environmental impacts are unknown – seek guidance and instructions,
- Liaise and communicate with the appropriate authorities for E.P.,
- Ensure that literature and training is provided for specific concerns,
- Remember to Reduce, Reuse and Recycle whenever possible,
- Report any spills of toxic materials to your supervisor immediately.

Prohibition, contamination generally

*No person shall discharge into the natural environment any contaminant, and no person responsible for a source of contaminant shall permit the discharge into the natural environment of any contaminant from the source of contaminant, in an amount, concentration or level in excess of that prescribed by the regulations. R.S.O. 1990, c. E.19, s. 6 (1).*

<sup>3</sup> REFERENCE FORM #013 – INCIDENT INVESTIGATION REPORT FORM

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTIONS STANDARDS & RULES OF WORK		
	PART	7.9	SUBSTANCE MISUSE AND ABUSE		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	PSSMA.002	PSSMA.001	

The use of recreational marijuana, the possession and/or use of illegal drugs, the possession and/or use of alcohol or the misuse or abuse of any prescription drugs is strictly forbidden in the workplace, as it can result in impairment and being unfit to perform your work. It can also impair fitness for work performance in high risk, difficult jobs. (Examples: Working at Height, working with sharp objects, and work on construction projects) and lead to serious injury or death.

If you have a problem with substance abuse, we will support and assist you in seeking professional help. We require workers to disclose (in confidence) any use or misuse of drugs, alcohol or prescription drugs prior to working. As stated, alcohol and the recreational use of marijuana is forbidden in the workplace. Approved and authorized medicinal marijuana use must be disclosed **prior to each use** in the workplace to ensure worker safety is observed and maintained. Any person involved in conduct that jeopardizes their own health and safety, or those working around them, presents an unacceptable risk. Safety laws mandate that Employers must take every reasonable precaution to protect workers' health and safety.

We will not test for drugs and/or alcohol use at work BUT we do reserve the right to request appropriate testing protocols in situations where there is reason to believe impairment may have been a factor in an accident. As every case is unique, we will address each issue with specific solutions.

Any worker who appears to be unfit to perform the essential duties of their work or appears to be under the influence of drugs, alcohol or other intoxicants while at work, will be notified of our observations and (if required) may be requested to submit to an approved facility for testing. Workers observed in an unfit manner will not be allowed to continue working to protect their safety and those working around them.

The Occupational Health & Safety Act and our OHSMS Policy clearly states that all workers must work in a manner that does not endanger themselves or other workers. Impairments caused by substance abuse will be viewed as a direct and major breach of our company policy. Failure to disclose drug, alcohol or prescription drug use prior to an incident or an accident is grounds for immediate disciplinary action up to and including immediate discharge.

We will make every attempt to help any worker that is struggling by putting them in contact with the appropriate treatment facilities and professionals. The only condition for a return to work is to ensure you accept and complete all required treatments. All requests for assistance will be held in strict confidence. Again, the purpose of this policy is to ensure the health and safety of all workers is protected. Impairment at work is seldom addressed properly, but as our work is typically performed in safety sensitive, higher risk workplaces, it is imperative to be fit for work and impairment free.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTIONS STANDARDS & RULES OF WORK		
	PART	7.10	NALOXONE STANDARDS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DECEMBER 15, 2025	DATE EFFECTIVE	JANUARY 1, 2026	DOCUMENT CONTROL # PSSNS.002
					SUPERSEDES PSSNS.001

## HOW EMPLOYERS CAN DETERMINE IF THEY NEED TO PROVIDE NALOXONE IN THE WORKPLACE

The Occupational Health and Safety Act (OHSA) will require that naloxone be available in some workplaces in case a worker has an opioid overdose. The requirements do not change how an employer may choose to manage worker impairment from drugs or alcohol that may pose a risk to workplace safety. (Note: Not all employers have to comply with the OHSA requirements to provide naloxone in the workplace).

Employers must provide a naloxone kit when an employer becomes aware, or ought reasonably to be aware, of the following scenarios:

- **There is a risk of a worker opioid overdose.**
- **There is a risk that the worker overdoses while in a workplace where they perform work for the employer.**
- **The risk is posed by a worker who performs work for the employer.**

If all these scenarios are present, the employer must comply with the OHSA requirements to provide naloxone in the workplace.

If any one of these scenarios are not present, an employer does not need to comply with the OHSA requirements to provide naloxone in the workplace.

### 1. THERE IS A RISK OF A WORKER OPIOID OVERDOSE

An employer can become aware that there may be a risk of one of their workers having an opioid overdose in their workplace in a variety of ways, for example:

- A worker opioid overdose may have already occurred in the workplace.
- A worker who uses opioids may voluntarily disclose this risk to their employer.
- An employer may observe opioid use among workers in their workplace or discover that opioid use is occurring in their workplace during a workplace investigation.
- An employer may find discarded opioid paraphernalia, such as used needles, in their workplace.
- The joint health and safety committee (JHSC), health and safety representative (HSR), a union representative, human resources (HR) staff, and/or someone else in the workplace may bring this risk to the employer's attention.

If an employer is aware that one of their workers uses opioids as prescribed by a medical practitioner, it is unlikely that this would, alone, create an awareness of the potential risk of a workplace opioid overdose because such use is under medical supervision.

If the employer is not or has not become aware of a risk of one of their workers having an opioid overdose at the workplace, an employer would not need to comply with the OHSA requirements to provide naloxone in the workplace.

The OHSA requirements do not apply to workplaces where the risk of an opioid overdose is created by a **non-worker**, such as:

- a customer
- a client
- a patient
- other members of the public who may be present in or near the workplace.

If there is no risk of a worker opioid overdose, an employer would not have to comply with the OHSA requirements.

## **2. THERE IS A RISK OF A WORKER OPIOID OVERDOSE HAPPENING IN THE WORKPLACE WHERE THE WORKER PERFORMS WORK FOR THE EMPLOYER**

For the OHSA requirements to apply, there must be risk of a worker having an opioid overdose while at the workplace where the worker performs work for the employer. The requirements do not apply if there is a risk of it happening outside of the workplace.

For example, an employer may be aware that a worker on leave from the workplace is at risk of having an opioid overdose. However, because the worker is not presently working, there is no risk of the worker overdosing at work. In this scenario, the employer would not be required to provide a naloxone kit in the workplace under the OHSA.

The OHSA does not require an employer to assess or to inquire about the risk of one of their workers having an opioid overdose in the workplace. However, an employer can conduct a risk assessment of the workplace(s) where workers perform work for them, as a best practice.

## **3. THE RISK IS POSED BY A WORKER WHO PERFORMS WORK FOR THE EMPLOYER**

For the OHSA requirements to apply to an employer, the risk of a worker having an opioid overdose at a workplace must be from a worker that performs work for the employer. The requirements do not apply to an employer if the risk is created by another worker who does not perform work for the employer.

For example, if the risk of an opioid overdose is presented by a worker of one employer on a work site shared by multiple employers, only the employer of the worker who is at risk would be required to provide a naloxone kit in that workplace.

An employer would not need to comply with the OHSA requirements to provide naloxone in the workplace if:

- there is no risk that a worker would have an opioid overdose at the workplace
- a worker is at risk of having an opioid overdose at the workplace, but that worker does not perform work for the employer.

Our company currently provides Naloxone kits in our office and project locations. Each workplace will have competent personnel assigned to administer naloxone as prescribed. Names of approved persons will be listed near the First Aid station.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTIONS STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.10</b>	<b>CANNABIS IN THE WORKPLACE GUIDE</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	PSCAN.002
	DECEMBER 15, 2025	JANUARY 1, 2026	PSCAN.002	PSCAN.001	

The Occupational Health & Safety Act in Ontario imposes a general duty upon all workplace parties to protect workers from all types of hazards in the workplace. This duty will now also include the protection of workers who may be either directly or indirectly affected using cannabis in the workplace. As the use of cannabis and cannabis containing products are known to have the potential to cause impairment, standards must be implemented in the workplace to ensure that the hazards associated with the use of cannabis are clearly understood and to ensure procedures are developed to control and mitigate exposure to these hazards are implemented accordingly.

Our company policy on cannabis use is intended to provide directives for the following:

- Identifying and establishing Zero Tolerance restrictions on the use of cannabis for recreational use while in the workplace,
- The procedures and restrictions for the use of cannabis as a registered person for medicinal purposes while in a workplace,
- Advise and train workers on the disciplinary consequences for violating the policy and workplace rules regarding substance use / abuse in a workplace.

### **Scope of Policy**

This policy applies to our management, workers, agents and visitors while on any of our company or client's properties or within any workplace at any time. Sub-contractors to our company are expected to be aware of our company policies and comply with our standards and laws accordingly.

Workplaces, as defined for this policy, will include offices, industrial establishments, construction projects, company properties, company vehicles or personal vehicles used for company business. In addition, this policy will apply to other workplaces other than our own (client workplaces) where our workers may be required to visit or perform services.

### **General Requirements**

- Generally, the use of cannabis or cannabis related products is not permitted in the workplace.
- We will take reasonable measures to accommodate workers requiring the use of medicinal cannabis; however, it must be understood that most tasks within the scope of work for our company are considered "Safety Sensitive" and therefore options for alternative work or reassignment may be extremely limited.
- We reserve the right to reassign medicinal cannabis users to other jobs to provide reasonable accommodation in accordance with a licensed physician's assessment.
- All meetings, correspondence and personal information related to medicinal cannabis use will be recorded and filed separate from standard Human Resource information.
- Files containing sensitive information will only be accessible by approved management.
- Recreational cannabis containing foods or beverages may not be brought onto the workplace at any time.
- Advertisement or endorsement of cannabis use is not permitted in the workplace.
- Workers who have experienced any potential second-hand exposure from workers using medicinal cannabis must report this exposure to their supervisor.

- Cannabis found in possession of a worker will initially be considered as a violation of our Zero Tolerance policy, unless the worker in possession can provide a licensed physician's certificate.
- Senior Management reserves the right to the search and seizure of company assets at any time.
- Workers found using recreational cannabis will be in violation of our policy and be removed from the workplace immediately and disciplinary action will be implemented.
- Workers must seek advice from a licensed physician for guidance on the use of any drugs and information including, but not limited to the impairing health effects, the expected timeframe for impairment or alternatives available.
- Workers are reminded to abstain from use of any drugs without consulting a physician.

### **Medicinal Use in the Workplace**

- Workers must report to the supervisor / employer if medicinal cannabis has been prescribed for use. We will investigate the circumstances and approve the process for use.
- Workers must report to their supervisor prior to each and every use at a workplace.
- Only medicinal cannabis approved by a licensed physician may be used in the workplace, and only after all conditions for use have been reviewed and approved.
- A certificate for use from a licensed physician must be provided to the employer before any use of medicinal cannabis.
- Senior Management will meet to discuss physicians' assessments and determine if reasonable accommodation is available.
- Where required, the employer will establish a controlled area for the use of medicinal cannabis.
- Workers are restricted to controlled areas identified by the employer when using medicinal cannabis. Violations will be treated as a Zero Tolerance violation.
- Employers must maintain controlled areas in accordance with the regulations.
- Workers must completely refrain from using cannabis while operating all company vehicles or any potentially dangerous hand tools / equipment.
- Workers must refrain from using cannabis if operating a personal vehicle for company purposes.
- We may develop observational testing methods to evaluate impairment of workers physical or mental state in the workplace. (Example: Slurred speech, awkward physical movements, inattentive behaviours may lead to further inquiries prior to work)

### **Vaping**

Vaping is restricted to any identified smoking areas and is not permitted in the workplace. Vaping of cannabis-based products for recreational purposes is not permitted.

### **Prevention, Assistance and Disclosure of Substance Use Disorders**

It is the policy of our company to provide reasonable assistance to workers seeking assistance for substance abuse issues. Workers that have, or believe they may have, a substance abuse problem are encouraged to seek immediate professional assistance. In these instances workers should consult their physician for assessment and should also disclose their situation to company management. Management will take all necessary measures to ensure confidentiality is maintained.

We won't take disciplinary action against workers disclosing information or requesting assistance in dealing with a substance abuse problem. However, issues or concerns arising from substance abuse that have not been properly disclosed will result in strict disciplinary measures.

## Summary

- All recreational use of cannabis at the workplace AND 8 hours prior to work is banned, unless you can provide a medical prescription.
- A worker must understand that off duty use of cannabis or other drugs may result in impairment (or being unfit for work) that may extend into the user's working period.
- A worker should seek professional advice from a physician prior to using any cannabis products.
- A worker needs to ensure that their doctor provides our company with a full and explicit detailed account of any prescribed medicinal use, impairment potential and actual dangers to your health and safety because of any cannabis use.
- We will respect the workers' right to confidentiality as it applies to this policy.
- We will maintain records of all discussions with workers regarding the use of cannabis.
- We will do our best to accommodate workers in accordance with our policies.
- We consider our work, every moment of every day, as safety sensitive because we are typically around hazardous circumstances throughout the day.
- Failure to follow this policy will result in disciplinary action.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTIONS STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.11</b>	<b>TECHNOLOGY, PRIVACY &amp; SECURITY</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	PSTPS.001
	DECEMBER 15, 2025	JANUARY 1, 2026		PSTPS.000	

Workers must be aware of the consequences of social media misuse to our company workers and our clients. Misrepresentation of our company, workers and/or clients is considered a serious infraction of our code of conduct. Our company always promotes responsible use of technology and formats of social media. Social media includes but is not limited to blogs, message boards, community websites, chatrooms, online forums, social networks or other sites and services that will permit the exchange of information with other users.

- The use of social media is restricted to off-work hours only. Company equipment may not be used for any personal use, including access to social media resources.
- We reserve the right to inspect company owned equipment for evidence of misuse.
- Workers may not post any information online which is known or otherwise ought to be known to be sensitive or proprietary to the company or that of our clients.
- Workers may not post any information that may be damaging to the reputation of our company, co-workers, other people, or clients.
- Workers may not take or post any pictures of our company workplaces, client property or workers at any time without permission from our company.
- Workers may not distribute, publish, or release any intellectual, confidential or copywritten information obtained via social media resources without permission.
- Social media must not be used to intimidate, threaten, criticize, demean, embarrass, bully, or harass other workers or clients of our company. No threats of violence against the company or workers will be tolerated.
- Workers are encouraged to report any discovered media misuse that may be considered damaging to our company, workers or clients to their immediate supervisor or company management in their absence.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTIONS STANDARDS & RULES OF WORK		
	PART	7.12	GOVERNMENT INSPECTIONS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	PSGOV.001	PSGOV.000	

Remember that these officials are working towards accident prevention. These officials do however have very broad powers when it comes to enforcing the laws. They have the right to inspect any workplace, to examine the level of compliance, investigate accidents, attend to work refusals, write and issue orders to comply or issue stop work orders. It is an offence to impede or disrupt a ministry official in their efforts to perform their duties. **They are to be always treated with respect.**

Any worker failing to cooperate with a ministry official will be subject to disciplinary action up to and including discharge. We will always engage in and encourage a spirit of cooperation with all government agencies and their officials. Any orders issued by a ministry official shall be immediately forwarded to senior management who will review and then clearly post and display orders in the workplace for the benefit of all workers. If we disagree with a decision made by the ministry official, never argue the point but rather raise your concerns with your immediate supervisor for their review. Orders can be appealed if we believe that they are incorrect or unfounded.

Violations of OH&S or EP laws and/or Regulations can result in fines to the worker, supervisor, and our company. If an inspector has concerns, they are typically very helpful in highlighting the areas of concern and in some cases, offer guidance as to the corrective actions to be taken. We view this as a positive team approach and ask that you always provide them with every courtesy. When an Inspector appears at your workplace, call the head office / supervisor immediately.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTIONS STANDARDS & RULES OF WORK		
	PART	7.13	WORK REFUSALS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSREF.001	SUPERSEDES PSREF.000	

The right to refuse unsafe work is mandated in legislation and is also a required code of conduct for our company. A work refusal, for safety reasons, is viewed by our firm as a positive effort to bring to our attention an issue that could pose a serious HSE threat. It allows all involved parties to collectively review the circumstances and take appropriate action to resolve the problem and protect workers from harm.

Any worker may refuse to work or do work where he or she has *reason to believe* that (as excerpted from Section 43 of the OH&SA)

- any equipment, machine, device, or thing the worker is to use or operate is likely to endanger himself, herself, or another worker;
- 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;
- workplace violence is likely to endanger himself or herself; or,
- 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.

Upon refusing to work, the worker shall promptly report the circumstances of the refusal to the supervisor or the health and safety coordinator who shall investigate the report in the presence of the worker and, if there is such, in the presence of one of:

- a committee member who represents workers, if any,
- a health and safety representative, if any, or
- a worker who, because of knowledge, experience and training is selected by a trade union that represents the worker, or if no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.

Until the investigation is completed, the worker shall remain:

- in a safe place that is as near as reasonably possible to his or her workstation, and
- be available to the supervisor or Health & Safety Coordinator for the purposes of the investigation.

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

Where, following the investigation the worker has *reasonable grounds* to believe that:

- 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,
- 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,
- workplace violence continues to be likely to endanger himself or herself, or

- 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.

An inspector shall investigate the refusal to work in consultation with the employer or a person representing the employer, the worker, or other persons as prescribed.

The inspector shall, following the investigation, decide whether a circumstance is likely to endanger the worker or another person. 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, any person as prescribed (In some cases this may be done via a phone call).

Pending the investigation and decision of the inspector, the worker shall remain in a safe place that is as near as reasonably possible to his or her workstation and available to the inspector for the purposes of the investigation.

Requirements for workers to remain at a safe place in the workplace and available for investigative purposes does not apply if the employer, subject to the provisions of a collective agreement, if any,

- assigns the worker reasonable alternative work,
- where reasonable alternative work is not practicable, gives the worker other directions.

### **Duty to advise other workers**

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) as prescribed in the Act, the worker has been advised of the other worker's refusal and of his or her reasons for the refusal.

The person as prescribed in the Act must be:

- a committee member who represents workers and, if possible, a certified member,
- a health and safety representative; or,
- 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.

### **Record Keeping**

Records of work refusals will be kept on file and reviewed as part of the committee meeting agenda and OHSMS review program.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTIONS STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.14</b>	<b>MANAGING CONTRACTORS &amp; SUPPLIERS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSCSP.002	SUPERSEDES PSCSP.001	

## Contractor Performance Evaluation Policy

Prior to awarding any contracts, the performance of all prospective contractors will be thoroughly evaluated. As part of the pre-qualification process, the safety records of potential subcontractors will be reviewed to ensure a consistent history of compliance with applicable regulations and standards.

Ongoing monitoring is required to ensure that all contractors maintain alignment with our company's health and safety policies. This includes the use of real-time quality control measures to assess compliance efforts and safeguard the health and safety of our workers, clients, and the public.

Evaluations will be conducted by senior management in accordance with our Occupational Health and Safety Management System (OHSMS) review standards. All evaluation reports must be submitted promptly to the CEO for final review and oversight.

## Selection of Contractors

Suppliers, pieceworkers, independent operators or contract workers, who provide equipment, supplies, work or services to our company, are required to carry coverage through the Workplace Safety & Insurance Board of Ontario. This will allow these companies to provide our company with the proper insurance clearance certificates for their work. All sole proprietors / businesses must have a HST number for their business and we will issue the required Revenue Canada Forms (T5018) at the year end.

## Procedural Requirements

- i. Prior to contracting services, all (tender) applicants must complete and meet all requirements and conditions as stipulated in our **Sub-Contractor Purchase Order** document.
- ii. Project Managers will be required to review and amend any subcontractor agreements prior to the submission to ensure that all essential elements and expectations for each specific project are addressed,
- iii. All documentation and records in our Subcontractor Information Checklist (See Form #017) must be obtained prior to allowing contractors on our projects.
- iv. A digital copy of our company OHSMS will be available to contractors as per our company standards.
- v. A copy of our Company Worker/Subcontractor Handbook may be provided to each contractor for review with their respective workers and/or subcontractors.
- vi. Records of training and/or verification by applicant that all required measures of training and/or internal orientation have been successfully completed by their workers and/or subcontractors,
- vii. Statistical information for safety performance from WSIB may be reviewed by Management,
- viii. Contractors may be required to submit incident reports and records for review.

- ix. Sub-contractors are required to attend and complete site-specific orientations or other induction measures as may be required for each project.
- x. Upon request, contractors are required to submit copies of hazard/risk assessments, safe work procedures or other pertinent health & safety related documentation.
- xi. Every person who supplies any machine, device, tool or equipment under any rental, leasing or similar arrangement for use in or about a workplace shall ensure, (a) that the machine, device, tool or equipment is in good condition; (b) that the machine, device, tool or equipment complies with this Act and the regulations; and (c) if it is the person's responsibility under the rental, leasing or similar arrangement to do so, that the machine, device, tool or equipment is maintained in good condition. R.S.O. 1990, c. O.1, s. 31 (1).

### **Monitoring Contractor Performance**

The contractor's activities will be routinely monitored to ensure that contractual agreements and health & safety performance are maintained. Frequency of project visits will be consistent with the type of work being performed as well as the level of risk associated with the project.

If health and safety measures and procedures are not compliant, the following steps shall be taken:

- The matter must be formally reviewed by senior management with a senior contractor representative,
- The contractor must take immediate and appropriate steps to remediate the issue and provide appropriate confirmation that the matter has been addressed, including any corrective action that the contractor/subcontractor has taken,
- The matter must be reviewed internally with the CEO, who shall decide based on the nature of the violations.

### **Incidents Involving Contractors**

- Contractors must comply with our Company Emergency Response and Incident Response standards,
- Contractors must immediately report any accident, incident, or substandard conditions immediately to the site superintendent or designate (head office),
- Where required, contractors must provide a written incident investigation report to the site superintendent within 24 hours. The report must address causation factors, corrective actions, and preventive measures. Ongoing updates to information are to be submitted as completed,
- Contractors must cooperate with our company safety professionals, staff, and provincial authorities in their incident investigations,
- Our company will provide all reasonable means of assistance when participating in the contractor's incident investigations,
- Where required, our company will provide information to clients regarding incidents that occur on our projects.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>7.0</b>	<b>PREVENTIONS STANDARDS &amp; RULES OF WORK</b>		
	<b>PART</b>	<b>7.15</b>	<b>GENERAL OHSMS MANAGEMENT</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	PSCHG.003	PSCHG.002	

## **Objective and Purpose of Our OHSMS Management Standards**

Our Occupational Health and Safety Management System (OHSMS) reflects our unwavering corporate commitment to providing a safe and healthy working environment for all employees. The primary purpose of these standards is to ensure ongoing compliance with our health and safety policies, safe work procedures, and applicable provincial regulations.

We are fully committed to maintaining a workplace where system-wide compliance is not only expected, but essential. This commitment is demonstrated through the continual development, review, and improvement of our OHSMS.

Our OHSMS is a dynamic, living system—constantly evolving to reflect current legislative requirements and the practical needs of our workers. To ensure its relevance and effectiveness, our system is reviewed annually by the Joint Health and Safety Committee (JHSC), Safety Representatives, team members, and senior management. Input and suggestions for improvement are actively encouraged by all levels of the organization.

True progress in workplace safety depends on shared responsibility and active participation. A strong safety culture is built when everyone is involved and empowered to contribute. If any element of the OHSMS appears unclear, outdated, or ineffective, we urge you to bring it forward immediately.

This system is never closed. We welcome all suggestions aimed at enhancing its effectiveness and ensuring it continues to meet the evolving challenges of our work environment.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	7.0	PREVENTIONS STANDARDS & RULES OF WORK		
	PART	7.16	ERGONOMICS & RSI's		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSERG.002	SUPERSEDES PSERG.001	

The most common injuries are repetitive strain injuries (RSIs). Back injuries are very common across a broad spectrum of workplaces. Your spine runs from the top of your neck down to your lower back. It is made up of many bones called *vertebrae*, one below another. Between the vertebrae are *joints* and *discs*. These give you back flexibility so it can move. The discs are flexible because they have a substance like jelly inside.

The muscles in your knees are connected to your leg by *tendons*. Between the tendons and bones are small sacs of fluid called *bursa*. They lubricate the knee, so it moves easily. Continual stress on your knee can cause the bursa to get squeezed, swollen, stiff, and inflamed (*bursitis*). This stress can also cause the knee tendons to become inflamed, resulting in pain (*tendinitis*). Tasks that involve frequent stooping, kneeling, or squatting increase your risk of developing bursitis, tendinitis, or arthritis in the knee. The risk of arthritis increases for workers who already have had a knee injury and work in these positions.

## **Solutions**

Solutions are available that can reduce the level of stress on your back, knee, and other parts of the body. They may also reduce how often and how long the body is subjected to this stress. Many of the solutions can also eliminate other potential safety hazards and increase productivity.

### **Change Materials or Work Processes.**

One of the most effective solutions may be to use materials, building components, or work methods that can reduce stress on the body. For example, use tools with extension handles that let you stand up while doing a floor-level task.

### **Change work rules and provide training.**

Contractors can set site rules that require the use of proper benches, tables, or sawhorses to raise the work up so less kneeling and stooping are necessary. Rules also require that materials be stored off the ground. Limits can be placed on the total time that workers do floor-level work without a break. Where kneeling on a hard surface cannot be avoided, knee pads or some other type of padding should be used. Heavy work can be assigned to multiple workers to reduce load bearing.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	8.0	PERSONAL PROTECTIVE EQUIPMENT	PART 8.1	PERSONAL PROTECTIVE EQUIPMENT STANDARD
	APPROVED BY:	SMC REVIEWED	DATE EFFECTIVE		DOCUMENT CONTROL #
SENIOR PARTNERS		DECEMBER 15, 2025	JANUARY 1, 2026		PPSTD.002
					SUPERSEDES PPSTD.001

## OBJECTIVES & PURPOSE

The objective and purpose of our PPE standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to maintaining PPE compliance considerations is absolute and unwavering.

There are many hazards at every workplace. Choosing the right PPE is an important step in our objectives of eliminating accidents. We always recommend CSA approved PPE. In some cases, NIOSH or other approvals may be required. We always want to ensure the best PPE is always in use.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All equipment, policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities.

## GENERAL CONSIDERATIONS

Personal Protective Equipment (PPE) is an essential part of accident prevention. PPE helps to provide increased protection for a variety of working situations. It is important to understand the precise hazards of your work. It is equally important to understand that **PPE is the least effective choice in every circumstance**. It is the final choice when we cannot eliminate or otherwise engineer the hazards out of the process.

Specific instructions for the use of personal protective equipment can be found in the manufacturers information that comes with all PPE. Workers need to read and understand how to use PPE and will be trained in the use and maintenance of personal protective equipment. Employers are responsible for ensuring that all PPE, as prescribed under the Act and Regulations, is properly used by their workers.

Supervisors will be responsible for ensuring that workers are adequately trained and knowledgeable in the care, use and maintenance of all personal protective equipment required to be used or worn. Workers will be required to inspect their personal protective equipment before every use to ensure it's in proper working condition. When PPE is found to be worn, defective or improper, workers are required to report the issues and request PPE replacements. Workers must **NEVER** use PPE that is worn out or in poor or damaged condition.

Employers are required to ensure Personal Protective equipment is used as prescribed under Regulations made under the OH&SA. In circumstances where specialized equipment is required to perform work, the employer will ensure that:

- All equipment procured meets (at a minimum) all standards required by law and/or best industry practice (CSA, NIOSH, etc.),
- Supervisors are provided with adequate resources to train and communicate specific standards to workers for the inspection, maintenance, and use of such equipment and,
- Workers are monitored to ensure that equipment is being properly utilized for its intended purpose (Plan-Do-Check and Act).

## **COMMUNICATION**

PPE requirements will be communicated to all involved personnel during their training and typically throughout the working day during regular discussions and through toolbox talks. This can be done one on one, through explanatory literature, informal meetings and discussions and formal training sessions. Each manager or supervisor is responsible for communicating this information and any revisions to their staff.

## **TRAINING / IMPLEMENTATION**

Management must be trained in their HSE PPE requirements and in the requirements of the Act and Regulations that apply to the work. Most training courses will have a sign-in listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## **REFERENCE MATERIALS**

Manufacturer's Instructions for Care, Maintenance and Use of PPE.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION 8.0	PERSONAL PROTECTIVE EQUIPMENT		
	PART 8.2	STANDARDS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PPHDP.001	SUPERSEDES PPHDP.000

Type - <b>HEAD</b>	A CSA approved class "E" Type 1 or 2 hard-hat
Conditions for use	Hardhats must be always worn when on a construction project. The shell must be free from cracks, holes, or other defects. The suspension system must fit securely inside of the shell and must be free from defects and be used and worn in accordance with the manufacturer's recommendations. Workers must be trained in PPE use and care. Workers are expected to inspect hard hats for signs of damage or wear.
Supplier	TBD - Workers are required to provide hard hats for personal use on construction projects.
Replacement Process	Hardhats must be replaced as per manufacturer's instructions (typically every 4-5 years), or if hardhat becomes worn or is damaged.

Type - <b>FOOT</b>	Must have construction Grade 1 toe protection with sole protection in accordance with CSA standard Z195-M1984.
Conditions for use	Safety footwear must be always worn by workers when working on construction projects. Footwear must be fully laced with the boot in good condition and worn in accordance with the manufacturer's instructions. Workers must be trained in PPE use and care. Workers are expected to inspect work boots on a routine basis for signs of defects or significant wear. If tears in the outer shell of the work boot are evident, replace them.
Supplier	Workers are required to provide proper approved safety footwear for personal use in construction projects and warehouse operations.

Type - <b>EYES</b>	May consist of CSA Z94.3 rated glasses, goggles, or a full-face shield depending on the circumstances. For pandemic protection (source control) medical grade masks (as a minimum standard) must be worn as per public health guidelines.
Conditions for use	Whenever there is a risk of injury to the eyes or face, eye and or face protection is required. This applies to any warehouse and site operations. Workers must be trained in PPE use and care. The glasses, goggles, or face shield should fit properly, be in good condition and be used in accordance with the manufacturer's recommendations
Supplier	Our company may provide CSA Z94.3 with approved eye/ face wear to workers.
Replacement Process	We may replace any eye or face protection in any instance where existing PPE is found to be defective, worn or otherwise damaged. Replacement costs due to neglect or willful damage will be the responsibility of the worker.

Type - <b>CLOTHING</b>	May include protective clothing such as aprons or coveralls, masks, gloves or lotions to protect exposed skin. For pandemic protection (source control) medical grade masks (as a minimum standard) must be worn as per public health guidelines.
Conditions for use	To protect against the hazards, present such chemicals or airborne contaminants in the form of gas, vapours, liquids, dust, hot molten substrates, or where radiant heat hazards exist. Workers are expected to provide and wear long sleeve shirts (when handling sheet metal materials) and long pants appropriate for working conditions. Shorts and jogging pants are not permitted. Workers must be trained in PPE use and care.  Workers in the field will be expected to wear sunscreen (recommended SPF 60 or higher) when exposed to risk of sunburn. In any instance workers will be expected to dress according to summer or winter conditions. Workers will be expected to inspect skin protection for wear or damage including holes in clothing, contamination or any other condition deemed hazardous. Workers will not be permitted to alter PPE, gloves, or protective clothing in any manner.
Supplier	Workers are required to provide proper protective clothing for personal use in construction projects and warehouse operations. We will provide protective clothing for welding operations.
Replacement Process	Protective clothing must be replaced as needed due to wear or damage. Replacement costs for PPE will be the responsibility of the worker.

<b>Type - HEARING</b>	<p>xii. CSA Z94.2 approved Foam/Custom Plugs with no less than an NRR 32 Rating</p> <p>xiii. CSA Z94.2 approved Earmuffs with no less than NRR 22 Rating</p>
<i>Conditions for use</i>	<p>Must be worn in both warehouse and on construction sites during operations where noise levels exceed permissible exposure limits (85db) as prescribed.</p> <p>Workers must be trained in PPE use and care.</p> <p>Requirements for hearing protection include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Arc Flash Protection,</li> <li>• General noise conditions above exposure limits,</li> <li>• Use of any equipment or tools where hearing protection is required, as instructed by the manufacturer.</li> </ul> <p>Workers must inspect equipment (muffs) for signs of wear, damaged or cracked ear cups or seal failure. Ensure the band or attachment mechanism is functional. Plugs are to be disposed of daily (unless reusable plugs are used). Hearing protection must be kept clean and sanitized.</p>
<i>Supplier</i>	<p>Our company will provide CSA approved Foam/Custom Plugs to workers for warehouse operations. Workers exposed to high level noise will be provided with Earmuffs.</p>
<i>Replacement Process</i>	<p>Foam plugs are disposable. Stock will be replenished by the employer. We will replace any hearing protection in any instance where existing PPE is found to be defective, worn or otherwise damaged. Replacement costs for PPE due to neglect or willful damage will be the responsibility of the worker.</p>

<p><b>Type</b></p> <p><b>RESPIRATORY</b></p>	<ul style="list-style-type: none"> <li>• NIOSH approved N95 Respirator</li> <li>• Where necessary, workers may be required to use NIOSH approved breathing protection as directed by Safety Data Sheets</li> </ul>
<p><i>Conditions for use</i></p>	<p>Must be worn in both warehouse and construction sites where atmospheric hazards may exist. Workers must be trained in PPE use and care.</p> <p>Requirements for breathing protection include but are not limited to.</p> <ul style="list-style-type: none"> <li>• Protection from exposure to general dust hazards (nuisance dust)</li> <li>• For pandemic protection (source control) medical grade masks (as a minimum standard) must be worn as per public health guidelines.</li> <li>• Working with WHMIS controlled materials where natural ventilation does not provide sufficient protection.</li> </ul> <p>Where required, workers will have to perform fit testing to use cartridge style respirators. N95 particulate masks do not require fit testing. Workers must inspect equipment prior to each use for signs of tears, wear, or damage. Breathing protection must not be altered or attempted to repair if damaged. Do not share breathing protection.</p>
<p><i>Supplier</i></p>	<p>Our company will provide NIOSH approved respirators to workers for various tasks.</p>
<p><i>Replacement Process</i></p>	<p>N95 respirators and medical grade masks are disposable. Stock will be replenished by the employer. We will replace any breathing protection in any instance where existing PPE is found to be defective, worn or otherwise damaged. Replacement costs for PPE due to neglect or willful damage will be the responsibility of the worker.</p>

<p><i>Type</i></p> <p><b>FALL PROTECTION</b></p>	<ul style="list-style-type: none"> <li>• <b>CAN/CSA-Approved</b> (most recent approved systems must be employed)</li> <li>• Safety Belts and Lanyards.</li> <li>• Fall Arresters &amp; Vertical Lifelines.</li> <li>• Self-Retracting Devices for Personal Fall-Arrest Systems.</li> <li>• Leading Edge devices</li> <li>• Full Body Harnesses.</li> <li>• Shock Absorbers for Personal Fall-Arrest Systems.</li> <li>• Connecting Components for Personal Fall Arrest Systems</li> </ul>
<p><i>Conditions for use</i></p>	<p>Must be worn under Ontario Construction regulations. Workers must be trained in its adequate use (<b>WAH</b>) by a competent person. Workers must inspect, use and maintain equipment in accordance with manufacturer's instructions.</p>
<p><i>Supplier</i></p>	<p>Our company may provide CSA approved equipment to workers for tasks.</p>
<p><i>Replacement Process</i></p>	<p>Workers are required to report any damaged, worn, or defective equipment to their supervisor immediately. We may replace fall protection equipment in any instance where existing PPE is found to be defective, worn or otherwise damaged. Replacement costs for PPE due to neglect or willful damage may be the responsibility of the worker.</p>

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 9.0 PREVENTIVE MAINTENANCE</b>			
	<b>PART 9.1 PREVENTIVE MAINTENANCE STANDARD</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PMPMS.001	SUPERSEDES PPPMS.000

## OBJECTIVES AND PURPOSE

The objective and purpose of our preventative maintenance (PM) standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of PM is to demonstrate that evidence of our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to overseeing a workplace that maintains equipment, materials, tools and procedures is absolute and unwavering.

The ongoing maintenance of the equipment is a typical standard set and required by all manufacturers. Using defective tools, equipment or machinery is not permitted. Worn or defective tools and equipment place workers at risk. Through proper scheduled and unscheduled maintenance, we can eliminate exposures to these risks.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

## GENERAL

The purpose of preventive maintenance inspections is to ensure that all equipment and tools are inspected on a routine basis. All records for inspections or repairs may include information such as nature of defect or service, date of repair or service, invoice number from outside service, date of reinstatement into the workplace or any other information that may be relevant to the history of the item.

Supervisors will be responsible for ensuring that acceptable standards are adhered to when performing preventive maintenance or repairs on company property or equipment. These standards may include, but are not limited to manufacturer's recommendations, industry standards, legislated requirements and/or employer's best practices. A standardized form for each site will be used to record inspection and service dates. This form will be submitted to the SMC for review.

Where staff are not qualified to perform repairs, qualified contractors will be engaged to perform preventive maintenance on a regular schedule, as per manufacturers' instructions or best industry standards. Verification of any preventive maintenance or repairs performed must be accurately documented and kept accessible on file.

## **TOOLS & EQUIPMENT** -Items to be included in the inventory may include, but not be limited to;

- Hand tools and Power tools
- Powered Elevated Work Platform (contact equipment leasing agent)
- Ladders
- Scaffold systems
- Hand carts, power carts

## **VEHICLES**

- Including company owned vehicles or vehicles driven for company needs / services.

## **PROPERTIES & BUILDING SYSTEMS**

Properties and Building System Components may include (but are not limited to);

- Fire Detection & Suppression Equipment / Standpipe & Sprinkler Systems,
- Emergency Lighting / Building Structure & Integrity,
- Properties Maintenance (snow removal, lighting, waste management etc.).
- Overhead Bay Doors

## **RESPONSIBILITIES**

Timelines for preventative maintenance inspections should coincide with manufacturer's recommendations. In instances where specific inspection instructions are not available, a reasonable inspection schedule (annually) shall be maintained. List (inventory) of inspected items shall be reviewed on a quarterly basis to ensure that it is current. Any new equipment, machinery or tools will be required to be added to the inventory. The SMC will evaluate the effectiveness of the preventive maintenance program. Records of discarded equipment shall also be maintained.

## **COMMUNICATION**

HSE prevention strategies will be communicated to all involved personnel during their training and typically throughout the working day during regular discussions and through toolbox talks. This can be done one on one, through explanatory literature, informal meetings and discussions and formal training sessions. Each manager or supervisor is responsible for communicating this information and any revisions to their staff.

## **TRAINING / IMPLEMENTATION**

Management must be trained in their HSE prevention responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training courses will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## REFERENCE MATERIALS

Refer to the Manufacturer's and/or Supplier handbooks and/or operator's manuals.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION 10.0 TRAINING & EDUCATION			
PART 10.1 WORKER EDUCATION STANDARD				
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # TEWES.001	SUPERSEDES TEWES.000

## OBJECTIVES & PURPOSE

The objective and purpose of our training and education standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to delivering and upgrading training and education for our workforce is absolute and unwavering.

We continue to recognize the importance of competency training for our workers. Training is an opportunity to upgrade skill sets, knowledge and understanding of workplace health and safety. It is a central cornerstone of our commitment to excellence. Many workers bring skill sets that include previous training. Our standards will likely differ from others, so re-training may be required.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

In addition to specific training, workers will also be required to show a basic knowledge of health, safety, and environmental protection issues. Some workers or contractors have an extensive trade or skills background and may have already received the required training, while others need updating. It is our intention to provide the required training programs in HSE topics for all workers in our company, including senior management and supervisors.

### Training delivery may include:

- Classroom Instruction,
- ON-SITE Safe Work Demonstrations,
- Video Training,
- Safety Talks,
- Meetings,
- Corrective or Disciplinary Actions,
- Memos, Letters or Postings,
- Safe Work Procedure/Practices Review.

## **Training & Education processes will apply to:**

- ✓ New workers,
- ✓ Workers returning from extended leave of absences,
- ✓ Contract workers,
- ✓ Students (Including Co-operative Education Students),
- ✓ Workers hired through Labour supply companies,
- ✓ Subcontractors under contract to our firm,
- ✓ Those acting as Agents for our firm.

## **Determining Company Training Needs / Competencies**

The SMC will be responsible for determining training competencies required for all workers employed. Training needs will consider the following:

- Reviewing legislative requirements for training in accordance with governing provincial standards (i.e., OH&SA, Construction Regulations, industrial Regulations etc.),
- Reviewing industry specific requirements as determined by professional resources and service providers related to our business,
- Best practices as determined by leading industry organizations,
- Skill level requirements based on position or roles within our company,
- Installation or use of new or modified equipment,
- Hazardous Products in use in accordance with provincial WHMIS regulations (Reg 860),
- Workplace incidents or circumstances that require review of worker competencies,
- JHAs / FLRAs
- Global Pandemic / endemic responses.
- Engaging with safety representatives, workers, and clients to determine specific training needs,
- Continual review of our OHSMS in accordance with our company standards to ensure that gaps or opportunities for continual improvement are considered.

Training components required by governing provincial law will be identified in the training needs assessment for each position within our company. Likewise, this will also be the case for other roles requiring specific provincial licensing, certifications, or in-house training.

## **Training Timelines**

Timelines for training including refresher and review training will be considered for each training topic identified on the training needs assessment. Training timelines will take into consideration requirements in accordance with provincial law and/or industry standard(s) as prescribed.

## **Instructor Qualifications**

Instructors responsible in the delivery of any training programs to staff or contractors must be competent. Considerations will include:

- Knowledge, experience, and training of staff expected to deliver training,
- Education and/or certifications of staff expected to deliver training,
- Review of training standards with staff expected to deliver training.

Assessment of training staff may be conducted by Senior Management in consultation with our safety representatives. We may also rely on training provided by third-party training providers and/or the applicable Union Locals. This standard does not include any provision for the assessment of third-party instructors and training provided by the union(s). Please note that instructor qualifications do not apply to personnel facilitating Safety Talks, Safety Meetings, or other measures of communication other than formal training sessions. Review of assessment criteria will be conducted at least annually as part of our company OHSMS review standards.

## **Adult Education**

We understand the importance of effectively engaging workers to ensure that adequate comprehension of subject matter is attained, and that the worker can effectively engage in work activities without fear of reprisal or discrimination. Potential issues that may impede a worker's efforts to successfully complete any training topic may include:

- Language or Literacy Barriers
- Learning deficiencies
- Physical Barriers

We may also implement appropriate measures to provide reasonable accommodation. These include:

- Providing additional training time,
- Establish time for review or retraining,
- Providing one-on-one training,
- Arrange direct supervision to ensure training standards are understood and adhered to,
- Engage third party specialist to assist in interpretation. (Proctoring students)

## **Evaluation of Learning**

Most training programs should require that participants demonstrate an acceptable level of knowledge on the subject matter at the conclusion of each course. Training programs will incorporate systems to measure a participant's level of comprehension and review items that participant may need additional assistance with. Training topics that will require internal or external evaluation standards will be listed on each topic standard found in this section. Evaluations will be in the form of written tests that will directly follow the training session. Evaluators in most cases will be the instructor(s) for each course.

## **Standards for evaluation include:**

- Training evaluations must be provided for each participant,
- Participants must participate in the full program in order to write any evaluation materials,
- Evaluations must be completed at the time of training,
- Evaluators must complete the evaluation and marking of each test at the time of the session,
- Results of evaluations should be reviewed with the participants,
- Participants who fail to obtain a satisfactory result on their tests must repeat the training.

## **Maintaining Training Records**

We will maintain physical and/or data copies of all training materials from all internal training sessions or courses provided through third party providers. Workers may be provided with a physical card as proof of training. Workers are responsible for keeping a copy of these training records available on-hand while working. If workers require replacement training cards for any reason, they must inform their supervisor.

Office staff are not required to keep copies of training records on hand unless they are expected to visit or perform work on projects. Copies of training records will be maintained in accordance with company data retention standards.

## **TRAINING ROLES & RESPONSIBILITIES**

### **Senior Management Committee (SMC)**

- Conduct routine training assessments to determine required competencies,
- Ensure workers are adequately trained to perform their respective duties and functions,
- Ensure that supervisors receive training in the Act, Regulations, and company standards,
- Determine budgets for health & safety training needs,
- Maintain copies of training records,
- Assess training standards for (sub) contractors and ensure that (sub) contractors are adequately trained prior to allowing work in our workplace,
- Review at least annually, the company Training & Education standards to assess opportunities for continual improvement and compliance with provincial statutes and regulations.

### **Supervisors**

- Attend any training require by the OHSMS and/or as directed by the SMC,
- Assist the SMC in evaluating the skill requirements for each job,
- Evaluate each job for the potential hazards and formally instruct workers in the adequate control measures for specific tasks,
- Educate and train workers on the hazards expected to be encountered in the workplace and the necessary control measures to mitigate risk,
- Ensure that all workers receive all training in accordance with our company OHSMS and/or other legislated requirements,

- Ensure that any required documentation for education, training and/or information purposes is maintained on site (i.e., OHSMS, Safe Work Procedures, Safety Data Sheets etc.)
- Validate workers' competencies and ensure that they are reasonably aware of company standards, safe work practices and/or safe work procedures,
- Ensure workers abide by OH&S standards,
- Arrange for orientation training and entry of worker into company training matrix,
- Assist SMC in determining training effectiveness,
- Ensure records of training are maintained by workers and readily available,
- Provide feedback/suggestions to management on training and communication items.

## **Workers**

- Participate in any training as required,
- Be familiar with legislative requirements and job specific information (i.e., OH&SA, Regulations, OHSMS, Safe Work Procedures etc.),
- Act in a professional manner during training sessions and other safety related instructions,
- Follow all safe work instructions and protocols,
- Participate in safety talks and safety meetings,
- Provide feedback/suggestions to management on training and education results,
- Inform supervisors if they cannot comprehend any training materials provided or if they are unsure how to find or perform safe practices and procedures,
- Maintain copies of any records of training and report to the supervisor if any records are required to be replaced.

## **Contractors**

- Determine training needs for workers,
- Ensure their workers and subcontractors maintain records of training in accordance with governing provincial laws and/or standards,
- Provide proof of training to the SMC upon request,
- Ensure workers, supervisors and/or subcontractors under employment of their company are competent to perform their work on our projects,
- Complete hazard and risk assessments associated with the work they are expected to perform on our projects.

## **COMMUNICATION**

HSE training requirements will be communicated to all involved personnel during their initial orientation. Training can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating the required information and giving any revisions to their staff.

## **TRAINING / IMPLEMENTATION**

Management must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Workers must be trained in their respective jobs. Certain tasks and jobs will require special training which will be arranged for each worker prior to performing the task. Training will be done to always meet the expected standards of the industry.

Most training courses will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

Reference Form – Worker Orientation Form

## **REFERENCE MATERIALS,**

R.S.O. 1990 c 0.1 as amended. [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>	
	<b>PART</b>	<b>10.2</b>	<b>NEW WORKER ORIENTATION</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # TENWO.003	SUPERSEDES TENWO.002

The following lists of topics of the training you may be required to participate in; these include but are not limited to:

- (M) MLITSD - 4-STEP WORKER AWARENESS PROGRAM – all workers,
- (M) MLITSD - 5-STEP SUPERVISOR AWARENESS PROGRAM – all management & supervisors,
- (M) WHMIS 2015 – All management and workers,
- (M) WORKING AT HEIGHTS (WAH) – for workers required to use fall protection equipment while on a project,
- (M) OH&SA / REGULATIONS – for management (minimum)
- FIRST AID & CPR –Regulation 1101, site supervisors / open for all
- (M) SAFETY POLICY – every worker will receive the workers handbook copy,
- (M) SAFE WORK PROCEDURES - for workers, supervisors, managers
- (M) PERSONAL PROTECTIVE EQUIPMENT – for workers, supervisors, managers
- HAZARD RECOGNITION – for workers, supervisors, managers
- ACCIDENT INVESTIGATION – for supervision and management,
- (M) SUPERVISORY COMPETENCE – mandatory for supervisors & management,
- EQUIPMENT USE – for workers, supervisors, managers,
- WORK REINTEGRATION - awareness for all workers,
- (M) EMERGENCY PROCEDURES – for workers, supervisors, managers
- (M) ACCIDENT REPORTING - for workers, supervisors, managers
- PANDEMIC RESPONSE – for workers, supervisors, managers

**NOTE: (M) = Mandatory**

Each new worker will be provided with our **OHSMS WORKER HANDBOOK**. This is an overview of our HSE policies. A full copy of the policy manual will be available either on site, with your supervisor or in our office always for workers to reference.

The supervisor will review the handbook with the worker who must fully read the handbook and sign the receipt page. Supervisors will be responsible for reviewing company training standards with the worker prior to assigning activities or allowing the worker to operate any equipment, tools, or machinery. Supervisors or competent person(s) designated by the supervisor will be responsible for completing the standard company orientation form for each new hire under their supervision.

Supervisors will be responsible for assessing additional training requirements and scheduling training for new workers.

Target timeline for completion of standard orientation for new workers is 7 days. During this period, new workers must be directly supervised by the Supervisor or competent person designated by the supervisor.

Where required, field workers may be required to undergo site specific orientation as provided by the constructor or project owner.

Site specific orientation may require workers to familiarize themselves with constructor policy and procedures, which may include, but not limited to General Construction Rules, Rules of Conduct, Emergency Procedures, Training and Documentation requirements, etc.

If any worker is unsure of any operation or task assigned, do not proceed until all safety precautions are known & understood. Workers will be made aware of safety information before commencing any work. All company personnel will have access to a PDF version of the entire OHSMS program and a hardcopy version in a designated area. Where required, a data copy of the PDF version of our OHSMS will be provided upon request.

The supervisor will review what previous training workers have had in their past and record any verification documents for this training. No worker is allowed to operate any machine, device, tool, equipment, or other item without the required certifications, knowledge, skills and/or previous training in the safe operation of the device. Equipment & Skills Orientation will include, but not be limited to:

- Review of Operating Instructions for Equipment and/or Process,
- Identification of Hazards and Hazard Control Measures,
- Review of Safe Operating Procedures.

Please refer to training standards for specific information. Equipment and skills orientation will be recorded on the standard Worker Orientation Form.

### **Workplace / Site Orientation**

Supervisors will ensure that workers familiarize themselves with their surroundings. Actual or potential hazards that exist or that could present themselves during your work will be outlined by your supervisor. Supervisors will familiarize new workers with:

- Location of all relevant Occupational Health & Safety Information (Posting Board),
- Location of Safety Data Sheets,
- Location of First Aid Kits and Eyewash Stations,
- Location of Fire Extinguishers,
- Location of Emergency Exits and Gathering Points,
- Location of Washrooms, Lunchrooms, etc.

Workers must **STOP WORK and ASK** for assistance where they are unsure of any task or assignment.

### **Worker Promotion, Transfer or Leave of Absence**

In the event of an internal promotion into management or transfer to another position (temporary or otherwise), the supervisor and/or office management will review the appropriate sections of the OHSMS, and implement any additional training needed for the worker to competently perform his/her duties.

The training needs assessment must be performed regardless of the duration of the work term. Relevant sections to review may include:

- Safe operating procedures, hazard controls, operating instructions for specific tools, equipment and/or machinery and any legislative requirements that the worker will be expected to fulfill.

## Ministry of Labour, Immigration Training and Skills Development Health & Safety Awareness Programs

All workers under our employ are required to complete this mandatory basic awareness training program as mandated by the Ontario Ministry of Labour. There are two components of this training program:

- MLITSD 4 Step Worker Awareness Training Program – required to be completed by all existing and new workers within one week of hiring.
- MLITSD 5 Step Supervisor Awareness Training Program – required to be completed by all existing and new supervisors and senior management.

Both training programs are provided by the Ministry of Labour, Training and Skills Development and can be completed on-line at the MLITSD website link or can be downloaded and reviewed. Records of completed training are to be kept at the head office. All Subcontractors and Service Providers providing services must also complete this mandatory training. Proof of training must be provided upon request.

Senior Management will refer to the worker's original record of orientation to determine (if any), what additional training is required. Senior Management will provide direct training for their respective subordinates in these instances. Workers must complete their training before attempting to perform the required tasks without adequate supervision.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM		SECTION	10.0	TRAINING & EDUCATION
		PART	10.3	TRAINING MATRIX
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # TEMX.002	SUPERSEDES TEMX.001

POSITION	REQUIRED TRAINING											
	SAFETY ORIENT	WHMIS	WORKING AT HEIGHTS	FIRE EXTING	OH&SA/ REGS	FIRST AID/CPR	HAZARD AWARE	PEWP	PROPANE	OFFICE SAFETY	WSIB WORK REI-NTEG	EQUIP USE
PRESIDENT	IH	LT/IU	** IH		LT/IH		IH			IH		IH
SUPERVISORS	IH	LT/IU	LT/IU	LT	LT/IH	LT/IH	IH	**LT/IH	**LT/IH			IH
FIELD WORKERS	IH	LT/IU	LT/IU	LT			IH	**LT/IH				IU
OFFICE WORKERS	IH	LT/IU					IH			LT/IH	**IH	
SUB-CONTRACTORS	CR	LT/CR	**LT/CR	CR	CR	LT/CR	**	LT/CR	**LT/CR			LT/CR
SPECIFIC ROLE												
SAFETY REPRESENTATIVE	LT/IH	LT/IH										
SENIOR MANAGEMENT COMMITTEE					IH							
SAFETY COORDINATOR					IH						**IH	
POSITION	REQUIRED TRAINING											
	P.A.T.	FORKLIFT	T.C.P>									
PRESIDENT												
SUPERVISORS	LT/IU	IU	**LT/IH									
FIELD WORKERS	LT/IU	IU	**LT/IH									
OFFICE WORKERS												
SUB-CONTRACTORS	LT/CR	CR										
SAFETY REPRESENTATIVE												
SENIOR MANAGEMENT COMMITTEE												
SAFETY COORDINATOR												
**	Denotes Training required for personnel expected to perform this type of task only											
LT	Denotes Legislated Training and/or Certification				IU	Denotes training provided by either Company or Union						
IH	Denotes In-House Training provided by company				CR	Contractor Responsible for Training						
UT	Denotes Training provided by Union				PL	Provincial License Required						

**CAMDEN GLASS****OCCUPATIONAL HEALTH & SAFETY  
MANAGEMENT SYSTEM****SECTION 10.0 TRAINING & EDUCATION****PART 10.4 NEW WORKER ORIENTATION STANDARD**APPROVED BY:  
SENIOR PARTNERSSMC REVIEWED  
DECEMBER 15, 2024DATE EFFECTIVE  
JANUARY 4, 2024DOCUMENT CONTROL #  
TEWOS.001SUPERSEDES  
TEWOS.000

FULL COURSE TRAINING				REVIEW REQUIREMENTS	N/A
COURSE STANDARDS		<ul style="list-style-type: none"> <li>MLITSD 4 STEP WORKER AWARENESS TRAINING PROGRAM</li> <li>HEALTH &amp; SAFETY POLICY</li> <li>EMPLOYEE DUTIES, RIGHTS &amp; RESPONSIBILITIES (OH&amp;SA)</li> <li>PPE USE &amp; LIMITATIONS (INCLUDING SPECIALIZED PPE)</li> <li>ACCIDENT CATEGORIES</li> <li>ACCIDENT, INCIDENT &amp; HAZARD REPORTING</li> <li>EMERGENCY RESPONSE PROGRAM</li> <li>JOINT HEALTH &amp; SAFETY COMMITTEES / SAFETY REPRESENTATIVES</li> <li>WORKPLACE HARASSMENT &amp; VIOLENCE POLICY</li> <li>WORK REINTEGRATION PROGRAM</li> <li>SUBSTANCE ABUSE PROGRAM</li> <li>ENVIRONMENTAL PROGRAM</li> <li>EXTERNAL AUTHORITIES (MLITSD, MOE)</li> <li>WORK REFUSAL</li> <li>VISITOR POLICY</li> <li>DISCIPLINARY POLICY</li> <li>REVIEW OF COMPANY WORKPLACE HAZARD ANALYSIS</li> </ul>			
COURSE RESOURCES		<ul style="list-style-type: none"> <li>COMPANY MAY CONDUCT TRAINING IN-HOUSE OR UTILIZE OUTSIDE COURSE</li> <li>WORKPLACE HAZARD ANALYSIS</li> </ul>	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED
COURSE LENGTH STANDARD		<ul style="list-style-type: none"> <li>2 HOURS</li> </ul>	EXAMINATION REQUIRED	NO	PASSING MARK
TIMELINE FOR COMPLETION		<ul style="list-style-type: none"> <li>NEW WORKERS MUST RECEIVE ORIENTATION WITHIN 7 DAYS OF INITIAL HIRING.</li> </ul>			
RESPONSIBILITY FOR TRAINING		<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO ENSURE SHOP AND FIELD STAFF ARE TRAINED</li> <li>OFFICE MANAGER IS RESPONSIBLE TO ENSURE OFFICE STAFF AND ADMINISTRATION ARE TRAINED</li> <li>COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING SENIOR MANAGEMENT</li> </ul>			
REFRESHER TRAINING					
COURSE STANDARDS		<ul style="list-style-type: none"> <li>REVIEW</li> </ul>	VIDEO REQ'D	NO	
COURSE RESOURCES		<ul style="list-style-type: none"> <li>COMPANY OHSMS EMPLOYEE HANDBOOK</li> <li>WORKPLACE HAZARD ANALYSIS</li> </ul>	EXAMINATION REQUIRED	NO	PASSING MARK
COURSE LENGTH STANDARD		<ul style="list-style-type: none"> <li>1.0 HOURS – 2.0 HOURS</li> </ul>			
TRAINING EVALUATION		<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>			

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION 10.0 TRAINING &amp; EDUCATION</b>	
		<b>PART 10.5 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM / GHS</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2024	DATE EFFECTIVE JANUARY 4, 2024	DOCUMENT CONTROL # TEWHM.001
			SUPERSEDES TEWHM.000

<b>FULL COURSE TRAINING</b>									
<b>COURSE STANDARDS</b>	<ul style="list-style-type: none"> <li>WHMIS SYMBOLS &amp; CLASSIFICATIONS</li> <li>WHMIS LABEL SYSTEMS</li> <li>SAFETY DATA SHEETS</li> <li>SDS SAMPLE REVIEW</li> <li>RESPONSIBILITIES FOR WHMIS PROGRAM</li> <li>WORKERS MUST BE TRAINED IN THE WHMIS 1988 and/or WHMIS 2015 ACCORDINGLY</li> </ul>								
<b>COURSE MATERIALS</b>	<ul style="list-style-type: none"> <li>CMC WHMIS COURSE BOOKLET OR EQUIVALENT</li> </ul>	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED	YES				
<b>COURSE LENGTH STANDARD</b>	<ul style="list-style-type: none"> <li>1.5 Hours to 2.0 Hours</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80 %				
<b>TIMELINE FOR COMPLETION</b>	<ul style="list-style-type: none"> <li>WORKERS NOT IN POSSESSION OF VALID WHMIS TRAINING MUST COMPLETE TRAINING WITH 7 DAYS OF INITIAL HIRING.</li> </ul>								
<b>RESPONSIBILITY FOR TRAINING</b>	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO TRAIN SHOP AND FIELD STAFF</li> <li>OFFICE MANAGER IS RESPONSIBLE TO TRAIN OFFICE STAFF AND ADMINISTRATION</li> <li>COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING SENIOR MANAGEMENT.</li> </ul>								
<b>REFRESHER TRAINING</b>									
<b>COURSE STANDARDS</b>	<ul style="list-style-type: none"> <li>REVIEW</li> </ul>	VIDEO REQ'D	NO						
<b>COURSE MATERIALS</b>	<ul style="list-style-type: none"> <li>CMC WHMIS COURSE BOOKLET (OR)</li> <li>CMC COURSE HANDOUT (OR) EQUIVALENT</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	80%				
	NOTE: WHMIS REVIEW TEST MAY DIFFER FROM FULL COURSE TEST								
<b>COURSE LENGTH STANDARD</b>	<ul style="list-style-type: none"> <li>1.0 HOURS – 2.0 HOURS</li> </ul>								
<b>TRAINING EVALUATION</b>	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>								
<b>NOTE</b>	The recent implementation of the GLOBAL Harmonization System (GHS) in Canada has now created standards for the new (ONTARIO) WHMIS 2015 Program. Suppliers of Hazardous Materials as defined under the Act must update their Labels and Data Sheets accordingly.								

**CAMDEN GLASS****OCCUPATIONAL HEALTH & SAFETY  
MANAGEMENT SYSTEM****SECTION 10.0 TRAINING & EDUCATION****PART 10.6 WORKING AT HEIGHTS**APPROVED BY:  
SENIOR PARTNERSSMC REVIEWED  
DECEMBER 15, 2024DATE EFFECTIVE  
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TEWAH.001SUPERSEDES  
TEWAH.000

FULL COURSE TRAINING			REVIEW REQUIREMENTS	N/A					
COURSE STANDARDS	<ul style="list-style-type: none"> <li>• REVIEW OF O.REG 213/91 REGULATORY STANDARDS</li> <li>• TRAVEL RESTRAINT AND FALL ARREST SYSTEMS (THEORY AND APPLICATION)</li> <li>• FALL PROTECTION SYSTEM COMPONENTS (INSPECTION AND USE)</li> <li>• LADDERS AND SCAFFOLDING SYSTEMS</li> <li>• FALL PROTECTION AND POWERED ELEVATED WORK PLATFORMS.</li> <li>• FALL PROTECTION PLANNING</li> <li>• FALL RESCUE PLANNING</li> </ul>								
NOTE: THIS COURSE DOES NOT PROVIDED CERTIFICATION FOR INSTALLATION AND/OR USE OF SCAFFOLDING SYSTEMS AND/OR POWERED ELEVATED WORK PLATFORMS OR OTHER POWERED EQUIPMENT									
COURSE RESOURCES	• WAH TRAINING MUST BE PROVIDED BY A CPO APPROVED PROVIDER.	VIDEO REQ'D	YES	OUTSIDE COURSE ACCEPTED	YES				
COURSE LENGTH STANDARD	• 7.5 HOURS MINIMUM	EXAMINATION REQUIRED	YES	PASSING MARK	80 %				
TIMELINE FOR COMPLETION	<ul style="list-style-type: none"> <li>• WORKERS NOT IN POSSESSION OF VALID FALL PROTECTION OR WAH TRAINING MUST COMPLETE TRAINING BEFORE BEING ALLOWED TO WORK ON ANY OF OUR SITES.</li> </ul>								
RESPONSIBILITY FOR TRAINING	<ul style="list-style-type: none"> <li>• SUPERVISOR IS RESPONSIBLE TO TRAIN FIELD STAFF. (PLEASE NOTE THAT THE SUPERVISOR IS RESPONSIBLE TO ENSURE THAT SUB-CONTRACTORS POSSESS VALID TRAINING PRIOR TO WORKING)</li> <li>• COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING SUPERVISOR.</li> </ul>								
REFRESHER TRAINING									
COURSE STANDARDS	• REVIEW	VIDEO REQ'D	NO						
COURSE RESOURCES	• WAH TRAINING MUST BE PROVIDED BY A CPO APPROVED PROVIDER.	EXAMINATION REQUIRED	YES	PASSING MARK	80%				
COURSE LENGTH STANDARD	• 4 HOURS								
TRAINING EVALUATION	<ul style="list-style-type: none"> <li>• PROGRAM STANDARD TO BE REVIEWED AS PART OF YEARLY OHSMS REVIEW.</li> </ul>								
COMMENT	<ul style="list-style-type: none"> <li>• </li> </ul>								

APPROVED BY:

SENIOR PARTNERS

SMC REVIEWED

DECEMBER 15, 2024

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TESUP.001

SUPERSEDES

TESUP.000

FULL COURSE TRAINING				REVISION TERMS	N/A
COURSE STANDARDS	<ul style="list-style-type: none"> <li>MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT - 5 STEP SUPERVISOR AWARENESS PROGRAM IS A MANDATORY STANDARD (BUT NOT COMPETENCY)</li> <li>REVIEW OF THE ONTARIO OCCUPATIONAL HEALTH &amp; SAFETY ACT</li> <li>REVIEW OF THE ONTARIO CONSTRUCTION REGULATIONS</li> <li>DISCUSS REASONABLE STANDARDS OF CARE AND IMPLEMENTING DUE DILIGENCE</li> <li>COMMITTEE REQUIREMENTS</li> <li>WORK REFUSAL REQUIREMENTS</li> <li>RESPONSIBILITIES FOR WHMIS IN THE WORKPLACE</li> <li>DUTIES UNDER THE ACT</li> <li>NOTIFICATIONS UNDER THE ACT</li> <li>OFFENCES AND PENALTIES</li> <li>YOUNG WORKERS IN ONTARIO</li> <li>UNDERSTANDING CRIMINAL CODE IN THE WORKPLACE</li> <li>REGULATIONS WORKSHOP</li> </ul>				
COURSE RESOURCES	COMPANY MAY CONDUCT TRAINING IN-HOUSE OR UTILIZE OUTSIDE COURSE.	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED	YES
COURSE LENGTH STANDARD	4.0 HOURS – 6.0 HOURS	EXAMINATION REQUIRED	TBD	PASSING MARK	TBD
TIMELINE FOR COMPLETION	TRAINING MUST BE OBTAINED BY SUPERVISORS WITHIN 2 WEEKS OF PROMOTION OR INITIAL HIRING DATE.				
RESPONSIBILITY FOR TRAINING	COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING PERSONNEL.				
REFRESHER TRAINING					
COURSE STANDARDS	REVIEW	VIDEO REQ'D	NO		
COURSE RESOURCES	COMPANY MAY CONDUCT TRAINING IN-HOUSE OR UTILIZE OUTSIDE COURSE.	EXAMINATION REQUIRED	TBD	PASSING MARK	TBD
COURSE LENGTH STANDARD					
TRAINING EVALUATION	TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.				

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION 10.0 TRAINING &amp; EDUCATION</b>
		<b>PART 10.8 JOINT HEALTH &amp; SAFETY COMMITTEE CERTIFICATION</b>
APPROVED BY: <b>SENIOR PARTNERS</b>	SMC REVIEWED <b>DECEMBER 15, 2024</b>	DATE EFFECTIVE <b>JANUARY 4, 2024</b> DOCUMENT CONTROL #: <b>TEJHS.001</b> SUPERSEDES <b>TEJHS.000</b>

FULL COURSE TRAINING			REVIEW REQUIREMENTS		N/A				
COURSE STANDARDS	<ul style="list-style-type: none"> <li>COURSE STANDARD TO BE APPROVED BY THE MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT (MLITSD)</li> <li>TRAINING MAY ONLY BE PROVIDED <b>BY AN APPROVED TRAINING PROVIDER</b> AUTHORIZED BY THE MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT (MLITSD)</li> </ul>								
COURSE MATERIALS	MINISTRY OF LABOUR APPROVED COURSE CONTENT	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED	YES				
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>5 DAYS</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	TBD				
TIMELINES FOR COMPLETION	<ul style="list-style-type: none"> <li>CERTIFICATION PROGRAM FOR NEW MEMBERS OF THE JH&amp;SC TO BE IMPLEMENTED WITHIN A 30 DAY PERIOD.</li> </ul>								
RESPONSIBILITY FOR TRAINING	<ul style="list-style-type: none"> <li>COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING JH&amp;SC MEMBERS.</li> </ul>								
REFRESHER TRAINING									
COURSE STANDARDS	<ul style="list-style-type: none"> <li>REVIEW</li> </ul>	VIDEO REQ'D	NO						
COURSE MATERIALS	<ul style="list-style-type: none"> <li>MATERIALS APPROVED BY ACCREDITED TRAINING PROVIDER</li> </ul>	EXAMINATION REQUIRED	YES	PASSING MARK	N/A				
COURSE LENGTH STANDARD	<ul style="list-style-type: none"> <li>TO BE DETERMINED</li> </ul>								
TRAINING EVALUATION	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>								
SPECIAL NOTE	<ul style="list-style-type: none"> <li>NEW TRAINING STANDARDS FOR CERTIFICATION ARE CURRENTLY BEING IMPLEMENTED BY THE MINISTRY OF LABOUR.</li> </ul>								

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>		
		<b>PART</b>	<b>10.9</b>	<b>FIRST AID / CPR</b>		
APPROVED BY: <b>SENIOR PARTNERS</b>		SMC REVIEWED DECEMBER 15, 2024	DATE EFFECTIVE JANUARY 4, 2024	DOCUMENT CONTROL # TEFAC.001	SUPERSEDES TEFAC.000	

<b>FULL COURSE TRAINING</b>				<b>REVIEW REQUIREMENTS</b>	<b>3 YEARS</b>	
<b>COURSE STANDARDS</b>	<ul style="list-style-type: none"> <li>COURSE TO BE CONDUCTED IN ACCORDANCE WITH STANDARDS SET BY ST. JOHN AMBULANCE <b>BY A CERTIFIED INSTRUCTOR</b></li> </ul>					
<b>COURSE RESOURCES</b>	• ST. JOHN MATERIALS	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED	YES	
<b>COURSE LENGTH STANDARD</b>	• 16 HOURS (STANDARD LEVEL) • 8 HOURS (EMERGENCY LEVEL)	EXAMINATION REQUIRED	YES	PASSING MARK		
<b>TIMELINE FOR COMPLETION</b>	<ul style="list-style-type: none"> <li>PERSONS REQUIRING TRAINING MUST DO SO AT EARLIEST AVAILABLE SCHEDULED COURSE AS PROVIDED BY INSTRUCTOR.</li> </ul>					
<b>RESPONSIBILITY FOR TRAINING</b>	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO SCHEDULE TRAINING FOR SHOP AND FIELD STAFF.</li> <li>COMPANY PRESIDENT IS RESPONSIBLE TO SCHEDULE TRAINING FOR SUPERVISOR OR OFFICE STAFF.</li> </ul>					
<b>REFRESHER TRAINING</b>						
<b>COURSE STANDARDS</b>	• ST. JOHN STANDARD	VIDEO REQ'D	NO			
<b>COURSE RESOURCES</b>	• ST. JOHN MATERIALS	EXAMINATION REQUIRED	YES	PASSING MARK		
<b>COURSE LENGTH STANDARD</b>	• SEE ABOVE	<i>* Course may only be provided by outside agency approved to train under St. John's ambulance standards.</i>				
<b>TRAINING EVALUATION</b>	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>					

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>		
		<b>PART</b>	<b>10.10</b>	<b>GENERAL EQUIPMENT USE</b>		
APPROVED BY: <b>SENIOR PARTNERS</b>		SMC REVIEWED	DATE EFFECTIVE DECEMBER 15, 2024	DOCUMENT CONTROL # TEGEQ.001	SUPERSEDES TEGEQ.000	

<b>FULL COURSE TRAINING</b>			<b>REVIEW REQUIREMENTS</b>	<b>N/A</b>
<i>COURSE STANDARDS</i>	<b>FIELD EMPLOYEES</b> <ul style="list-style-type: none"> <li>• HILTI FASTENER</li> <li>• POWERED ELEVATED WORK PLATFORM (PEWP)</li> <li>• STILT USE (AS PRESCRIBED)</li> </ul> <b>WAREHOUSE EMPLOYEES</b> <ul style="list-style-type: none"> <li>• GENERAL HAND TOOL/SHOP EQUIPMENT USE</li> <li>• GENERAL VEHICLE/HEAVY EQUIPMENT USE (FORKLIFT, DELIVERY VEHICLES)</li> </ul>			
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• OPERATORS OR MANUFACTURERS' INSTRUCTIONS.</li> <li>• COMPANY WORKPLACE HAZARD ANALYSIS</li> </ul>	<b>VIDEO REQ'D</b>	<b>NO</b>	<b>OUTSIDE COURSE ACCEPTED</b>
<i>COURSE LENGTH STANDARD</i>		<b>EXAMINATION REQUIRED</b>	<b>NO</b>	<b>PASSING MARK</b>
<i>TIMELINE FOR COMPLETION</i>	<ul style="list-style-type: none"> <li>• ALL WORKERS MUST BE TRAINED IN THE MAINTENANCE, USE AND INSPECTION OF ANY EQUIPMENT PRIOR TO AUTHORIZING USE.</li> </ul>			
<i>RESPONSIBILITY FOR TRAINING</i>	<ul style="list-style-type: none"> <li>• SUPERVISOR IS RESPONSIBLE TO PROVIDE TRAINING FOR FIELD &amp; SHOP EMPLOYEES.</li> <li>• SUPERVISOR IS RESPONSIBLE FOR PROVIDING LOCK-OUT TRAINING FOR EQUIPMENT.</li> <li>• SUPERVISOR IS RESPONSIBLE TO ENSURE THAT SUB-CONTACTORS POSSESS CERTIFICATIONS.</li> <li>• SUPERVISOR TO ENSURE THAT VEHICLE OPERATORS POSSESS VALID "G" LICENSE.</li> <li>• COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING THE SUPERVISOR.</li> </ul>			
<i>REFRESHER TRAINING</i>				
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>•</li> </ul>	<b>VIDEO REQ'D</b>	<b>NO</b>	
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>• OPERATORS OR MANUFACTURERS' INSTRUCTIONS.</li> </ul>	<b>EXAMINATION REQUIRED</b>	<b>NO</b>	<b>PASSING MARK</b>
<i>COURSE LENGTH STANDARD</i>	<p><i>* Training for the use, maintenance &amp; inspection of equipment must be performed by a competent Supervisor.</i></p>			
<i>TRAINING EVALUATION</i>	<ul style="list-style-type: none"> <li>• TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>			

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>		
		<b>PART</b>	<b>10.11</b>	<b>PROPANE USE</b>		
APPROVED BY: <b>SENIOR PARTNERS</b>		SMC REVIEWED DECEMBER 15, 2024	DATE EFFECTIVE JANUARY 4, 2024	DOCUMENT CONTROL # TEPRP.001	SUPERSEDES TEPRP.000	

<b>FULL COURSE TRAINING</b>				<b>REVIEW REQUIREMENTS</b>	<b>3 YEARS</b>
<b>COURSE STANDARDS</b>	<ul style="list-style-type: none"> <li>COURSE OUTLINE TO BE APPROVED THROUGH TSSA</li> <li>PROPANE CLASSIFICATION</li> <li>APPLICATIONS FOR PROPANE USE</li> <li>HAZARD AWARENESS FOR PROPANE USE</li> <li>SAFE STORAGE PROCEDURES FOR PROPANE USE</li> <li>SAFE HANDLING PROCEDURES FOR PROPANE USE IN CONSTRUCTION</li> <li>INSTRUCTIONS FOR SET UP AND APPLICATION OF PROPANE POWERED EQUIPMENT.</li> </ul>				
<b>COURSE MATERIALS</b>	• OPA ACCREDITED INSTITUTE APPROVED MATERIALS	VIDEO REQ'D	YES	OUTSIDE COURSE ACCEPTED	YES
<b>COURSE LENGTH STANDARD</b>	REFER TO TRAINING PROVIDER	EXAMINATION REQUIRED	YES	PASSING MARK	80%
<b>TIMELINES FOR COMPLETION</b>	<ul style="list-style-type: none"> <li>ANY PERSONS REQUIRING TO HANDLE OR USE ANY CLASSIFICATION OF PROPANE MUST BE TRAINED AND HOLD VALID CERTIFICATION IN ANY INSTANCE.</li> </ul>				
<b>RESPONSIBILITY FOR TRAINING</b>	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO PROVIDE TRAINING FOR SHOP EMPLOYEES AS REQUIRED. THE SUPERVISOR IS RESPONSIBLE TO ENSURE THAT SUB-CONTRACTORS REQUIRING THE USE OF PROPANE POSSESS VALID TRAINING CARDS AS REQUIRED.</li> <li>COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING JHSC MEMBERS AS REQUIRED.</li> </ul>				
<b>REFRESHER TRAINING</b>					
<b>COURSE STANDARDS</b>	• TSSA COURSE STANDARDS	VIDEO REQ'D	YES		
<b>COURSE MATERIALS</b>	• OPA ACCREDITED INSTITUTE APPROVED MATERIALS	EXAMINATION REQUIRED	YES	PASSING MARK	80%
<b>COURSE LENGTH STANDARD</b>	• REFER TO TRAINING PROVIDER	<i>* Course may only be provided by outside agency approved to train under Ontario Propane Association (or equivalent) standards.</i>			
<b>TRAINING EVALUATION</b>	<ul style="list-style-type: none"> <li>SENIOR MANAGEMENT COMMITTEE TO REVIEW TRAINING MATRIX AS PART OF YEARLY REVIEW.</li> </ul>				

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>		
		<b>PART</b>	<b>10.12</b>	<b>POWERED ELEVATED WORK PLATFORM</b>		
APPROVED BY: <b>SENIOR PARTNERS</b>	SMC REVIEWED DECEMBER 15, 2024	DATE EFFECTIVE JANUARY 4, 2024	DOCUMENT CONTROL # TEEW.P.001	SUPERSEDES TEEW.P.000	N/A	

FULL COURSE TRAINING		REVIEW REQUIREMENTS	N/A	
<b>COURSE STANDARDS</b>				
	<ul style="list-style-type: none"> <li>WORKERS REQUIRING USING A PEWP MUST OBTAIN CERTIFICATION THROUGH AN ACCREDITED INSTRUCTOR.</li> <li>WORKERS REQUIRING USING A PEWP MUST BE FAMILIAR WITH THE WORKPLACE HAZARD ANALYSIS REGARDING PEWP USE.</li> <li>WORKERS REQUIRING TO USE A PEWP MUST BE COMPETENTLY TRAINED IN THE CARE, USE AND MAINTENANCE SPECIFIC TO THE EQUIPMENT IN USE.</li> <li>WORKERS REQUIRING TO USE A PEWP MUST ALSO BE TRAINED IN PROPANE HANDLING BY AN ACCREDITED INSTRUCTOR IF REQUIRED TO OPERATE PROPANE POWERED MODEL.</li> </ul>			
<b>COURSE MATERIALS</b>	<ul style="list-style-type: none"> <li>OPERATORS OR MANUFACTURERS' INSTRUCTIONS AS REQUIRED.</li> <li>COMPANY WORKPLACE HAZARD ANALYSIS</li> </ul>	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED
<b>COURSE LENGTH STANDARD</b>	AS REQUIRED BY PROVIDER	EXAMINATION REQUIRED	YES	PASSING MARK
<b>TIMELINE FOR COMPLETION</b>	<ul style="list-style-type: none"> <li>WORKERS REQUIRING USING A PEWP MUST BE TRAINED IN THE CARE, USE AND INSPECTION OF THE EQUIPMENT PRIOR TO AUTHORIZING USE.</li> </ul>			
<b>RESPONSIBILITY FOR TRAINING</b>	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO PROVIDE TRAINING FOR FIELD EMPLOYEES AS REQUIRED.</li> <li>COMPANY PRESIDENT IS RESPONSIBLE FOR TRAINING THE SUPERVISOR AS REQUIRED.</li> </ul>			
<b>REFRESHER TRAINING</b>				
<b>COURSE STANDARDS</b>	<ul style="list-style-type: none"> <li>AS REQUIRED BY TRAINING PROVIDER</li> </ul>	VIDEO REQ'D	NO	
<b>COURSE MATERIALS</b>	<ul style="list-style-type: none"> <li>OPERATORS OR MANUFACTURERS' INSTRUCTIONS AS REQUIRED.</li> </ul>	EXAMINATION REQUIRED	NO	PASSING MARK
<b>TRAINING EVALUATION</b>	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>			
<b>SPECIAL NOTE</b>	<ul style="list-style-type: none"> <li>WORKER EXPECTED TO USE PROPANE POWERED PEWP EQUIPMENT MUST BE CERTIFIED TO HANDLE/INSTALL PROPANE CYLINDERS AS REQUIRED.</li> </ul>			

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>		
		<b>PART</b>	<b>10.13</b>	<b>POWER ACTUATED TOOL</b>		
APPROVED BY: <b>SENIOR PARTNERS</b>		SMC REVIEWED DECEMBER 15, 2024	DATE EFFECTIVE JANUARY 4, 2024	DOCUMENT CONTROL # TEPAT.001	SUPERSEDES TEPAT.000	

FULL COURSE TRAINING				REVISION TERMS	AS REQ'D
<b>COURSE STANDARDS</b>	<ul style="list-style-type: none"> <li>WORKERS EXPECTED TO OPERATE POWERED ACTUATED TOOLS MUST BE TRAINED FOR THE SPECIFIC TYPE OF P.A.T. UNDER REG 213/91 S.117</li> <li>PPE REQUIREMENTS</li> <li>TOOL INSPECTION REQUIREMENTS</li> <li>MAINTENANCE AND CARE</li> <li>BOOSTER/SHOT USE AND STORAGE REQUIREMENTS</li> </ul>				
<b>COURSE MATERIALS</b>	• OPERATORS OR MANUFACTURERS' INSTRUCTIONS AS REQUIRED.	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED	YES
<b>COURSE LENGTH STANDARD</b>	AS REQUIRED BY TRAINING PROVIDER	EXAMINATION REQUIRED	NO	PASSING MARK	N/A
<b>TIMELINE FOR COMPLETION</b>	<ul style="list-style-type: none"> <li>WORKERS MUST COMPLETE TRAINING PROGRAM BEFORE BEING AUTHORIZED TO USE POWER ACTUATED TOOL.</li> </ul>				
<b>RESPONSIBILITY FOR TRAINING</b>	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO PROVIDE TRAINING FOR EMPLOYEES AS REQUIRED.</li> <li>COMPANY PRESIDENT IS RESPONSIBLE TO PROVIDE TRAINING THE SUPERVISOR AS REQUIRED.</li> </ul>				
<b>REFRESHER TRAINING</b>					
<b>COURSE STANDARDS</b>	• AS REQUIRED BY TRAINING PROVIDER	VIDEO REQ'D	NO		
<b>COURSE MATERIALS</b>	• OPERATORS OR MANUFACTURERS' INSTRUCTIONS AS REQUIRED.	EXAMINATION REQUIRED	NO	PASSING MARK	N/A
<b>SPECIAL NOTE</b>	<ul style="list-style-type: none"> <li>WORKERS MAY NOT HANDLE OR USE POWER ACTUATED TOOL WITHOUT CERTIFICATION</li> </ul> <p><i>* Training for the use, maintenance &amp; inspection of equipment can only be performed by a trainer /representative provided by the supplier of the equipment.</i></p>				

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION</b>	<b>10.0</b>	<b>TRAINING &amp; EDUCATION</b>		
		<b>PART</b>	<b>10.14</b>	<b>TRAFFIC CONTROL SAFETY AWARENESS</b>		
APPROVED BY: <b>SENIOR PARTNERS</b>	SMC REVIEWED <b>DECEMBER 15, 2024</b>	DATE EFFECTIVE <b>JANUARY 4, 2024</b>	DOCUMENT CONTROL # <b>TETCP.001</b>	SUPERSEDES <b>TETCP.000</b>		

FULL COURSE TRAINING				REVIEW REQUIREMENTS	AS REQ'D
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>• REQUIREMENTS FOR TRAFFIC CONTROL PERSON IN ACCORDANCE WITH S.69 OF THE ONTARIO CONSTRUCTION REGULATIONS</li> <li>• REQUIREMENTS FOR SIGNALLERS IN ACCORDANCE WITH S.104 OF THE ONTARIO CONSTRUCTION REGULATIONS</li> <li>• REQUIREMENTS FOR TRAFFIC CONTROL SET-UP</li> <li>• DUTIES OF TRAFFIC CONTROL PERSONS</li> <li>• INTRODUCTION TO HAND SIGNALS</li> <li>• DEVELOPING TRAFFIC CONTROL PLANS</li> <li>• EQUIPMENT REQUIREMENTS</li> <li>• TRAFFIC CONTROL SET-UP (BOOK 7)</li> </ul>				
<i>COURSE MATERIALS</i>	• CMC TCP HANDOUT OR EQUIVALENT	VIDEO REQ'D	N/A	OUTSIDE COURSE ACCEPTED	N/A
<i>COURSE LENGTH STANDARD</i>	• 2.0 HOURS	EXAMINATION REQUIRED	YES	PASSING MARK	N/A
<i>TIMELINES FOR COMPLETION</i>	<ul style="list-style-type: none"> <li>•</li> </ul>				
<i>RESPONSIBILITY FOR TRAINING</i>	<ul style="list-style-type: none"> <li>• SUPERVISOR IS RESPONSIBLE TO ENSURE WORKERS/SUB TRADES ARE QUALIFIED AS REQUIRED TO PERFORM WORK.</li> <li>• PRESIDENT IS RESPONSIBLE TO ENSURE THAT SUPERVISORS/FOREMEN ARE TRAINED AS REQUIRED.</li> </ul>				
<i>REFRESHER TRAINING</i>					
<i>COURSE STANDARDS</i>	• SAME	VIDEO REQ'D	NO		
<i>COURSE MATERIALS</i>	• CMC TCP HANDOUT OR EQUIVALENT	EXAMINATION REQUIRED	NO	PASSING MARK	N/A
<i>TRAINING EVALUATION</i>	TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.				

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION 10.0 TRAINING &amp; EDUCATION</b>			
		<b>PART 10.15 FORKLIFT OPERATION</b>			
APPROVED BY: <b>SENIOR PARTNERS</b>	SMC REVIEWED <b>DECEMBER 15, 2024</b>	DATE EFFECTIVE <b>JANUARY 4, 2024</b>	DOCUMENT CONTROL # <b>TECLFT.001</b>	SUPERSEDES <b>TELFT.000</b>	N/A

FULL COURSE TRAINING			REVIEW REQUIREMENTS	N/A	
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>WORKERS REQUIRING USING THE FORKLIFT MUST OBTAIN CERTIFICATION THROUGH AN ACCREDITED INSTRUCTOR.</li> <li>WORKERS REQUIRING USING THE FORKLIFT MUST BE FAMILIAR WITH THE WORKPLACE HAZARD ANALYSIS REGARDING FORKLIFT USE.</li> <li>WORKERS REQUIRING TO USE THE FORKLIFT MUST BE COMPETENTLY TRAINED IN THE CARE, USE AND MAINTENANCE SPECIFIC TO THE EQUIPMENT IN USE.</li> <li>WORKERS REQUIRING TO USE THE FORKLIFT MUST ALSO BE TRAINED IN PROPANE HANDLING BY AN ACCREDITED INSTRUCTOR.</li> </ul>				
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>OPERATORS OR MANUFACTURERS' INSTRUCTIONS AS REQUIRED.</li> <li>COMPANY WORKPLACE HAZARD ANALYSIS</li> </ul>	VIDEO REQ'D	NO	OUTSIDE COURSE ACCEPTED	YES
<i>COURSE LENGTH STANDARD</i>	AS REQUIRED BY PROVIDED	EXAMINATION REQUIRED	YES	PASSING MARK	N/A
<i>TIMELINE FOR COMPLETION</i>	<ul style="list-style-type: none"> <li>WORKERS REQUIRING USING THE FORKLIFT MUST BE TRAINED IN THE CARE, USE AND INSPECTION OF THE FORKLIFT PRIOR TO AUTHORIZING USE.</li> </ul>				
<i>RESPONSIBILITY FOR TRAINING</i>	<ul style="list-style-type: none"> <li>SUPERVISOR IS RESPONSIBLE TO PROVIDE TRAINING FOR SHOP EMPLOYEES AS REQUIRED.</li> <li>COMPANY DIRECTOR IS RESPONSIBLE FOR TRAINING THE SUPERVISOR AS REQUIRED.</li> </ul>				
<i>REFRESHER TRAINING</i>					
<i>COURSE STANDARDS</i>	<ul style="list-style-type: none"> <li>AS REQUIRED BY TRAINING PROVIDER</li> </ul>	VIDEO REQ'D	NO		
<i>COURSE MATERIALS</i>	<ul style="list-style-type: none"> <li>OPERATORS OR MANUFACTURERS' INSTRUCTIONS AS REQUIRED.</li> </ul>	EXAMINATION REQUIRED	NO	PASSING MARK	N/A
<i>TRAINING EVALUATION</i>	<ul style="list-style-type: none"> <li>TRAINING STANDARDS FOR THIS TOPIC TO BE EVALUATED DURING YEARLY PROGRAM REVIEW BY THE SENIOR MANAGEMENT COMMITTEE.</li> </ul>				

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 11.0 REGULATORY WORKPLACE INSPECTIONS</b>			
	<b>PART 11.1 WORKPLACE INSPECTIONS STANDARD</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # WIWIS.002	SUPERSEDES WIWIS.001

## OBJECTIVES & PURPOSE

The objective and purpose of our workplace inspections standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. They are a proactive means of preventing the development of unsafe conditions and/or actions in our workplace. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to inspecting and improving our workplace systems for our workforce is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARDS / PROCEDURES

All policies, procedures, and assigned responsibilities meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards are considered when developing and assigning responsibilities.

## COMMUNICATION

Health, safety and environmental (HSE) duties and responsibilities will be communicated to personnel during their training. This will be done one on one, through reading information, informal meetings and discussions as well as formal training sessions. Managers are responsible for communicating all relevant information and revisions for their staff.

## TRAINING / IMPLEMENTATION

Training will be targeted at meeting our organization's requirements and in compliance with the Occupational Health and Safety Act (OH&SA). Management must be trained in their HSE responsibilities in the Occupational Health and Safety Act and Regulations. Workers who perform workplace inspections must be knowledgeable and understand the process and require specific training. Training will be recorded on a sign-in sheet for attendance and will list the topic, date, training provider and trainer. Associated tests must be retained for record maintenance.

## EVALUATION

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## FORMS / RECORDS

Records of training and other health and safety forms will be reviewed on an annual basis.

## REFERENCE MATERIALS

R.S.O. 1990 c 0.1 as amended. Section 8 & 9

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>11.0</b>	<b>REGULATORY WORKPLACE INSPECTIONS</b>		
	<b>PART</b>	<b>11.2</b>	<b>JHSC / WORKER REP INSPECTIONS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	WSJHI.002
	DECEMBER 15, 2025	JANUARY 1, 2026			WSJHI.001

## JOINT HEALTH & SAFETY COMMITTEE

Our JHSC standards demonstrate our corporate commitment to providing a safe and healthy working environment for our workers. The primary function of the JHSC is to inspect and identify potential health and safety hazards in the workplace, raise awareness of health and safety issues and develop recommendations for corrective action. These standards will demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to our JHSC for our workforce is absolute and unwavering.

Workplaces that require committees include:

- any workplace that regularly employs 20 or more workers,
- construction projects on which 20 or more workers are regularly employed and expected to last three months or more,
- any workplace (other than specified construction projects) to which a designated substances regulation applies, even if there are fewer than 20 workers regularly employed in the workplace,
- any workplace where a Director's order has been issued under section 33 of the Act, even if there are fewer than 20 workers regularly employed in the workplace,
- any workplace or construction project in respect of which the Minister of Labour has ordered the employer or constructor to establish a committee.

Workplaces where the number of workers regularly exceeds five but have fewer than 20 workers must select from among themselves one person to be a health and safety representative.

Workplaces that require committees include:

- any workplace that regularly employs 20 or more workers,
- construction projects on which 20 or more workers are regularly employed and expected to last three months or more,
- any workplace (other than specified construction projects) to which a designated substances regulation applies, even if there are fewer than 20 workers regularly employed in the workplace,
- any workplace where a Director's order has been issued under section 33 of the Act, even if there are fewer than 20 workers regularly employed in the workplace,
- any workplace or construction project in respect of which the Minister of Labour has ordered the employer or constructor to establish a committee.

Workplaces where the number of workers regularly exceeds five but have fewer than 20 workers, must select from among themselves, one person to be a health and safety representative.

## **ELEMENTS FOR INSPECTIONS:**

Safety inspections review as a minimum, the following areas:

- Physical premises (our office / building) conditions,
- Construction Projects,
- Equipment condition and maintenance records, (Fire Extinguishers)
- First Aid kits in Office and vehicles (quarterly),
- Operator and manufacturer's instruction manuals availability,
- PPE availability,
- Administrative postings (such as WHMIS, Form 82, a copy of OH&SA posted),
- A review of the HSE Policy and safe work procedures for the work,
- Compliance with policy and safe work procedures,
- Physical condition of the work areas – lighting, air quality, etc.,
- Access and egress routes to and from work areas,
- General housekeeping and hygiene conditions, Office conditions,
- Worker training records, noticeboards, and JHSC minutes posted, etc.,
- Emergency Response and Evacuation Plans.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>11.0</b>	<b>REGULATORY WORKPLACE INSPECTIONS</b>		
	<b>PART</b>	<b>11.3</b>	<b>SUPERVISOR INSPECTIONS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	WISUP.002
	DECEMBER 15, 2025	JANUARY 1, 2026			WSSUP.001

## SUPERVISORS

Under the Occupational Health and Safety Act (OHSA), a supervisor is defined as a person who either has charge of a workplace or authority over a worker. Supervisory inspection standards demonstrate our corporate commitment to providing a safe and healthy working environment for our workers. The primary function of the supervisor's inspections is to inspect and identify potential health and safety hazards in the workplace, raise awareness of health and safety issues and develop recommendations for corrective action. These inspections will demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to our JHSC for our workforce is absolute and unwavering.

Each supervisor is a representative of the employer in a workplace, and the primary means of communicating with workers and others in the workplace. Supervisors' responsibilities include monitoring a project's progress and ensuring workers' health and safety. Supervisors plan the work, oversee its implementation, monitor, assign tasks, identify workplace hazards and address health and safety concerns brought forward by workers to ensure workers' protection.

Supervisors must conduct and record a monthly workplace inspection<sup>4</sup> of their assigned work areas, including construction project sites, yard areas, shop or lab. Any hazards or unsafe conditions observed while conducting the inspection must be corrected immediately if possible. Completed inspections must be reviewed with the JHSC or worker representative, and a copy forwarded to the senior management committee.

## PROJECT SUPERVISOR

Where our company acts as the Constructor for a project in Ontario, the supervisor or appointed competent person **will inspect at least once weekly**, and in accordance with O. Reg 213/91 s.14(4), all machinery and equipment including fire extinguishing equipment, storage of flammable and explosive material, electrical installations, communication systems, sanitization of work areas, public access routes and washrooms with an additional focus on sanitization of high traffic areas due to Covid-19, medical facilities, buildings and other structures, temporary supports and means of access and egress at the project to ensure worker safety.

Each inspection must be documented using the company standard inspection form and forwarded to the Senior Management Committee (SMC) and JHSC.

<sup>4</sup> REFERENCE FORM #019 – WORKPLACE SAFETY INSPECTION FORM

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>11.0</b>	<b>REGULATORY WORKPLACE INSPECTIONS</b>		
	<b>PART</b>	<b>11.4</b>	<b>SENIOR MANAGEMENT COMMITTEE INSPECTIONS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	WISM.C002	WISM.C001	

## **SENIOR MANAGEMENT COMMITTEE (SMC) INSPECTIONS**

A designated member of the Senior Management Committee (SMC) is required to individually inspect or conduct an inspection with the Joint Health & Safety Committee on a quarterly basis. In addition to the basic inspection requirements, members of the Senior Management Committee may elect to perform an unplanned inspection at their discretion. Inspections must include all workplace elements, including people, environment, and processes.

- Inspection schedules will be posted on the Health & Safety Board.
- Name of Inspectors assigned for inspections.

Changes to inspection schedules must be documented on the posting board and communicated to the JHSC and SMC. The safety coordinator is responsible for posting and updating the inspection posting.

### **Elements for Inspections** (This list is not all-inclusive)

Safety inspections may review, as a minimum, the following issues:

- Biological hazards caused by organisms such as viruses, bacterial, fungi and parasites,
- Chemical hazards from solids, liquids, vapours, gas, dust, fumes, or mist – cleaning agents,
- Psychosocial hazards that can affect mental health or well-being – stress, bullying, violence,
- Physical premises (our office / building) conditions,
- Construction Projects,
- Equipment condition and maintenance records - machine guarding, fire extinguishers,
- First Aid kits in Office and vehicles (quarterly),
- Operator and manufacturer's instruction manuals availability,
- PPE availability,
- Ergonomic hazards caused by physiological and psychological demands including repetitive movements or awkward positions from improper work methods or poorly designed workstations,
- Physical condition of the work areas – lighting, air quality, noise, vibration, weather etc.,
- Access and egress routes to and from work areas,
- Parking facilities, cafeterias, and locker rooms,
- General housekeeping and hygiene conditions, Office conditions,
- Worker training records, noticeboards, and JHSC minutes posted, etc.,
- Emergency Response and Evacuation Plans,
- Administrative postings (such as WHMIS, Form 82, a copy of OH&SA posted),
- A review of the HSE Policy and safe work procedures for the work,
- Compliance with policy and safe work procedures.

## **Elements for Inspections** (This list is not all-inclusive)

Safety inspections may review, as a minimum, the following issues:

- Biological hazards caused by organisms such as viruses, bacterial, fungi and parasites,
- Chemical hazards from solids, liquids, vapours, gas, dust, fumes, or mist – cleaning agents,
- Psychosocial hazards that can affect mental health or well-being – stress, bullying, violence,
- Physical premises (our office / building) conditions,
- Construction Projects,
- Equipment condition and maintenance records - machine guarding, fire extinguishers,
- First Aid kits in Office and vehicles (quarterly),
- Operator and manufacturer's instruction manuals availability,
- PPE availability,
- Ergonomic hazards caused by physiological and psychological demands including repetitive movements or awkward positions from improper work methods or poorly designed workstations,
- Physical condition of the work areas – lighting, air quality, noise, vibration, weather etc.,
- Access and egress routes to and from work areas,
- Parking facilities, cafeterias, and locker rooms,
- General housekeeping and hygiene conditions, Office conditions,
- Worker training records, noticeboards, and JHSC minutes posted, etc.,
- Emergency Response and Evacuation Plans,
- Administrative postings (such as WHMIS, Form 82, a copy of OH&SA posted),
- A review of the HSE Policy and safe work procedures for the work,
- Compliance with policy and safe work procedures.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>11.0 REGULATORY WORKPLACE INSPECTIONS</b>		
	<b>PART</b>	<b>11.5 EQUIPMENT USE &amp; INSPECTIONS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # WIPSI.002	SUPERSEDES WIPSI.001

Equipment and inspections will involve both the condition of the equipment and who uses equipment, tools, machinery or vehicles. All work must be authorized by the supervisor to use the equipment and complete a pre-use inspection daily prior to the first use.

Workers must use the company pre-use form to record all inspections and submit their inspection to their supervisor on a weekly basis. Inspections are to be conducted in accordance with the manufacturer's guidelines and OH&S legislation.

Damaged or defective equipment, or hazardous conditions noted during inspection, must be reported to the supervisor or health & safety coordinator immediately. Damaged or defective equipment, tools, machinery or vehicles must be tagged as defective and removed from service immediately. Supervisors are responsible for reviewing and making certain that all inspections are completed.

The list below provides a few examples of the inspection frequencies for equipment and site inspections.

Harness & Lanyard	Before each use
Vehicle Inspection Form	Before each use
Machine Equipment and Tool Checklist	Before each use
Health and Safety Inspection Checklist (Jobsite)	Weekly
Health and Safety Inspection Checklist (Office)	Monthly
PPE Inspection Checklist	Before each use

Equipment found to be defective or inoperative must be reported to the supervisor and tagged and removed from service immediately.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>11.0</b>	<b>REGULATORY WORKPLACE INSPECTIONS</b>		
	<b>PART</b>	<b>11.6</b>	<b>CONDUCTING WORKPLACE INSPECTIONS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	WICWI.000
	DECEMBER 15, 2025	JANUARY 1, 2026	WICWI.001	WICWI.000	

## Inspections

Workplace inspections are an essential component to our occupational health and safety management system (OHSMS). The inspection process involves carefully examining the workplace to identify unsafe conditions and activities that may endanger, or cause illness to a worker, recording such hazards, determining whether existing hazard controls are adequate, and recommending corrective actions where required.

### Inspection Forms & Checklists

Workplace safety inspection forms and checklists must be used to complete and record safety inspections within our organization. These tools will ensure that inspections are thorough and consistent with previous inspections.

### Determining Degree of Hazards

Identified hazards must be rated to indicate the degree of danger or risk to a worker. Ratings must be recorded on the inspection report for each hazard note.

**A – HIGH RISK** – a hazardous condition or act that if uncorrected will likely pose immediate and serious danger to life or health (e.g. - missing guardrail, defective equipment etc.),

**B- MEDIUM RISK** – a circumstance that could develop into a higher risk if it remains uncorrected (e.g. – broken exit light, leak in the roof etc.),

**C- LOW RISK** – a circumstance that is noted to be a contravention, but is not necessarily dangerous to life or health (e.g. – insufficient first aid stock, missing health & safety postings etc.).

### Inspection Contacts

Members of the inspection team conducting workplace inspections, will interact with workers and management as part of the inspection process. If improper work practices or contraventions are noted, they are to be reported to the supervisor. Information obtained may include:

- Noted issues, health and safety concerns or contraventions,
- General workplace conditions,
- Recommendations for creating a safer work environment.

### Distribution of Inspection Results

The completed inspection form will be distributed to the following:

- Company CEO,
- Joint Health & Safety Committee or Health and Safety Representative
- Senior Management Committee.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>11.0</b>	<b>REGULATORY WORKPLACE INSPECTIONS</b>		
	<b>PART</b>	<b>11.7</b>	<b>SUBMISSION, REVIEW &amp; FOLLOW-UP</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	WIREV.000
	DECEMBER 15, 2025	JANUARY 1, 2026	WIREV.001		WIREV.000

## **Submission of Inspection Reports**

Inspections are only effective if the findings are quickly passed on and corrective action is implemented immediately. Completed inspection reports must be submitted to the supervisor and the SMC within 48 hours of the inspection. Serious hazards, acts or conditions noted during the inspection must be brought to the attention of the supervisor immediately. A copy of the inspection report will be posted on the Health & Safety board for a minimum of one month. All Inspection reports are to be filed and kept on record.

## **Review of Inspection Reports**

The Joint Health and Safety Committee (JHSC) and Senior Management Committee (SMC) must respond in writing to any recommendations made by the inspection team within 21 days. Responses shall be posted along with the original inspection report on the Health & Safety Board.

## **Follow Up on Inspection Reports**

The follow-up is the most crucial aspect of the inspection. Once the inspection has been completed and potential hazards have been identified, the employer is obligated to take necessary and immediate action to address the issues. Therefore, there needs to be a record of the inspecting team informing the employer about potential hazards and suggestions on how to solve the issues to make the workplace a safe work environment. The employer, department heads, and others responsible for the safety of workers need to receive a copy of the inspection report to help them identify and address the issues.

Follow up to previous inspections are to be recorded on the original inspection form with the JHSC. Any unresolved issues, concerns or recommendations are to be reported to the supervisor immediately and assigned a priority level for all hazards identified indicating the urgency for the corrective action required. For example:

**A = Major - requires immediate action**

**B = Serious - requires short-term action**

**C = Minor - requires long-term action**

The health & safety coordinator or supervisor will be responsible for following up and ensuring that corrective actions are taken in the required timeframes. Where applicable the Workplace Hazard Analysis will be reviewed and amended upon recommendations from the SMC and the JHSC Committee.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 12.0 EMERGENCY PLANNING &amp; INCIDENTS</b>			
	<b>PART 12.1 GENERAL STANDARD</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIGEN.002	SUPERSEDES AIGEN.001

## OBJECTIVES & PURPOSE

The objective and purpose of our general emergency response standard demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. They are a proactive means of organizing methodical emergency response actions in our workplace. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Responding to emergencies in a planned and organized manner can save lives. It also instills calm into potentially stressful situations. The ability to understand the steps involved and work as a team to control the circumstances present is a key element of this section. Our commitment to effective standards, to improving our workplace systems, is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers. Agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Municipal, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities.

## ACCIDENT & INCIDENT REVIEW

The Senior Management Committee (SMC) along with the Joint Health and Safety Committee (JHSC) will review incident reports, as part of the committee meeting agenda, on at least a quarterly basis and included as part of the annual statistical analysis (Please review Administration Section).

## RECORD RETENTION

Documentation pertaining to any incident investigation will be retained on file for a minimum of seven years. Data copies and scans of documentation will be stored indefinitely in our system.

## COMMUNICATION

HSE emergency response protocols will be communicated to all personnel involved during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager or supervisor is responsible for communicating this information and any revisions to their staff.

## TRAINING / IMPLEMENTATION

Training in emergency response is provided to all management. Management is responsible for ensuring that those reporting to them are familiar with what they need to do during emergencies. Training in emergency response is provided to all management. Management is responsible for ensuring that those reporting to them are familiar with what they need to do during emergencies.

Management must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training will have a sign-in sheet listing the topic, date, trainer, and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

Reference Form #F045 – First Aid Treatment Logbook

## **REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended.

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

First Aid Regulation 1101

[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_901101\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_901101_e.htm)

Note: O. Reg. 420/21: Notices and Reports Under Sections 51 To 53.1 of the Act - Fatalities, Critical Injuries, Occupational Illnesses and Other Incidents

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION 12.0 EMERGENCY PLANNING & INCIDENTS			
	PART 12.2 EMERGENCY & INCIDENT PREPAREDNESS			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIEIP.002	SUPERSEDES AIEIP.001

### **Implementing & Reviewing Emergency Response Procedures - Office**

The SMC will be responsible for oversight into the development of emergency response procedures as it applies to all main offices. The head office emergency plan will be developed with input from all relevant interested parties including, but not limited to:

- The JHSC,
- Office workers,
- The Health & Safety Coordinator (HSC),
- Emergency Services (Fire Dept., Police etc.),
- Ministry of Labour, Immigration, Training & Skills Development, (MLITSD)
- Client,
- Third Party Subject Matter Experts.

Supervisors and/or Human Resource managers will be responsible for ensuring that workers are educated in the emergency response systems. The HSC and JHSC will routinely review posted evacuation plan to ensure information is accurate.

All staff, including field and office personnel, must be trained in an emergency response plan for their location. The HSC is responsible for maintaining all workplace training records. Supervisors and/or office managers will be responsible for ensuring that workers are educated in the emergency response systems. The HSC and JHSC will routinely review posted evacuation plan to ensure information is accurate.

The HSC (if applicable) will be responsible for reviewing records to ensure proper implementation of the program. Where necessary, our company will submit copies of our Emergency Response Plans to our clients for review and approval.

In circumstances where our company is the Constructor on a project, the site superintendent will be responsible for ensuring that a site-specific Emergency Response Plan is developed.

The site supervisor will ensure that a system is developed to formally communicate standards to workers (including subcontractors) before being allowed to work on site. The site superintendent is responsible for maintaining all records of site training. The HSC will be responsible for reviewing records to ensure proper implementation of the program.

Changes or amendments to any company emergency response procedures must be approved by the senior management committee or site superintendent before implementation into the workplace.

### **Building Emergency Procedures**

Supervisors will ensure that necessary provisions for emergency responses are provided. The following procedures will be implemented for the protection of our workers:

- Maintaining adequate first aid kits in the workplace as per Regulation 1101,
- Adequate number of workers are to be trained in First Aid and CPR,



- Workers trained in First Aid/CPR shall have their certificates (or copies) posted,
- Adequate eyewash stations (portable as well) must be available,
- Emergency Response information (Map to Hospital) must be posted,
- The supervisor will designate a "Gathering Point". During an evacuation, this is the point where ALL workers will proceed to and be head counted by the supervisor,
- After evacuation of the workplace, re-entry is not permitted until the supervisor gets the "All Clear" from the appropriate authority, (Police, Fire etc.)
- A floor plan shall be posted at the workplace. This plan shall contain exit routes for all workers as well as the location of the "Gathering Point",
- The floor plan shall also include locations of fire extinguishers, First Aid kits, eyewash stations and other emergency equipment as may be required in the workplace,
- Flashlights will be kept available at various locations in the event of a power outage,
- The supervisor will be responsible for monitoring adverse weather conditions and notify workers and sub-contractors if weather or driving conditions become hazardous,
- All encounters with, or inquiries by outside services shall be coordinated by the supervisor under guidance of senior management,
- Evacuation drills to be scheduled.<sup>5</sup>

### **Construction Site Emergency Procedures**

Constructors are also required to have specific emergency provisions in place.

These responsibilities include, but are not limited to:

- Providing adequate and fully stocked First Aid kit as per Regulation 1101,
- Constructor to ensure that an adequate number of people are trained and available to administer First Aid and CPR,
- Post names of personnel trained in First Aid/CPR,
- Post a copy of the site emergency response/evacuation plan including gathering points,
- Where required post emergency alarm stations,
- Post copy of emergency contact numbers,
- Post copy of map to local hospital.

In the event of an emergency at a workplace or on a construction site, follow all instructions provided by the supervisor / manager or site superintendent or their designate. Workers are to familiarize themselves with workplace / site-specific emergency responses and evacuation plans prior to working on the site. Site supervisors are responsible for ensuring that adequate training is provided for workers as they arrive on site. In the event of an emergency the site superintendent must also be contacted.

### **Emergency Drills**

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<sup>5</sup> REFERENCE FORM #028 – EMERGENCY FIRE DRILL FORM

Our company will ensure that a practice evacuation drill or discussion is performed at least once a year. Results of all evacuations or practice drills / discussions will be recorded in writing and posted on the health & safety bulletin board. The JHSC will be responsible for coordinating the drill and documenting results. Results of drills will be reviewed by senior management. Any issues, concerns or recommendations regarding drill exercises are to be addressed immediately by the supervisor.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	12.0	EMERGENCY PLANNING & INCIDENTS	
	PART	12.3	MANAGING FIRST AID	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIMFA.001	SUPERSEDES AIMFA.000

## First Aid Attendants

In accordance with **First Aid Regulation 1101**, a First Aid kit attendant must oversee the kit(s). Attendants must be trained in First Aid, CPR, Naloxone and basic AED use. Training through St. John Ambulance is preferred however certification can be obtained through other approved service providers, if necessary. (Please refer to the First Aid Training Standard).

First Aid attendants are expected to document any First Aid incidents and report them accordingly. First Aid kits must be always stocked; replacement inventory must be obtained through the supervisor.

## First Aid on Sites

If a worker requires First Aid treatment on site:

- The worker will report to (site) office and notify the supervisor or First Aid attendant,
- The supervisor will document any First Aid treatment administered on site and any inventory used in the log,
- The worker must report any further complications from the injury immediately,
- The supervisor will keep updated information on file for the injured worker,
- The supervisor will conduct a follow-up to the incident within a reasonable time.

Prompt treatment of injuries can reduce pain and suffering and save lives as well. The following are some basic reminders for First Aid: You are encouraged to participate in a First Aid and CPR training program.

## First Aid Logbooks

These are required to record all information related to first aid treatment rendered in the workplace. A First Aid logbook should be kept with the kit and each record of treatment must show:

- ✓ Name the person(s) treated,
- ✓ Date and time of treatment,
- ✓ The treatment rendered,
- ✓ Treatment location,
- ✓ The name of the person who provided the treatment and,
- ✓ The names of any witnesses to the injury.

This facilitates follow-up on the person's condition and verifies that an incident did occur should they require further medical treatment.

The contents of the First Aid Kit shall be **inspected** at a minimum of once every three months (ideally, once every month) to ensure the contents comply with the provincial First Aid Regulations. Record the inspections on a card that includes the date of inspection and signature of the inspector. Keep the card next to, or inside of, the First Aid kit.

Post valid **First Aid Certificates** of all trained workers on a noticeboard in a conspicuous place, preferably near the First Aid room or in the workplace's main office.

### **Minor Injuries Requiring First Aid**

A minor injury is when a worker requires basic First Aid treatment but does not result in that worker seeking medical attention from a doctor, paramedic or other licensed medical practitioner or results in loss of time from normal duties.

These instances can include but are not limited to:

- cleaning minor cuts, scrapes, or scratches,
- treating a minor burn,
- applying bandages and/or dressings to a minor wound or abrasion,
- using a cold compress, cold pack, or ice bag to reduce pain or swelling,
- using a finger splint,
- changing a bandage or a dressing after a follow-up.

**Workers requiring First Aid treatment for minor injuries or illness are responsible for:**

- Report all occupational injuries and illnesses including those not requiring health care to their immediate supervisor immediately.

**Report any use of First Aid supplies to their immediate Supervisor.**

- Report any knowledge of injury or illness where the First Aid inventory has been removed and used from the First Aid Kit to your supervisor.

**The Supervisor (or SMC) must be immediately informed of any incident requiring First Aid. Supervisors will be responsible for the following:**

- Contact company First Aid personnel to assist the worker as may be required,
- Ensuring First Aid incidents are recorded in the First Aid Log (In First Aid Kit),
- Ensuring First Aid Kits are stocked in compliance with First Aid Regulation 1101,
- Submit copies of first aid logs to the HSC manager monthly,
- The supervisor will conduct a follow-up to the incident to ensure all proper measures and procedures have been implemented.

The HSC will track all occupational occurrences involving minor First Aid incidents to establish any trend for the annual OHSMS program review.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	12.0 EMERGENCY PLANNING & INCIDENTS		
	PART	12.4	MANAGING INCIDENTS REQUIRING MEDICAL AID	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIMED.001	SUPERSEDES AIMED.000

## **Injuries & Illnesses Requiring Health Care / Medical Aid**

The following circumstances are defined as a Medical Aid incident under Section 52 of the Act:

*“a worker is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence.”*

**If a worker suffers an injury or illness requiring medical aid the following shall take place:**

- The worker or witness shall immediately notify the supervisor of any instance of injury or illness that requires the medical attention,
- The worker will remain at the workplace to be assisted by a First Aid representative,
- The First Aid attendant can determine if an ambulance is required,
- If a worker seeks medical attention outside normal working hours for an injury or illness sustained at work, the worker must inform the supervisor on the morning of the next workday,
- Workers are responsible for following all policies and procedures under the company Work Reintegration Program,
- Workers must cooperate with the supervisor, JHSC, MLITSD or WSIB if an incident investigation is required,
- If a worker requires medical assistance, where an ambulance is not required, the supervisor will arrange for transportation. A First Aid holder may travel with a worker to assist. (Please note the First Aid attendant cannot be the driver),
- The First Aid holder (or other person designated by the supervisor) will remain at the hospital with the injured/ill worker and report back to the supervisor the status of the injured/ill worker,
- Supervisor shall notify the JHSC and SMC of the occurrence,
- Supervisor with the JHSC shall conduct the investigation,
- Supervisor shall complete the company accident investigation form,
- Supervisor shall submit Section 52 (OHSA) to the JHSC within four (4) days,
- The supervisor shall forward all documentation to the JHSC.

**The Health & Safety Coordinator (HSC):**

- Will assist the supervisor with the incident investigation,
- Assist the supervisor and/or SMC with external authorities,
- Ensure that the worker and/or the attending physician is provided with all necessary documentation including WSIB Functional Abilities Forms and Work Reintegration Plan,
- Ensure the WSIB Form 7 is completed and submitted to the WSIB within three (3) days,
- Review all documentation pertaining to the incident including reports made pursuant to the OHSA and any internal incident reports,
- All reports will be reviewed prior to their submission to the JHSC / SMC,
- Make recommendations for corrective actions to the supervisor and SMC,
- Track all occupational occurrences involving medical aid incidents for the purpose of reporting requirements, and for the development of trending analysis to be conducted during the annual OHSMS Program review.

**Reporting Injuries To WSIB**

In any instance where a work-related injury or illness causes a worker to seek professional medical assistance, or if the worker is on their 8<sup>th</sup> day of modified work, the supervisor shall ensure that a Form 7 containing the necessary information and details is sent to the WSIB within three (3) days.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	12.0	EMERGENCY PLANNING & INCIDENTS	
	PART	12.5	MANAGING CRITICAL INJURIES	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AICRT.002	SUPERSEDES AICRT.001

## Critical Injury / Accident Response

In the event of a critical injury, illness or other serious emergency (including fatality), the SMC will coordinate our crisis management plan and response.

***Critical Injury – Ontario Regulation 420/21 “critical injury” is defined as an injury of a serious nature that.***

- *Places life in jeopardy,*
- *Produces unconsciousness,*
- *Results in a substantial loss of blood,*
- *Involves the fracture of an arm or leg, 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 portion of the body; or,*
- *Causes the loss of sight in an eye.*

\*\*NOTE – the MLITSD considers a broken hand or foot as a critical injury. In addition, any amputation involving more than one finger or toe will also be seen as a critical injury.

If a critical injury does occur, management must be notified immediately. The following actions will be initiated by management:

1. If required, a supervisor will instruct someone to place a call to 911 and request an ambulance, (the worker will act as a communication link with the 911 dispatch),
2. Qualified First Aiders will provide first aid (where appropriate) to the injured worker,
3. The injured worker is not to be moved unless necessary (where life is in danger),
4. If the victim is immobile in an area that poses any risk regarding rescue, stay near the area and talk to the injured worker, DO NOT try to initiate rescue until help arrives,
5. Supervisor will instruct personnel to direct the ambulance or EMS to the accident scene,
6. Supervisor will clear the area of all unnecessary personnel,
7. The supervisor will contact the MLITSD by phone and notify them of the accident,
8. The supervisor will ensure that the accident scene is cordoned off and remains undisturbed,
9. Supervisor will notify the (SMC), who will initiate the emergency response plan,
10. The injured workers family notification will be coordinated with the police department,
11. The supervisor must begin by making detailed notes regarding the date and time of all calls, who was spoken to and the pertinent details of the conversation,

12. The SMC may call **CMC** to assist with emergency response and may also contact CMC's recommended legal counsel to **establish solicitor-client privilege**,
13. If the worker has been poisoned, the supervisor will ensure the SDS sheet for the suspected product(s) is available and given directly to EMS,
14. The supervisor will designate personnel to travel to the hospital,
15. Personnel will stay at the hospital to ensure the supervisor is updated on the status of the injured worker,
16. Once the injured worker has been transported to hospital, the supervisor will instruct the JHSC to be available for an accident investigation with the MLITSD,
17. The supervisor must work with the lead primary investigators (under privilege),
18. Everyone must respect the serious nature of these situations and refrain from interfering with the investigation process,
19. Written statements and pictures of the accident scene may be collected under privilege,
20. The investigation will be coordinated to address all contributing factors,
21. Once the accident investigation report is completed, it shall be forwarded to the SMC,
22. Critical or Fatal injury investigations should be conducted with the assistance of **CMC**. All reports will be forwarded to counsel by CMC,
23. A corrective action plan will be developed based on the facts and conclusions drawn from the investigation and implemented once approved by the SMC and counsel,
24. All investigations shall be analyzed by the investigating team and result in actions designed to eliminate or minimize the risk of future like occurrences,
25. A member of the SMC will complete the WSIB Form 7 and submit it to the board within **three days** of the occurrence,
26. The SMC will provide the CEO with a copy of all investigation reports and government submissions prior to their release and authorize the release of any documentation involved in the circumstances.

## Communication

The key to quick and efficient response time is the method of communication between the accident scene, the front office and the EMS. Always have a method of communication open such as radio or telephone to relay vital information. In an emergency, management must stay calm and think clearly. **Specialists in emergency response are essential in these circumstances.**

## Transportation

An ambulance is always the preferred method of transportation in any case of serious injury, illness, or life-threatening event. If for any reason the injured worker refuses transportation, there needs to be a discussion with the worker and EMS. As the employer, you must arrange for **immediate** medical care.

## Notification

The Supervisor will coordinate any notifications to the injured worker's family with the appropriate authorities, (Police / MLITSD), as requested or required.

## Evacuation



In the event of an emergency that requires evacuation, the supervisor will be responsible for the safe evacuation of all their workers. The supervisor must ensure that the evacuation plan is understood and adhered to by all workers. The supervisor will be responsible for the accounting for all personnel during the evacuation by performing a head count at the "Gathering Point".

**Responsibilities for Personnel** – The supervisor will ultimately be responsible for the conduct of workers during an emergency. All workers are required to follow the direction of the supervisor and are not to leave the property. All workers are to cooperate with any investigations and answer any questions to the best of their ability regarding occurrences.

**NOTE: Investigations of Critical Injuries (Legal Considerations / Response)**

Legal representation to establish privilege is recommended to ensure the information gathered in the investigation is protected under "privilege". If instructed by the client's legal counsel, CMC will commence preparation of a detailed privileged and confidential report "*in contemplation of litigation*" detailing all information gleaned from the accident, which will be forwarded to the client's counsel. This report is prepared "in contemplation of litigation" for the sole purpose of providing your legal representatives with a full and confidential account of the circumstances around the accident. Very strict rules apply to this information and privilege. Please ensure you discuss the detailed process with your lawyer(s) to ensure you understand how this process works.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	12.0	EMERGENCY PLANNING & INCIDENTS	
	PART	12.6	ACCIDENT & INCIDENT INVESTIGATION	
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The process of investigating any accident, illness, fires, explosions, spills or other incident is for the sole purpose of establishing the causes (facts) of the occurrence, which then facilitate the implementation of corrective actions to eliminate or reduce the risk of other similar like occurrences. It is impossible to complete the required WSIB and MLITSD forms without a proper accident investigation into the facts of the case.

It is company policy to immediately investigate incidents that result in:

- Critical Incidents or Fatalities,
- Lost time from work,
- Occupational Illness,
- Property Damage / Equipment Damage,
- Fire,
- Accidental Environmental Release,
- Workplace Violence & Harassment (Sexual Assault / Harassment),
- Discrimination or Racism
- Psychological Impairments
- Other unexpected events

Investigations may also be used to create and file formal reports to the WSIB, JHSC or MLITSD, reporting the circumstances surrounding the occurrence.

### Supervisor Responsibilities

- Ensure that the injured worker receives prompt medical care,
- Assist with, or lead accident investigations,
- Interview eyewitnesses or persons of knowledge of the incident,
- Obtain assistance from senior management members or third-party services,
- Complete incident reports on the Incident Investigation Report Form<sup>6</sup> within 24 hours,
- Submit the accident investigation report to the supervisor, SMC and/or the CEO,
- Follow all procedural requirements when conducting an accident investigation,
- Assist external authorities (Fire/Police Services, MOE, MLITSD) as requested,
- Ensure that accidents reports are properly completed, dated, and signed,

<sup>6</sup> REFERENCE FORM #013 – INCIDENT INVESTIGATION REPORT FORM

- Submit all required reports to MLITSD, WSIB and JHSC in the required timeframes,
- Determine, implement & follow up on any recommendations and/or remedial action.

### **Health & Safety Coordinator**

- Assist the supervisor and JHSC in the investigation procedure,
- Assist in the completion of reports to the MLITSD, WSIB and JHSC,
- Review documentation and make records to be used in trend analysis.
- Ensure personnel responsible for participating in incident investigations are competently trained in investigation techniques.

### **Joint Health & Safety Committee**

- The worker representative will be notified of incidents by the supervisor and may assist in the investigation,
- Worker representatives may be involved in both critical and fatal accident investigations,
- Assist external authorities (Fire/Police Services, MOE, MLITSD) as requested,
- Assist the supervisor in reviewing the accuracy of the accident report information,
- Assist the supervisor to follow up on any recommendations and/or remedial action.

### **Accident Investigation (Example Step-By-Step Procedure & Considerations)**

- In all cases of serious, critical or fatal injuries, rope off the accident location and keep all workers out of the area until the investigation is completed.
- Establish privilege by engaging a third-party lawyer.
- Recommendations and findings under a privileged investigation will go to the assigned lawyer.
- In these situations, the investigation starts after the MLITSD has arrived and runs parallel to their investigation, (The MLITSD will release the scene once they have finished their investigation).
- Investigations will establish **who** was involved, **what** happened, **when** it happened, **where** it happened and **why** it happened.
- It may also involve establishing the positive procedures and protocols in use at the time.
- If it involves a personal injury accident, ensure immediate first aid or medical attention is provided.
- The investigation starts **AFTER** the injured person has been properly taken care of and the workplace scene is stable.
- Remember that the purpose of the investigation is to establish contributing facts, not to draw any conclusions during the investigation process. We are not investigating to establish the responsibility of any individual at this point of the investigation.

- Begin your investigation by noting the time of day, weather conditions, accident location, person(s) involved, witnesses to the accident, machines or equipment involved, and what the worker(s) was doing at the time of the accident.
- Establish the injured workers' name, address, telephone number, occupation, and number of months or years employed by our company for the report.
- Describe, in writing, the accident scene (or photograph) in explicit detail.
- Record eyewitness accounts in writing and have the witness(s) sign their statement<sup>7</sup> once it is complete.
- The supervisor and/or a JHSC representative will conduct an interview with witnesses & begin to question each eyewitness separately. Interview in a quiet place in private.
- Witness statements should be obtained as soon as possible after the accident occurs.
- Interview each witness one at a time. Where multiple witnesses exist, please ensure that they are kept separate from each other and instruct them to refrain from speaking about the incident to anyone (except for MLITSD).
- Determine if other people in the workplace have any specific knowledge of the incident and obtain their statements.
- Witnesses are to be interviewed in the privacy of the supervisor or office manager's office. (If the incident occurs on a job site, then request that the interview be conducted in an office trailer).
- All witness statements are to be recorded on the company witness statement form.
- A witness statement is to be signed by the person providing the statement. If the witness would like a copy of their statement, provide one.
- Where necessary provide sketches of the accident/incident scene indicating sizes, distances and weights of objects for the purpose of the investigation,
- Inspect (or consult qualified person to inspect) the site of the accident/incident, equipment or materials that were, or may be involved.
- Identify all potential contributing factors; people, equipment, materials, environment, and processes.
- Where circumstances require, the investigator will consult outside subject matter experts.
- **DO NOT DISTURB THE ACCIDENT SCENE OR ALLOW ANY ACCESS TO THE AREA.**
- All findings and recommendations for minor accidents corrective action must be sent immediately to the head office for review by members of the SMC.
- Recommendations must include information on what is required to be done, why it must be done, a timeline for implementation and how it is to be completed.
- The supervisor will ensure that responsibilities for corrective action are assigned.
- Completion of the recommendations is to be recorded on the standard form including information on who completed the form and the date.

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<sup>7</sup> REFERENCE FORM #F011 – WITNESS STATEMENT FORM

- The supervisor is responsible for ensuring that copies of the investigation are correctly completed in a timely manner and sent to the SMC and/or CEO no later than 24 hours from the completion of the investigation.
- Any additional information required will be requested within 24 hours. Each investigation will be reviewed at the next JHSC meeting.
- The SMC will review the accident investigation with the JHSC and forward a copy to the CEO for review.
- The SMC will respond to the report and respond to any JHSC recommendations within 21 days of receiving the investigation report.
- Responses can be submitted via the company's standard recommendation response form<sup>8</sup>. Copies of this report must be filed and posted on the Health & Safety Bulletin Board. (Provided it is not "privileged").
- If an injured worker does not report their injury or illness, we will be unable to file the necessary reports on their behalf. We will also question the validity of the claim as our policy was not followed.
- This will also require our company to notify the WSIB that the worker has failed to comply with the reporting requirements of our company, and we will request a formal investigation by the WSIB.

## Communication

Communicating recommendations and circumstances of incidents to management and workers is a key means of preventing future occurrences. Where required, in addition to JHSC meeting minutes and recommendation postings, our company may initiate other measures.

## Notification Requirements

In certain instances, formal reporting in addition to accident investigations will have to be completed and submitted to external agencies (MLITSD, MOE, and WSIB). Notifications and/or reports must be completed and submitted in a timely manner as outlined below:

- **Critical and Fatal Injuries** must be reported by phone call to the MLITSD immediately. Reporting requirements under section 51 of the OHSA must be submitted to the MLITSD in writing within **48 hours**,
- **Lost time, Health Care, Medical Aid** incidents must be investigated and a written report under section 52 of the OHSA to be submitted to the JHSC within **96 hours**,
- **Fire, Explosion, Chemical Release** Reporting requirements under section 53 of the OHSA must be submitted to the MLITSD within 48 hours.

### \*NOTE:

#### O. Reg. 420/21: Notices and Reports Under Sections 51 To 53.1 Of the Act

#### Fatalities, Critical Injuries, Occupational Illnesses and Other Incidents

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<sup>8</sup> REFERENCE FORM #F012 – RECOMMENDATION RESPONSE FORM

**ACCIDENT/INCIDENT REPORTING MATRIX OH&SA**

**(REFER TO OH&SA FOR COMPLETE DETAILS)**

**REFER TO O. REG. 420/21 FOR SPECIFICS**

<b>SECTION 51 REPORT</b>	<b>SECTION 52 REPORT</b>	<b>SECTION 53 REPORT</b>
<p>Fatality or Critical Injury</p> <ul style="list-style-type: none"> <li>• Places life in jeopardy</li> <li>• Produces unconsciousness.</li> <li>• Results in substantial loss of Blood</li> <li>• Involves the fracture of an arm or leg, but not a finger or toe.</li> <li>• Involves the amputation of an arm, leg, hand, or foot but not a finger or toe.</li> <li>• Consists of burns to a major portion of the body</li> <li>• Causes loss of sight in an eye **Fracture of a hand, wrist, ankle foot has been added to this definition by the MLITSD</li> </ul>	<p>Medical Aid</p> <ul style="list-style-type: none"> <li>• Any incident that results in a worker obtaining professional medical aid (ambulance, hospital, physician etc.) because of a work-related injury or illness.</li> <li>• Any incident that results in a worker losing time from work because of a work-related accident or illness.</li> </ul>	<p>Accident without Injury</p> <ul style="list-style-type: none"> <li>• Fire or explosion</li> <li>• Electrical contact</li> <li>• Flood</li> <li>• Structural collapse</li> <li>• Equipment failure resulting in damage.</li> <li>• Worker falling in fall arrest system.</li> </ul>
<p>Reported to MLITSD by Constructor (if any) or Employer  Report done by: Employer</p>	<p>No Report to MLITSD  Report done by: Employer</p>	<p>Reported to MLITSD by Constructor (if any) or Employer  Report done by: Constructor</p>
<b>Timeline for Report Submittal to MLITSD and/or JHSC</b>		
2 days (48 Hours)	4 days (96 hours)	2 days (48 Hours)
<i>ALWAYS REFER TO THE APPROPRIATE REGULATIONS AS PRESCRIBED FOR SPECIFIC CONTENT REQUIRED TO BE INCLUDED IN THE REPORT.</i>		

\*\*NOTE – the MLITSD now views a broken wrist, hand, ankle or foot as a critical injury. In addition, any amputation involving more than one finger or toe will also be seen as a critical injury.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>12.0</b>	<b>EMERGENCY PLANNING &amp; INCIDENTS</b>	
	<b>PART</b>	<b>12.7</b>	<b>INCIDENTS INVOLVING VEHICLES</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIVEH.001	SUPERSEDES AIVEH.000

**Steps to take in the event a worker is involved in a vehicular accident during work hours:**

1. If you are in a vehicle when an accident occurs, safely pull over to the side of the roadway, turn off your car, and turn on your hazard lights,
2. If there is more than one occupant, check to see if anyone is injured,
3. If there is an injured person, do not move them until you evaluate their condition,
4. If (you) the driver is hurt, contact 911 for an ambulance,
5. If safe to do so, safely place flares, cones, or triangles alongside the roadway so traffic is aware that there is an accident ahead (If available / needed),
6. Inform anyone arriving to assist is aware of the location of your vehicle's first aid kit is,
7. Once injured are under care, call the office and report the accident to the supervisor,
8. The supervisor will take the appropriate actions based on the circumstances,
9. If you are not injured, exchange information with everyone involved in the accident.
10. Be sure to exchange the following:
  - name, address, phone number of all drivers, passengers, or witnesses,
  - driver's license numbers and plate numbers,
  - insurance companies of all drivers involved,
  - registered owners of all cars; year, model, make of cars involved,
  - do not discuss what happened with anyone else but the police.
11. Do not make statements regarding fault or any accusations,
12. If possible, take pictures of the accident scene and damage,
13. If you have an injury notify the supervisor immediately & visit a doctor immediately,
14. If the vehicle is driveable and the damage is minor, go to a collision reporting centre.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	12.0	EMERGENCY PLANNING & INCIDENTS	
	PART	12.8	RESPONDING TO "OTHER" EMERGENCIES	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIROE.001	SUPERSEDES AIROE.000

## GENERAL EMERGENCY RESPONSE PROCEDURES

### SMOKE OR FIRE

Remain Calm. The supervisor shall call or instruct someone to call the Fire Services (911) from a gathering point or safe location away from the fire. Supervisor to commence head count:

1. Alert other workers in the vicinity and leave area immediately,
2. Notify the appropriate management and personnel,
3. Personnel to proceed to the nearest exit doorway in a calm manner,
4. Close doors behind you,
5. Management will commence the evacuation to the proper gathering point,
6. If exiting the front office – proceed through the front door of the building,
7. If exiting from the warehouse or back of building use the back door,
8. All personnel must always remain at the gathering point. Do not leave the premises,
9. Supervisor will assist emergency response units,
10. Only attempt to extinguish a fire if you are trained in fire extinguisher use,
11. If at any time you are unsure if your attempt to extinguish a fire is working, evacuate the area immediately.

### NATURAL GAS LEAK

1. Notify the supervisor and other personnel in the immediate area,
2. Immediately cease all activities that provide a source of ignition,
3. Immediately initiate emergency evacuation plan,
4. Call Fire Services from a safe location, away from gas leak,
5. Call the utilities (gas) department for the city and inform them of the incident,
6. All personnel should proceed to their gathering point. The supervisor will do a head count,
7. Ensure the property is completely evacuated,
8. Notify neighboring buildings and workplaces of the emergency,
9. The supervisor will assist emergency response units.

### WORKPLACE VIOLENCE

1. Do not attempt to retaliate if any person(s) become aggressive at the workplace,
2. Attempt to contact the supervisor or member of management,
3. Always try to keep a safe distance away. Try to get away from the area,
4. If the person(s) possesses a weapon, do not attempt to disarm them,
5. Speak in a calm manner to any agitated or excited person(s),
6. Witnesses should contact police or other emergency service personnel that may be required,
7. Evacuate workers and other personnel out of the building, if necessary.

## **CRIME IN PROGRESS**

1. Do not attempt to intervene at any time,
2. Contact 911 and request the police. Give detailed events or what is occurring,
3. Do not make yourself visible to the suspect at any time,
4. Provide make and model and colour of vehicle (if vehicle is involved).

## **POWER OUTAGES**

1. The supervisor will inspect the building areas to assist workers,
2. A flashlight must be used during emergencies,
3. All workers are to report directly to the front office and remain there for the duration of the power outage,
4. If possible, the person performing the inspection will keep a cell phone.

## **DANGEROUS WEATHER CONDITIONS**

1. The Supervisor will be responsible for monitoring potential adverse weather conditions (blizzards, excessive cold/heat, high winds, tornadoes, hurricanes, etc.) and notify workers and sub-contractors if weather or driving conditions become hazardous,
2. If a worker encounters potentially dangerous weather conditions, workers must seek safe refuge. Workers are to contact the head office and await instructions from the supervisor or Health & Safety Coordinator,
3. Outdoor activities during weather with electrical fields present (lightning) is prohibited.

## **BOMB THREAT**

1. The supervisor will immediately arrange to evacuate the area quietly,
2. Follow all procedures as per the emergency fire evacuation,
3. Listen carefully to any discussion / information offered,
4. If possible, take / write notes as the situation progresses,
5. Report immediately to emergency services,
6. If your phone has a display, copy the number and/or letters off the caller on the window display of your phone (if so equipped),
7. Do not hang up. Have someone call 911 from another phone,
8. Give the incoming phone number to the police,
9. Do not try to resolve the situation yourself.

## **SUSPICIOUS PACKAGE** (A suspicious package can be described as having no return address, excessive postage, stains, strange odor, making strange sounds or unexpected motion)

1. Do not touch it or attempt to move it,
2. Notify your supervisor immediately,
3. If no reasonable explanation can explain the existence of the package, the supervisor will notify workers and evacuate the area and call 911.
4. If there are any serious doubts regarding the contents of the package, the supervisor will immediately sound the evacuation alarm at his/her own discretion.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	12.0	EMERGENCY PLANNING & INCIDENTS	
	PART	12.9	HAZARD REPORTING	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AIHAZ.001	SUPERSEDES AIHAZ.000

If an unsafe act, unsafe condition or unsafe behavior is observed in the workplace, it must be reported immediately to a supervisor. Supervisors are expected to take every reasonable precaution for the safety of their workers and to resolve hazardous situations in a timely manner. The process for reporting hazards applies to all workers including office workers and field staff. The ONLY way this system works is if unsafe conditions are reported. Please keep this in mind.

**To ensure that all reasonable steps are taken to properly resolve identified hazards, supervisors will:**

- Immediately protect workers from the hazardous circumstance,
- Complete the standard hazard reporting form with the worker.
- Include the rating of hazard(s) to indicate significance,
- Review the hazard reporting form with the worker to confirm accuracy,
- Consult with the SMC / HSC,
- Advise the HSC of any reported hazards,
- Assign corrective actions and reasonable timelines for resolution,
- Assign corrective actions to qualified and competent people,
- Follow to ensure corrective actions have been successfully implemented,
- Confirm the hazardous condition, act or behavior has been resolved,
- Ensure that copies of the hazard report are distributed.
- Workers will be held accountable for immediately reporting hazards to their direct supervisor and/or JHSC Representative and may assist in any investigation process that may be required,
- Assist the supervisor in the completion of the Hazard Reporting Form,
- Assist the supervisor in the implementation of any corrective actions,
- Review corrective actions with the supervisor prior to continuing the work.

**The HSC will be responsible for the following:**

- Act as a resource for identifying hazards and may assist in implementation of controls,
- Follow-up with supervisor / worker to ensure that all actions have been completed,
- Review completed hazard reports to identify any other improvements, corrective action or proactive initiatives.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>12.0</b>	<b>EMERGENCY PLANNING &amp; INCIDENTS</b>		
	<b>PART</b>	<b>12.10</b>	<b>REPORTING NEAR MISS &amp; OTHER INCIDENTS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # AINMO.002	SUPERSEDES AINMO.001	

In the event an incident or near miss occurs that does not result in any personal injury or illness, but under different circumstances may have resulted in serious or critical injury, illness or may have placed the worker(s) life in jeopardy, the circumstances must be investigated.

These circumstances may include, but are not limited to:

- a worker falls a vertical distance of three metres or more,
- a worker falls and the fall is arrested by a fall arrest system other than a fall restricting system,
- a worker becomes unconscious for any reason,
- there is accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors,
- there is accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts,
- there is a structural failure of all, or part of falsework designed by, or required by Ontario Regulation 213/91 (Construction Projects) to be designed by, a professional engineer,
- there is a structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure,
- there is a failure of all or part of the structural supports of a scaffold,
- there is a structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench,
- there is a failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it, or
- there is an overturning or a structural failure of all or part of a crane or similar hoisting device.

In these instances, the supervisor is responsible for the following:

- Ensure workers are protected from any hazardous circumstances that may still exist,
- Ensure preventive measures are taken to correct conditions and prevent a recurrence,
- File a report under Section 53 of the OHSA (if required),
- Notify the HSC and provide details of the incident,
- Complete an incident report using the standard company form.

Other near-miss incidents that are not defined under Section 53 of the OHSA do not have to be reported to the MLITSD, however they still must be investigated by the supervisor and JHSC. Results of the investigation are to be forwarded to the HSC/SMC for review. The supervisor will conduct a follow-up to the incident to ensure all proper measures and procedures have been implemented.

Note: O. Reg. 420/21: Notices and Reports Under Sections 53.1 Of the Act - Other Incidents

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 13.0 DOCUMENT &amp; DATA CONTROL</b>			
	<b>PART 13.1 GENERAL STANDARD</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # DDGEN.002	SUPERSEDES DDGEN.001

## **OBJECTIVES & PURPOSE**

The objective and purpose of our document and data standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to maintaining accurate documentation and data compliance is absolute and unwavering.

## **SCOPE & IMPLEMENTATION**

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## **STANDARD / PROCEDURE**

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities.

## **ROLES / RESPONSIBILITIES / APPLICATION**

Workplace health & safety statistics are a valuable tool for the measurement and evaluation of the success of our OHSMS. It is also used to determine possible deficiencies within the program. In conjunction with our JHSC, our Senior Management Committee will review selected components of our OHSMS at predetermined intervals to collect and evaluate the data required for analysis.

## **COMMUNICATION**

Requirements for recording and analyzing statistics will be communicated to all personnel involved during their training and scheduled meetings. Each manager or supervisor is responsible for communicating this information and any revisions to their staff.

## **TRAINING / IMPLEMENTATION**

There are no specific training criteria for Statistics Review. Program requirements will be addressed through review of OHSMS with personnel.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

N/A



<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>13.0</b>	<b>DOCUMENT &amp; DATA CONTROL</b>	
	<b>PART</b>	<b>13.2</b>	<b>DATA &amp; STATISTICS REVIEW</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # DDREV.001	SUPERSEDES DDREV.000

Both Leading and Lagging Indicators (data) will be routinely collected and reviewed in accordance with our **CONTINUAL IMPROVEMENT** and evaluation guidelines as follows:

**I. First Aid Records:**

- Number of Incidents,
- Type of Incidents,
- Inventories used.

**II. WSIB Class Ratings and Performance:**

- Increase / Decrease in performance rating,
- Recorded Lost Time Injury (LTI),
- Costs associated with Accidents,
- WSIB Excellence Program (if applicable),
- Ministry of Labour, Training & Skills Development (MLITSD) Accreditation Program (if applicable).

**III. Accident / Incident Investigation Records:**

- Nature of Injury (the type of injury or disease),
- Part of Body affected by the injury or disease,
- Source of the Injury (immediate cause of the injury),
- Task performed at time of the accident,
- Occupation of the injured or ill worker,
- Location where injury, disease or fatality occurred,
- Gender (sex) and Age (in age groups).

**IV. Inspection Reports:**

- Frequency of inspections,
- Participation in inspections,
- Types of deficiencies noted,
- Effectiveness and timeliness of remedial measures.

**V. Hazard Reports:**



- Review Types of Hazards,
- Review of Near Miss reports.

**VI. Job Safety / Hazard Assessments:**

- All tasks identified,
- Identify new or pending changes to tasks that require analysis,
- Review of circumstances that may affect critical rating of each task (accident, near miss, illness),
- Review effectiveness of communication to workers.

**VII. Training Records:**

- Consistency of Training and Re-Training for workers,
- Conduct company task analysis to determine additional training requirements.
- Determine legislative changes or changes in industry standards that will require additional training,
- Effectiveness and consistency of communication to workers (hazards, corrective actions, health & safety information),
- Review of communication of any action plans to the workforce.

**VIII. JHSC and SMC Meeting Records:**

- Frequency of meetings,
- Participation in meetings,
- Response to recommendations,
- Corrective actions.

**IX. Safety Talks:**

- Number of safety talks performed (per project),
- Topics covered,
- Participation in Safety Talks.

**X. Maintenance Records:**

- Completion of scheduled maintenance,
- Servicing and repair records,
- Types of repairs and servicing required,
- Identify risk associated with defective or damaged equipment.

**XI. Equipment and Materials Inventories (Including Hazardous Materials):**

- Review of Hazardous Materials used in the workplace,
- Review Safety Data Sheets,
- Review equipment inventories.

**XII. Interaction with External Authority:**

- Review of Ministry of Labour, Training and Skills Development Orders (Circumstances, Corrective Actions, frequency of Inspections, Types of Inspection/Investigations),
- Review any reports from the Electrical Safety Authority, TSSA etc.

Data from all workplaces, including projects, will be used in the review and analysis process. Data collected will be used to compare performance standards from prior years evaluations to determine the consistency of our progress. An annual action plan will be developed as part of the annual review process to implement any additional standards of care. All reports will be kept on file for review.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 14.0 MANAGING DUTIES &amp; RESPONSIBILITIES</b>			
	<b>PART 14.1 GENERAL DUTY</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # DRGEN.002	SUPERSEDES DR.GEN.001

## **OBJECTIVES & PURPOSE**

The objective and purpose of managing changes to duties, responsibilities and legislative requirements for the various workplace parties' standards is to demonstrate our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to maintaining consistency when dealing with change is absolute and unwavering.

## **SCOPE & IMPLEMENTATION**

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## **STANDARD / PROCEDURE**

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation, as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities.

## **COMMUNICATION**

HSE duties and responsibilities will be communicated to all personnel involved during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating this information and any revisions to their staff.

Management and workers must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training courses will have a sign-in listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current. Any changes to this section will be communicated as required.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	14.0	MANAGING DUTIES & RESPONSIBILITIES		
	PART	14.2	WORKPLACE PARTIES DUTIES & RESPONSIBILITIES		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	DRDRC.002	DRDRC.001	

**CONSTRUCTORS (General Contractor)** - Please refer to the appropriate Section of the OH&SA

They are responsible for the protection of every worker's and every employer's health and safety on a construction project. They are responsible for ensuring that all employers, workers, and subcontractors comply with OH&S legislation, which then requires that all workers be qualified to perform the work being done. They also must ensure all required documentation is available at the workplace prior to starting work on the project. They also have duties as an Employer.

**EMPLOYERS** - Please refer to the appropriate section of the OH&SA

Employers must ensure the health and safety of workers, agents, subcontractors, and their workers are always protected. We have the responsibility to develop, implement and maintain an accident prevention program along with systems and procedures to promote and maintain a safe and healthy workplace.

**Duties Under the Act**

- Only appoint competent supervisors to supervise the work,
- Provide the necessary (prescribed) equipment, materials, and protective devices (PPE),
- Ensure all facilities, equipment, materials, and protective devices are maintained,
- Advise workers of actual and potential safety hazards associated with their work,
- Provide training in health and safety topics related to the circumstances present,
- Update and post (or provided access to) this health and safety policy,
- Post the OH&SA and Regulations for reference,
- Have a safety representative or a JHSC in place,
- Prepare and review our company Health & Safety Policy on an annual basis,
- Develop a program to assist in implementing our company safety policies,
- Ensure company standards are communicated and adhered to by workers,
- Ensure company standards are available and posted,
- Establish JHSC and ensure its proper function,
- Ensure all workers are of legal age to work or be present in our workplace,
- Implement reasonable measures to prevent workplace violence and/or harassment,
- Establish a schedule for health and safety meetings and toolbox talks,
- Perform workplace inspections,
- Develop Emergency Response Plans and programs for all workplaces,
- Take every reasonable precaution to protect workers from injury and/or illness,
- Maintain medical surveillance programs for workers as prescribed,

- Evaluate the OH&S performance of our supervisors.

### **Employer Responsibilities Under the OHSMS**

- Develop a Work Reintegration Program to assist any injured worker,
- Assist JHSC and SMC with their responsibilities,
- Ensure supervisors carry out their responsibilities in accordance with company standards,
- Encourage the reporting of unsafe acts and/or conditions,
- Establish a schedule for health and safety meetings and toolbox talks,
- Develop Emergency Response Plans and programs for all workplaces,
- Monitor all accident / incident reports and corrective action taken,
- Commend efforts of workers demonstrating positive health and safety performance,
- Discipline any worker that violates our health and safety policies or OH&S laws.

**Supervisors** - Please refer to the appropriate Section of the OH&S

### **Duties Under the Act**

- Read and understand all OHSMS policy that applies to the work,
- Supervise the work personally, or appoint a competent person to do so,
- Ensure all workers comply with our policies and the HSE laws and regulations,
- Advise workers of actual and potential safety hazards associated with their work,
- Perform routine workplace safety inspections and make records,
- Conduct investigations and monitor all accidents and incidents as they occur,
- Generate accident/incident reports and institute the corrective actions required,
- Ensure that all required task specific safe work procedures are in place,
- Ensure that PPE is available, worn and used,
- Take every reasonable precaution to protect workers from injury and/or illness.

### **Supervisor Responsibilities Under the OHSMS**

- Provide and/or arrange for training in required health and safety topics,
- Circulating, post and explain this health and safety policy to our workers,
- Implement the company OHSMS program to ensure our policies are known & followed,
- Encourage the immediate reporting of unsafe acts and/or conditions,
- Ensure corrective measures or disciplinary actions are completed in a timely manner,<sup>9</sup>

- Conduct health and safety meetings and toolbox talks,
- Commend efforts of workers demonstrating positive health and safety performance,
- Ensure that safe and healthy conditions are maintained in the workplace,
- Monitor and implement our Work Reintegration Program,
- Discipline any worker that violates our HSE policies or OH&S laws,
- Have a current copy of the OH&SA and Regulations available for reference,
- Work with the safety representative, or the JHSC,

## **Workers, Or Sub-Contractors / Service Providers**

### **Duties Under the Act**

- Agree to comply with OH&S laws and our company HSE policy,
- Use the prescribed protective devices required for the work,
- Use and understand the limitations of the PPE required for the hazards present,
- Be aware of actual or potential safety and health hazards associated with your work,
- Refer to our HSE policy for information (see your supervisor),
- Be aware of your responsibilities under the OH&SA (a copy is available / posted),
- Comply with our Work Reintegration Program (for injured workers),
- Report any accident or incident to your supervisor immediately (within 5 minutes),
- Report unsafe acts and/or conditions to your supervisor,
- Always work in a manner that is safe and do not endanger yourself or other workers,
- Work in a respectful manner and do not engage in acts of violence or harassment,
- Never engage in horseplay or report for work in an unfit manner,
- All serious or potentially serious incidents or occurrences must be reported to our head office immediately and without delay,
- Participate in training related to required health and safety topics,
- Support your safety representative or JHSC,
- Cooperate with our program and assist in complying with our company policies,
- Participate in health and safety meetings and toolbox talks,
- If you are unsure of any job or task "ASK YOUR SUPERVISOR",
- Never assume or guess on safety issues – be certain – be safe "ASK FOR HELP",

### **Health & Safety Coordinator (If, When or Where Applicable)**

The company's Health and Safety Coordinator has additional OH&S knowledge and is responsible for assisting in the implementation of our company safety policies and procedures. The Health and Safety Coordinator is accountable to the Senior Management Committee. Health and Safety Coordinator's activities can include (where required);

- Developing and implementing health and safety standards and procedures,
- Be the management co-chair of the Joint Health and Safety Committee,
- Be the certified management member of the Joint Health and Safety Committee,
- Ensure that the JHSC minutes are documented, distributed, and posted,
- Monitor and maintain the Health & Safety Bulletin Board,
- Participate in workplace inspections,
- Assist Senior Mgmt. with annual audits of our health and safety program,
- Assist Senior Management in the development and implementation of Emergency Response Procedures
- Ensure training and certification standards are maintained,
- Provide resource information for company health and safety training,
- Be the company liaison for any Ministry of Labour inspections,
- Assist company personnel with procedural requirements, Hazard Reporting, Permits, etc.

**The Health and Safety Co-Coordinator may (should) have the following training:**

- ✓ Knowledge of applicable safety legislation,
- ✓ Knowledge of how to perform an Injury/Incident Investigation,
- ✓ Knowledge of Planned Workplace Inspections (or may complete JHSC Certification training from an accredited training provider).

**Visitors & Guests**

Visitors have the right to a healthy and safe environment throughout the duration of their stay / visit at our workplace, and are expected to always comply with the following requirements,

- Where required, sign in and sign out each time you visit our company or site,<sup>10</sup>
- Report any accidents immediately (within 5 minutes) to your escort,
- Use and wear the prescribed protective devices required / supplied,
- Always remain with your assigned company escort,
- Do not enter any restricted areas unless you have the proper authorization,
- Conduct your visit safely and not endanger yourself or any workers,
- Never engage in horseplay or report for your visit in an unfit manner,
- All serious or potentially serious incidents or occurrences must be reported to the office immediately and without delay.

**COMMUNICATION**

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<sup>10</sup> REFERENCE FORM #F029 – SITE SIGN-IN FORM

HSE duties and responsibilities will be communicated to all personnel involved during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating this information and any revisions to their staff.

## **TRAINING / IMPLEMENTATION**

Management and workers must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current. Any changes to this section will be communicated as required.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>14.0</b>	<b>MANAGING DUTIES &amp; RESPONSIBILITIES</b>		
	<b>PART</b>	<b>14.3</b>	<b>SUBCONTRACTORS &amp; SERVICE PROVIDERS</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED		DATE EFFECTIVE DECEMBER 15, 2025	DOCUMENT CONTROL # DRDRC.001	SUPERSEDES DRDRC.000

### **Responsibilities for Contractor / Subcontractor Program Administration**

The supervisor may forward a copy of the Company's OHSMS and any other relevant company procedures to the contractor/sub-contractor. Contractors/sub-contractors will be responsible for acknowledging receipt and awareness of our OHSMS and agree to all requirements prior to any work being performed. Our OHSMS may not be distributed or used by any other contractor. An NDA should be signed.

The Joint Health and Safety Committee and Senior Management Committee will include notations on the contractors/sub-contractors' adherence to their health and safety roles and responsibilities when conducting monthly inspections. The Health and Safety Coordinator shall keep the list of approved contractors/sub-contractors. This list shall be reviewed annually.

Pieceworkers, independent operators, or contract workers, who provide work / services to our company, are required to carry coverage through the Workplace Safety & Insurance Board of Ontario. This will allow these contractors to provide our company with the proper insurance clearance certificates for their work.

All sole proprietors / businesses must have a HST number for their business and we will issue the required Revenue Canada Forms (T5018) at the year end. Our company will not employ or contract with Independent Operators or other persons not insured under the Workplace Safety and Insurance Act.

### **Roles & Responsibilities (Ensure that we...)**

- We evaluate the Contractor Management programs,
- Contractors and subcontractor agreements are properly executed and maintained,
- Client specific particulars are communicated to senior management for contractor management,
- Health & safety performance issues or non-compliance with laws or company standards are addressed immediately,
- Information is in accordance with contractual agreement(s),
- Contractors submit all required documentation and administrative records as prescribed.
- Contractors receive the necessary orientation/induction into their roles in the workplace in accordance with company and/or client standards.
- Maintain copies of all prescribed forms and documents.
- Take all reasonable standards of care to ensure that contractors work safely in our workplaces.
- Report on contraventions or performance issues to the CEO.
- Evaluate performance of contractors.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION 15.0 MATERIALS & SERVICES PROCUREMENT PART 15.1 GENERAL STANDARD			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL #: MSGEN.002	SUPERSEDES MSGN.001

## OBJECTIVES & PURPOSE

The objective and purpose of our purchasing standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to purchasing approved (CSA, NIOSH) equipment that addresses our specific needs in the workplace while maintaining compliance is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation, as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

## COMMUNICATION

HSE duties and responsibilities will be communicated to all personnel involved during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating this information and any revisions to their staff.

## TRAINING / IMPLEMENTATION

Management and workers must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training will have a sign in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## EVALUATION

This section will be reviewed on an annual basis to ensure it is current. Any changes to this section will be communicated as required.

## FORMS / RECORDS

Records of training and other health and safety forms will be reviewed on an annual basis.

R.S.O. 1990 c 0.1 as amended. Sections 23 – 32

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

Ontario Regulation 851



CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	15.0	MATERIALS & SERVICES PROCUREMENT		
	PART	15.2	PROCUREMENT STANDARDS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	MSPRM.001
	DECEMBER 15, 2025	JANUARY 1, 2026	MSPRM.001	MSPRM.000	

All equipment and materials purchased for use by our company personnel should be ordered, inspected and approved with safety in mind prior to its installation and/or general use. (Sub) Contractors will be expected to abide by this policy when purchasing / supplying.

**The Supervisor and/or Purchasing Agent will be responsible for the following:**

- Ensuring that all Personal Protective Equipment (Safety Glasses, Hearing Protection) purchased are CSA approved (or in some cases NIOSH),
- Ensuring that all respirators suitable for the hazards are NIOSH approved,
- Ensuring all other equipment purchased has an approved rating from a recognized North American Testing Agency (example - ULC),
- Ensuring all equipment is under proper warranty and that all maintenance schedules are met under manufacturers' specifications,
- Ensuring all equipment is inspected and equipped with the appropriate protective devices before introducing it into the workplace,
- Ensure that all PPE and equipment includes instructional information such as manuals for inspection, maintenance, and use,
- Ensure that all PPE or equipment received is consistent with the purchase order,
- Ensure that safety requirements are reviewed prior to initial use.

A formalized list for purchasing standards will assist the supervisor and/or purchasing agent in ensuring that the proper equipment is being purchased. Where new or used pieces of equipment may pose a new or elevated risk factor, a Safe Operating Procedure will be developed by the supervisor and JHSC prior to that equipment being used. Invoice numbers for parts and materials are to be kept on record for reference purposes and warranties.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	15.0	MATERIALS & SERVICES PROCUREMENT		
	PART	15.3	EQUIPMENT PURCHASES & MODIFICATIONS		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	
	DECEMBER 15, 2025	JANUARY 1, 2026	MSEPM.001	MSEPM.000	

## Equipment Purchases and Modifications

If new equipment has been purchased for installation in our workplace, or existing equipment has been decommissioned and modified or retooled, a pre-start inspection – if and under section 7 of the Regulations for Industrial Establishments (Regulation 851) must be performed.

Typically, a pre-start review will be required:

- when a new apparatus, structure or protective element is to be constructed, added, or installed or a new process used, as identified in Regulation 851; or,
- when there is to be a modification to an existing apparatus, structure, protective element, or process as identified in Regulation 851.

### Pre-Start Inspections & Commissioning (Industrial Regulations)

Equipment or machinery operators should be present to review the commissioning of new equipment. In all cases, a detailed report must be provided. The professional engineer will conduct the Pre-start. Completed forms are to be signed by the Joint Health & Safety Committee and the Health & Safety Coordinator.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 16.0 OCCUPATIONAL HEALTH</b>			
	<b>PART 16.1 GENERAL DUTY STANDARD</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # OHGEN.001	SUPERSEDES OHGEN.000

## OBJECTIVES & PURPOSE

The objective and purpose of our occupational health standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to helping workers understand how occupational health impacts their lives will allow workers in all environments to better understand how to protect themselves. Our commitment here is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation, as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities.

## COMMUNICATION

Requirements for Occupational Health will be communicated to all personnel involved during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager is responsible for communicating this information and any revisions to their staff.

## TRAINING / IMPLEMENTATION

Management and workers must be trained in their HSE responsibilities and in the requirements of the Act and Regulations that apply to the work. Most training courses will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## EVALUATION

This section will be reviewed on an annual basis to ensure it is current. Any changes to this section will be communicated as required.

## FORMS / RECORDS

Records of training and other health and safety forms will be reviewed on an annual basis.

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	16.0	OCCUPATIONAL HEALTH	
	PART	16.2	HAZARDOUS PRODUCTS & EXPOSURE	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # OHHPE.001	SUPERSEDES OHHPE.000

Occupational health hazards are all around us. They are in the buildings and environments that people frequent every day. The key is to learn about the hazards in your area and take the necessary steps to protect your health. Short (acute) exposures are typically less harmful than long term (Chronic) exposures. What everyone needs to remember is that people can react differently to the exact same exposures, depending on size, weight, age, prior medical history etc. Whenever reasonable, we will always try to eliminate the hazard - or substitute a different safer product into the process - control exposure times and/or use the proper PPE to fully protect against harmful exposures. It doesn't have to be complicated, but procedures need to be established, implemented, and monitored.

More workers die each year in Ontario from occupational disease than from traumatic injury. Workplace health must therefore be a key consideration in every OHSMS program. With the COVID-19 virus and variants, we have all learned a great deal on health hazards and protection.

All occupational health risks and hazards should be identified, analyzed and then eliminated or as a last resort controlled. Health Hazards can be physical, chemical, or biological.

- Physical - noise, sunlight, inhalation, absorption, ingestion, or injection
- Chemical - solvent burns, alkyd paint reactions, dermatitis, allergies, poisoning
- Biological - mould, asbestos, histoplasmosis, or pharmaceutical exposures
- Viral – COVID-19

## Routes of Entry

There are four main routes of entry:

- 1) **Inhalation** - Vapours, mists, airborne droplets, and dust can be inhaled into the lungs and may pass into the bloodstream or lodge in the lungs)
- 2) **Skin absorption** - Vapours, mist, dust, or fluids / liquids may be absorbed through the skin and cause irritations or more serious medical problems.
- 3) **Ingestion** - Swallowing contaminants, dust, liquids or eating or smoking without prior cleansing of hands may cause irritations or more serious medical problems.
- 4) **Injection** - Needles, sharp objects, high-pressure air lines, cuts, abrasions, slivers, or punctures could cause irritations or more serious medical problems.

Workers who are expected to work with hazards materials or designated substances will be properly trained in the use, handling and disposal of such materials as prescribed before attempting to use or otherwise be exposed to such materials.

We will make available to any worker upon request, the following resource materials:

- *WHMIS 2015 (GHS) Workplace Hazardous Materials Information System,*
- *Guide to Workplace Hazardous Materials Information System.*

We will support the hazardous materials program by ensuring the following:

- Identifying products used that are controlled under WHMIS 2015,
- Maintaining a hazardous material inventory,
- Ensuring that products are correctly labelled,
- Ensuring that SDS' are available and routinely assessed and updated,
- Providing training to those working with these products as to their use, storage, and handling,
- Ensuring that product and training information is provided and understood by the worker,
- Keeping records of training available for all workers.

### **Hazardous Chemical Materials**

- insulation (fiberglass, asbestos, refractory ceramic fibre),
- building materials containing asbestos,
- lead paint,
- mercury (fluorescent lights, switches, gauges),
- polychlorinated biphenyls (liquid cooled electrical equipment, fluorescent light, ballasts, paints, electrical insulating materials),
- paints and solvents,
- oils and lubricants,
- fuels (gasoline, diesel),
- batteries,
- process chemicals,
- adhesives,
- air conditioning system chemicals (Freon, halon, chlorofluorocarbons),
- compressed gases,
- welding rods and solder.

### **Hazardous Biological Materials**

- mould,
- bacteria (medical waste, infectious airborne contaminant's),
- animal or human waste (sewage contamination, manure, bird droppings, rodent droppings),
- COVID-19 virus.

All the abatement and removal processes must be completed in accordance with all provincial regulatory requirements and/or industry best practices. A site-specific plan for the removal or abatement of materials must be developed by a competent person and communicated to all personnel. The site-specific plan must include as a minimum:

1. Description of the hazardous materials or designated substances involved,
2. Risks involved workers and any others, the public,
3. Regulatory requirements or industry standards (Designated Substance Regulations, Safety Data Sheets, etc.
4. Methods of removal or abatement,

5. Methods of securing and protecting work areas(s),
6. Personal Protective Equipment requirements,
7. Methods to prevent dissemination or contamination,
8. Disposal requirements (in accordance with Environmental Regulations).

### **Purchasing Standards for Hazardous Materials**

Only the company Purchasing Agent or designate may purchase any products as classified under the Hazardous Materials Act. Where practical, minimum quantities of any products will be procured to minimize waste and mitigate Environmental risk.

The company purchasing agent will be responsible for ensuring that current Safety Data Sheets are readily available for all hazardous materials inventories.

### **Storage & Disposal**

All hazardous materials will be stored in accordance with handling and storage measures as identified in the product Safety Data Sheet.

All hazardous waste materials will be disposed of in accordance with applicable Environmental laws as prescribed. Hazardous waste materials will not be disposed of in ordinary waste receptacles. All hazardous waste materials no longer in use will be consolidated from either site or warehouse operations and brought to a local registered waste disposal facility for proper disposal.

### **Training**

All workers are required to participate in a WHMIS 2015 training course training program standard. Requirements for WHMIS 2015 training review for company personnel will be determined during the yearly OHSMS program review.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>16.0</b>	<b>OCCUPATIONAL HEALTH</b>	
	<b>PART</b>	<b>16.3</b>	<b>SPILL CONTROL &amp; CLEAN-UP</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # OH&SPL.001	SUPERSEDES OH&SPL.000

Our company will make all reasonable efforts to determine what potentially hazardous spill conditions may exist on projects. The supervisor and Health & Safety Coordinator will facilitate safe work procedures for specific spill circumstances. The process will include:

- Determining what hazardous materials and quantities exist that require emergency spill response,
- Determining spill response measures and procedures for materials. (Company may be required to refer to Client Spill response procedures for information),
- Determine adequate Spill Response Kit Inventories are required in consideration to type and quantities of hazardous materials stored in the workplace,
- Determine Personal Protective Equipment requirements for spill response,
- Determine clean up and decontamination procedures for specific hazardous materials,
- Communication and notification requirements for company personnel and client/owner,

Any worker who may be required to clean a hazardous spill must be trained in the proper procedure. Workers will not be permitted to clean any spills where hazardous materials are unknown.

The Public Health Agency of Canada estimates that during pandemics, up to 15 to 35 percent of the population could become sick and be unable to go to school or work. This does not include those that may contract the virus and feel ill but continue their usual activities. The most significant impact on the private sector is likely to be disruption due to worker absenteeism. COVID-19 provided many lessons and provided many challenges. It demonstrated the importance of working together to ensure that we minimize exposures, infections and transmissions.

Personal hygiene (hand washing, covering nose and mouth when coughing or sneezing), environmental cleaning (rigorous cleaning of all hard surfaces in the workplace), social distancing (avoiding crowds) and possibly screening workers to exclude ill people, are all strategies aimed at keeping the workforce healthy. In addition, advance planning by our firm, owners and managers will be critical to protecting workers' health, limiting negative economic impacts, and ensuring the continued delivery of essential services like food, medicine, water and power. It will be up to every business to prepare its own continuity plan. Mandatory vaccinations may be required depending on Public Health mandates.

Our reactions will address these questions:

- How will we maintain business operations when 15 to 35 percent of the workforce falls ill and up to 50 percent of our workforce may be absent at one time?
- How can we adapt our existing continuity of operation plans to deal with absenteeism and unplanned government shutdowns?
- How will we cope when the other businesses and suppliers we rely on experience the same absentee rates or shutdowns?
- How will we adapt to disruptions in the supply chain for the raw materials, goods, and services you require, and how will we get our product to the consumer if our distribution network is hit with high absentee rates?
- How can existing return-to-work and travel policies be adapted to control the spread of this virus among workers?
- How will we limit the economic impact of a flu pandemic on our business?

Continuity planning for a pandemic should include:

1. Identification of our essential business activities (and core people to keep them running),
2. Measures to ensure these are backed up with alternative arrangements,
3. Mitigation of business/economic disruptions, including possible shortages of supplies and,
4. Minimizing illness among workers, suppliers, and customers.

As each pandemic is different, so must our response be different to address the real conditions present. We will design and implement a program suited to each set of circumstances. Personal hygiene practices are a key element of pandemic control. Know that we will address each circumstance with specific plans and directives. Generic plans do NOT help curtail the actual spread of a specific virus.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 17.0 H&amp;S COMMITTEES &amp; REPRESENTATIVES</b>			
	<b>PART 17.1 GENERAL DUTY STANDARD JHSC</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # CMGEN.001	SUPERSEDES CMGEN.000

## OBJECTIVES & PURPOSE

The objective and purpose of our JHSC / Safety Rep standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety system is functioning, and compliance is ongoing. Our commitment to empowering workers on the JHSC (and our safety reps) will allow workers in all environments to better understand how to protect themselves. Our commitment here is absolute and unwavering.

## SCOPE & IMPLEMENTATION

This policy applies to the members of our Joint Health & Safety Committee (JHSC) and Senior Management Committee. It also provides guidance to our Workers' Safety Representative.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

## ROLES / RESPONSIBILITIES / APPLICATION

The Joint Health & Safety Committee is an essential part of any HSE program. The committee framework allows management and labour (or the workers) to work together to identify HSE issues in our workplace and then improve conditions through their corrective action recommendations. The JHSC has various functions and powers within the workplace.

### Powers of a JHSC

It is the function of a committee, and it has power to:

- identify situations that may be a source of danger or hazard to workers,
- make recommendations for the improvement of the health and safety of workers,
- recommend the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers,
- obtain information from the constructor or employer respecting, the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge,
- obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical, or physical agent in or about a workplace for the purpose of occupational health and safety and,

- be consulted about and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

## **COMMUNICATION**

The names and positions of the members of the JHSC shall be posted and the minutes of the meetings will be posted and communicated for all personnel to review. Each manager or supervisor is responsible for addressing issues related to their work areas. The Senior Management Committee will communicate resolutions to all parties concerned.

## **TRAINING / IMPLEMENTATION**

The JHSC must be trained in their responsibilities under Section 9 of the Act and in the applicable Regulations that apply to their role. Most training courses will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis. The minutes for JHSC must be posted and retained for records.

## **REFERENCE MATERIALS**

R.S.O. 1990 c 0.1 as amended. Section 9

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>17.0</b>	<b>H&amp;S COMMITTEES &amp; REPRESENTATIVES</b>		
	<b>PART</b>	<b>17.2</b>	<b>ESTABLISHING &amp; MAINTAINING THE JHSC</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES	CMMNT.001
	DECEMBER 15, 2025	JANUARY 1, 2026	CMMNT.002	CMMNT.001	

## **JHSC Composition**

The committee for our company shall consist of one management member and one labour member if we employ more than 20 but fewer than 50 workers and two management members and two labour members if we employ 50 or more workers.

## **JHSC Quorum**

Our committee will always consist of at least one certified management member and one certified worker member when reasonably possible. These members will be considered the JHSC Co-Chairs and will carry out the duties and functions under the OH&SA.

## **JHSC Selection**

Management Representatives for the JHSC will be selected by the SMC. Worker representatives may be nominated by fellow workers or may nominate themselves as a candidate for the committee. They cannot exercise any managerial duties.

## **JHSC Committee Members Certification**

At least one worker member and at least one management member will be required to obtain certification by completing the prescribed course of study. All JHSC members will be identified on the Health & Safety Bulletin Board. (\*Certification is not required for JHSC members in construction where there are less than 50 workers.)

## **Selection of JHSC Co-Chairs**

Committee Co-Chairs will consist of a Management member and a Worker member. Co-Chairs will assume the responsibility in organizing JHSC activities including, but not limited to workplace inspection schedules, meeting schedules, program requirements (etc.).

## **Replacement of JHSC Members**

If a worker representative ceases to be a member, or if an alternate member is required, the JHSC will make all reasonable attempts to have another worker member selected by trade union or workers. Vacancy notice will be posted on the Health & Safety Bulletin Board. If applicable, written notice concerning the recent vacancy will be given to the trade union. In the event a management member ceases to be a member, or if an alternate member is required, we will choose a replacement management member. If replacement members are to replace certified members the Health & Safety Coordinator will arrange certification training within a reasonable period.

## **Powers of a JHSC**

It is the function of a committee, and it has power to:

- identify situations that may be a source of danger or hazard to workers,

- make recommendations for the improvement of the health and safety of workers,
- recommend the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers,
- obtain information from the constructor or employer respecting, the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge,
- obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical, or physical agent in or about a workplace for the purpose of occupational health and safety; and,
- be consulted about and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>17.0 H&amp;S COMMITTEES &amp; REPRESENTATIVES</b>		
	<b>PART</b>	<b>17.3 FACILITATING JHSC ACTIVITIES</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # CMACT.001	SUPERSEDES CMACT.000

### **JHSC Committee Meetings**

Committees shall meet at least once every 3 months to discuss and review HSE issues of concern. The meetings shall be co-chaired by management and workers and minutes of the meetings shall be posted and kept for review. All meetings will commence when a quorum is achieved, which consists of one worker representative and one management representative.

The meetings shall follow a standard format which includes:

- ✓ Reviewing "Previous Business" the minutes of the previous meeting,
- ✓ Reviewing "New Business" regarding HSE issues of concern,
- ✓ Assigning any follow up needs to members with a date for completion,
- ✓ Discuss any "Other Business" for discussion and adjourn the meeting.

A copy of the minutes will be forwarded to management along with any recommendations for their review and reply and a copy posted on the Health & Safety Bulletin Board. A date for the next meeting should be made or confirmed prior to adjournment.

### **JHSC Recommendations**

It is the company's intention to respond to all recommendations to expedite HSE concerns and corrective measures on a priority basis. Proper reporting and follow up on documented concerns are a key component in loss prevention.

### **Procedure**

Recommendations resulting from JHSC scheduled meetings must be submitted to the company within 3 days of the meeting date or immediately if the circumstance requires immediate response. (Please note that formal hazard reports should accompany recommendations where required.) All formal recommendations must be accompanied by copies of the minutes from the previous Joint Health and Safety Committee meeting.

The company will acknowledge and respond to all documented workplace recommendations within 21 days of receiving the recommendation(s). Response to recommendations must be done in writing. Written recommendations will be posted along with company meeting minutes on the health & safety bulletin board. Recommendations can be made by any worker to the company at any time.

### **JHSC Workplace Inspections**

A JHSC member representing workers (certified member when required & available) shall inspect the physical condition of the workplace at least once a month or, if impractical to do so, shall inspect a part of the workplace each month so that over a 12-month period the entire workplace is inspected. All inspections shall be documented on a standard company form. Inspection schedules shall be posted indicating the date of inspection. Committee activities will be documented using the standard form and posted on the Health & Safety Bulletin Board.

For full detailed information, please refer to the OH&SA. All members of the JHSC shall receive information on safety-specific issues relevant to the company's operation.

## JHSC On Construction Projects

Joint Health & Safety Committees for construction projects are the responsibility of the Constructor. While the operating criteria are virtually the same as those for individual companies, there are different requirements for the certification of the JHSC members on projects. It is again suggested that you refer to the OH&SA for specific information.

**At Projects with 20 or more workers, that will last 3 months or longer, the committee shall consist of one management member and one worker member. There are no certification requirements for members. There is a new requirement to have an AED available on these projects.**

**At Projects with 50 or more workers, that will last 3 months or longer, the committee will require two management members and two worker members. At least one of each of the members representing employers and members representing workers shall be certified. There is a new requirement to have an AED available on these projects.**

Joint Health & Safety Committee members representing workers shall be selected by the workers or by the trade union if represented by a union. We will appoint the management members. The committee should always have an equal number of management and labour members. If, for any reason, a member of the committee ceases to be a member of the JHSC, they must be replaced as soon as possible. If an accident or incident investigation is required, a certified member of the committee may be included in the investigation. Minutes of all meetings shall be kept in writing and posted as required. Meeting dates will be set by the JHSC as part of their responsibilities.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>SECTION 18.0 WORKPLACE INJURY &amp; ILLNESS MANAGEMENT PART 18.1 WSIB WORK REINTEGRATION</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # WIADM.001	SUPERSEDES WIADM.000	

## OBJECTIVES & PURPOSE

The objective and purpose of our injury and illness management standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to helping workers that have been injured or ill at work impacts on their lives in a positive manner. Our commitment here is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

Copies of this manual and program are available for review at our head office.

### Work Reintegration (WR) Principles, Concepts and Definitions

This policy sets out general WR principles:

- Appropriate and early work reintegration maintains a worker's dignity and productivity and plays an important role in their recovery and rehabilitation,
- Where recovery and work reintegration barriers occur, they are responded to quickly through early support and intervention,
- A worker's prospects for successful work reintegration both in the short and long term are often best achieved by maximizing opportunities for returning to work with the injury employer, including retraining for a suitable occupation (SO) with that employer,
- A worker should be offered programs that are of high quality and practical, WR is often part of the recovery plan.

## COMMUNICATION

Work Reintegration requirements will be communicated to all involved personnel during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager or supervisor is responsible for communicating this information and any revisions to their staff.

## TRAINING / IMPLEMENTATION

Management must be trained in their HSE PPE requirements and in the requirements of the Act and Regulations that apply to the work. Most training courses will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.



## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## **REFERENCE MATERIALS**

WSIB - <https://www.wsib.ca/en/health-and-safety-excellence-program-our-program>

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	18.0	WORKPLACE INJURY & ILLNESS MANAGEMENT	
	PART	18.2	WORK REINTEGRATION PROCESS	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # WIRTN.001	SUPERSEDES WIRTN.000

The WSIB plays a direct role in supporting work reintegration. If the workplace parties have not been successful in returning the worker to work, the WSIB will meet with them at the worksite no later than 12 weeks from the date of injury.

The terms “suitable” and “available” work are defined to assist the workplace parties in arriving at WR solutions.

**Suitable work:** including the worker’s pre-injury job that is safe, productive, consistent with the worker’s functional abilities, and that, to the extent possible, restores (or maintains) the worker’s pre-injury earnings.

**Available work:** is work that exists with the injury employer at the pre-injury worksite, or at a comparable worksite arranged by the employer and restores (or maintains) the pre-injury earnings.

### Initializing the Work Reintegration Program

All required protocols as identified in the Work Reintegration Program will be initiated immediately upon learning of any incident resulting in either injury or illness to a worker of our company (See *General Procedure*).

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	18.0	WORKPLACE INJURY & ILLNESS MANAGEMENT		
	PART	18.3	WORK REINTEGRATION RESPONSIBILITIES		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED		DATE EFFECTIVE DECEMBER 15, 2025	DOCUMENT CONTROL # WIWRR.001	SUPERSEDES WIWRR.000

## General Responsibilities - Employer & Supervisor Responsibilities

1. Contact the worker as soon as possible after the injury/illness,
2. Coordinate Work Reintegration program activities between the worker, physicians, and Board,
3. Provide all required assistance and cooperation to the Board,
4. Complete all required documentation and submit it to the Board in accordance with their timelines,
5. Assign personnel to manage the case file for the affected worker,
6. Maintain appropriate communication with the workers throughout their recovery and return to work,
7. Where possible, establish a schedule of regular contact with the worker,
8. Attempt to provide suitable work, that:
  - i. It is safe,
  - ii. It is productive,
  - iii. It is within the worker's functional abilities (medical restrictions),
  - iv. Restores the worker's pre-injury earnings as closely as possible.
9. Provide the WSIB with written information concerning the worker's work reintegration.
10. Monitor the progress of the affected worker and create formal written records to track progress.
11. Maintain a communication log with the worker with details of the worker's progress.
12. Offer to re-employ the worker if he or she is functionally able to perform the essential duties of the pre-injury job or suitable work. A re-employment obligation exists if:
  - The worker has been "unable to work" because of their work-related injury/illness,
  - The worker has been continuously employed for at least one year before the date of injury (non-construction workers); and,
  - Our firm regularly employs 20 or more workers.
13. Note: for Construction worker's the obligation exists from the 1<sup>st</sup> day the worker started working with the employer (WSIB policy 19-05-02) (Refer to section 6 for further details),
14. Record and notify the Board of any disputes concerning the worker's reintegration,
15. Report any changes in the injured workers wages, changes in duties or duration of program,
16. Report to WSIB if the worker fails to cooperate with an approved Work Reintegration program,
17. Ensure the worker obtains a final medical clearance report from the attending physician and send a copy of this report to WSIB,
18. Train staff in their respective Duties and Responsibilities under Work Reintegration program,

19. NOTE: In cases where the employer refuses to co-operate in the Work Reintegration process, the WSIB may levy a penalty for non-co-operation.

### **Health Care Professional Responsibilities**

1. Complete form 8 and provide page 2 to the worker to give to the employer,
2. Complete the Functional Abilities Form (FAF),
3. Provide up to date medical information.

### **Union Responsibilities (if applicable)**

1. To counsel its members on the benefits of co-operation on the Work Reintegration Program,
2. To cooperate with the union in placement of workers requiring modified duties.

### **Worker Responsibilities**

1. Workers must immediately report any work-related injuries or illnesses to their supervisor,
2. Obtain immediate medical treatment following a work-related injury or illness,
3. Follow the recommendations of your health care providers,
4. Workers must maintain communication with their employers and also with WSIB.
5. It is advised that workers keep records of all doctor's visits, and communication with WSIB and their employers,
6. Workers must obtain all forms from their health care provider / employer and submit them to the supervisor,
7. Workers must provide the required documentation as outlined in writing by their physician, to the employer,
8. Workers are required to disclose any required information regarding the injury or illness to WSIB,
9. Workers must report any changes in their condition or situation to WSIB within 10 days – this is referred to by WSIB as "a material change in circumstances",
10. A worker's medical information is confidential and may not have to be disclosed to an employer.
11. Workers are required to communicate with their employer all progress in their claim and estimated time of return to normal working duties,
12. Workers must communicate any issues or concerns regarding their treatment or Work Reintegration program to WSIB and the employer,
13. Workers must make all reasonable efforts to attend all scheduled visits to their health care provider and Work Reintegration meetings with the employer,
14. Cooperate with WSIB and the employer in order to return to normal duties in a safe and timely fashion.

## General Procedures Recap

If an injured worker is required to see a medical practitioner, the following protocols must be observed:

1. The supervisor will provide a WSIB Functional Abilities Form (FAF) to the worker to take to the medical practitioner to identify the work limitations of the worker (If necessary, transportation may be provided to the worker for any appointments for this assessment).
2. If the medical practitioner does not complete the FAF, or does not complete the FAF properly, the supervisor will advise head office and WSIB will be notified of the circumstances,
3. Once the FAF has been completed and received the worker must return it to the supervisor no later than the next business day and the assessment will be discussed with the worker to find suitable alternative duties,
4. Where required, a third-party safety or ergonomic specialist can be consulted to assist in developing an Early and Safe Return to Work (modified duty) program suitable for the worker,
5. Once a modified duty program has been established, the worker will receive a written copy of the program to take to his/her medical practitioner for approval. Upon approval from the medical practitioner, the worker will return with written verification from the medical practitioner that the program has been reviewed and is acceptable,
6. The supervisor (and/or third-party specialist) will monitor the workers' progress daily, including medical appointment times and will notify head office and/or the WSIB if any medical appointments (pertaining to the worker's injury or illness) are missed,
7. All meetings, discussions and communications will be recorded in the standard company log. The worker will be expected to contact the supervisor after each medical visit to discuss their progress,
8. If any changes to the workers' status, or material change occurs, the WSIB and the employer must be notified immediately (within 10 days),
9. WSIB will be immediately notified when the worker has been given medical clearance to return to normal duties or if the worker refuses to participate in approved work reintegration plans.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION 19.0 CONTINUAL IMPROVEMENT</b>			
	<b>PART 19.1 CONTINUAL IMPROVEMENT BASICS</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # ADGEN.002	SUPERSEDES ADGEN.001

## OBJECTIVES & PURPOSE

The objective and purpose of our continual improvement standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to maintaining a strong and transparent system for continuing success in health and safety is essential. Our commitment here is absolute and unwavering.

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors, and workers. agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## STANDARD / PROCEDURE

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial and federal laws and standards will be given consideration when developing and assigning responsibilities.

## ROLES / RESPONSIBILITIES / APPLICATION

The Administration Program is designed to aid the SMC, supervisors, workers, and the JHSC by promoting loss control awareness among all staff, agents and subcontractors expected to perform work for our company.

It involves the creation of standards and objectives for the purpose of implementing our company's OHSMS. The intent of these standards and objectives is to identify effective methods in planning, reviewing, implementing, implementing, monitoring, and evaluating the OHSMS. It will be the responsibility of senior management and supervisors to implement, update & enforce these standards.

This manual, policies, appendixes and addendums will be reviewed, analyzed, and updated on a yearly basis. The company SMC and JHSC will be responsible for reviewing and (re)-validating the OHSMS. All company personnel will always have access to the OHSMS Manual.

## COMMUNICATION

HSE duties and administrative responsibilities will be communicated to all personnel involved during their training. This can be done one on one, through reading information, informal meetings and discussions and formal training sessions. Each manager or supervisor is responsible for communicating this information and any revisions to their staff

## **TRAINING / IMPLEMENTATION**

Management must be trained in their HSE administrative responsibilities to ensure our system meets the standards we have established. Most training courses will have a sign-in sheet listing the topic, date, trainer and those in attendance. Any associated tests must be retained for records.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated as required.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## **REFERENCE MATERIALS**

CMC.

[www.cmcsafety.com](http://www.cmcsafety.com)

Workplace Safety & Insurance Board

[www.wsib.on.ca](http://www.wsib.on.ca)

R.S.O. 1990 c 0.1 as amended.

[www.labour.gov.on.ca/english/hs/](http://www.labour.gov.on.ca/english/hs/)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>19.0</b>	<b>CONTINUAL IMPROVEMENT</b>	
	<b>PART</b>	<b>19.2</b>	<b>SENIOR MANAGEMENT COMMITTEE</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # ADSMC.001	SUPERSEDES ADSMC.000

### **Senior Management Committee for 2026**

Our Senior Management Committee members are as follows:

**SENIOR PARTNERS**

CAMDEN GLASS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	SECTION	19.0	CONTINUAL IMPROVEMENT	PART 19.3 IMPLEMENTING THE COMPANY OHSMS
	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # ADIMP.001	
APPROVED BY: SENIOR PARTNERS				SUPERSEDES ADIMP.000

The OHSMS consists of required procedures, policies, protocols, and codes of conduct for our company workers. The implementation program for the planning, creation, implementation, evaluation and review of our company standards and objectives are explained in this section.

### **Communications & the OHSMS**

Communication is a vital component in the development and implementation of the OHSMS. It is in fact defined as the right and responsibility of each worker in our company to educate, notify and/or recommend protocols in the interest of OH&S.

Our company has created specific policies with the intent of promoting loss control. We may utilize several resources in ensuring that company standards are maintained and promoting the highest level of safety culture in our workplace. Current methods may include:

#### **The Health & Safety Posting Board**

The following information will be posted or available in the workplace:

- The CEO's OH&S Policy Statement,
- The CEO's Violence & Harassment Policy,
- JHSC Inspection Reports and meeting minutes,
- Any written response to JHSC recommendations,
- A copy of the Occupational Health and Safety Act,
- Dates and times of Safety Meetings,
- Emergency Response Information (Names, Phone Numbers, Map to Hospital),
- WSIB Reporting Requirements,
- MLITSD Health & Safety at Work Poster and reference materials,
- First Aid Certificates,
- SDS Information,
- Any MOL orders issued,
- Other OH&S education materials.

**Toolbox Talks** – Safety Talks are conducted to address specific and relevant safety related topics.

**Notices** - In instances where safety issues require immediate resolution or attention, or when disciplinary action is necessary, the SMC may address these issues by posted notices on the Safety Bulletin Board.

**Workplace Training** – Company standards will be formally communicated through OSHSM orientation and other site-specific training on an ongoing basis.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>19.0</b>	<b>CONTINUAL IMPROVEMENT</b>	
	<b>PART</b>	<b>19.4</b>	<b>SENIOR MANAGEMENT OHSMS PLAN</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # ADSMP.001	SUPERSEDES ADSMP.000

For our OH&S Program to continually improve, the Senior Management Committee reviews, analyzes and revises our OH&S Program in terms of creating proactive, as well as reactive measures to address the program needs.

### **Determining the Effectiveness of the Current OH&S Program**

- Review statistics from worker accidents, illnesses, First Aid logbooks,
- Review of the quality of JHSC meetings, workplace inspections and hazard analysis,
- Review of third-party safety inspections and recommendations,
- Review the quality of response procedures from SMC and JHSC,
- Review of any Work Refusals or Work Stoppages,
- Review WSIB related information,
- Review of changes in governing legislation (MLITSD, WSIB, etc.),
- Any program deficiencies or necessary improvements will be discussed during scheduled meetings and changes will be implemented into the OH&S Program when the SMC & JHSC reach a consensus on required improvements.

### **Upon completion of these efforts, we hope to achieve the following:**

- Establish and/or strengthen fundamental OHSMS Standards,
- Establish and/or strengthen procedures for implementing OHSMS Standards,
- Allow for continuous improvement within our OHSMS.

All governing legislation incorporated into the OHSMS is done so in the best interest of complying with the legal requirements of the Act and/or Regulation. The standard should also pay attention to the legal consequences pertaining to the contravention of these laws and enforcement practices from the governing authority.

### **Developing OHSMS Procedures**

When establishing new standards for the OHSMS, we must realize these standards also form new company policy. We must also address the proper procedures for the standard and the means to implement the standard consistently throughout the workforce. This may be accomplished by evaluating our company needs including:

- Work Processes currently in use,
- Personnel and their skill set in our workforce,
- Equipment that is required to be used for the tasks,
- Materials that are required to be used in our work,
- Environments that our personnel may be exposed to.

## **Responding to Recommendations**

Our company has recommendations and response policies. Recommendations can be made at any time from anyone in our company as well as visitors, subcontractors or consultants. The SMC will also accept other reasonable means of documented recommendations including emails and facsimiles. The standard workplace recommendation form should be used in these instances. The supervisor will assist in the completion of this form.

Recommendations will be reviewed by the supervisor, and where necessary be reviewed by the SMC. The Senior Management Committee will address recommendations as soon as reasonably possible and if the recommendation is from the JHSC will observe the legal timeframe of 21 days to respond to recommendations. Details of our response will be completed on the standard Recommendation Response Form and will include as a minimum detail on the actions taken, or to be taken.

The company reserves the right to limit public disclosures depending on the specific circumstances present.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>19.0</b>	<b>CONTINUAL IMPROVEMENT</b>	
	<b>PART</b>	<b>19.5</b>	<b>DATA &amp; STATISTICS REVIEW</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # ADDSR.001	SUPERSEDES ADDSR.000

## **Documentation and Record Keeping**

The SMC in consultation with the JHSC will be responsible for the maintenance and review of documentation associated with our OHSMS.

## **The OHSMS Agenda**

The Senior Management Committee will be expected to participate in a yearly meeting for the review and discussion of our health and safety program and initiatives.

### **OHSMS Program Review**

An OHSMS has been developed and will be required to be reviewed annually. Contents of review are described in the Administration Program as follows:

#### **Training Program Review**

The basic training: WHMIS, Fall Protection, Fire Extinguisher use, Safety Policy Handbook review, Supervisor Training and any required specific skills training will be reviewed,

#### **Accident & Incident Review**

We will review all occurrences of accidents, incidents, and illnesses as per our records & statistics annually for the purpose of trending,

#### **Workplace Inspection Review**

We will review workplace inspections from the previous year to identify trends or contraventions or consistent hazards,

#### **Workplace Hazard Analysis Review**

The Workplaces Hazard Analysis will be reviewed to include any revisions identified through accidents, incidents, site inspections, etc.

#### **Accountabilities Review**

Accountability programs including evaluation methods will be reviewed. Specific information regarding evaluation results is to be kept confidential,

#### **Work Refusal & Work Stoppages**

Work refusals and stoppages from the previous year are to be reviewed. The review process will address if proper process as per OH&SA,

#### **Workplace Violence & Harassment Review**

Any incidents involving Workplace Violence and/or Harassment will be reviewed along with corrective measures implemented,

#### **Emergency Equipment & Response Review**



The status of First Aid and Emergency equipment required in the workplace will be reviewed for adequacy,

### **External Authority Reports**

Field Reports or orders from the MLITSD or from other provincial governing authorities from the previous year will be reviewed. The review process will analyze information.

SYSTEM REVIEW MATRIX					
TOPIC	CEO	SUPERVISOR	SENIOR MANAGEMENT COMMITTEE	HEALTH & SAFETY COORDINATOR	JHSC
Review the OHSMS	YEARLY	YEARLY	YEARLY	YEARLY	YEARLY
Management & Supervisor OH&S Program Performance Evaluation	YEARLY	YEARLY	YEARLY	YEARLY	
Review Senior Management Training Records and Requirements		YEARLY	YEARLY	YEARLY	
Review of the Workplace Hazard Analysis		YEARLY	YEARLY	YEARLY	YEARLY
Review of Accident/Incident Statistics				QUARTERLY	
Perform Unplanned Inspections		QUARTERLY	QUARTERLY	QUARTERLY	
Review Safety (Toolbox) Talks		QUARTERLY		QUARTERLY	
Safety Data Sheets		QUARTERLY		QUARTERLY	
Review Training & Orientation Records		QUARTERLY		QUARTERLY	
Review Equipment Inspection		MONTHLY		MONTHLY	
Review of (Sub) Contractor Documentation				MONTHLY	
Review of Inspection Report Summaries		MONTHLY		MONTHLY	
Coordinating Activities with External Consultants				MONTHLY	

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>19.0</b>	<b>CONTINUAL IMPROVEMENT</b>	
	<b>PART</b>	<b>19.6</b>	<b>CONTINUAL IMPROVEMENT STEPS</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
	DECEMBER 15, 2025	JANUARY 1, 2026	ADCON.001	ADCON.000

As part of the continual improvement program, the SMC will determine what relevant revisions are required to be made to the OHSMS during their annual review process.

The Continual Improvement Program will address the following elements:

- Goals to be achieved & target date for the completion of each goal,
- Assigned Responsibilities for each goal,
- Resources required (people, time and money).

The Continual Improvement Program OHSMS Program review looks at:

- OHSMS Program as a whole,
- Training Programs and their effectiveness,
- Accident/Incident Review,
- Workplace Inspections Review,
- Workplace Hazard Analysis Review,
- Accountabilities Review,
- Work Refusals & Work Stoppages,
- Workplace Violence & Harassment Review,
- Emergency Equipment & Response Review,
- Ministry of Labour Orders.

Program Objectives must be practical and achievable. Status of the Continual Improvement Plan will be addressed during the monthly scheduled JHSC/SMC Meetings. The SMC will be responsible for ensuring that a fully funded reasonable plan of action is created to ensure ongoing success.

Any objectives that cannot be achieved within a predetermined time period should be noted. Any alterations or delays are to be communicated to the JHSC. At the completion of the required review of the Continual Improvement Plan, the SMC will acknowledge success with a Notice to all workers.

### **Management Accountabilities**

In addition to the legislative requirements under the Occupational Health and Safety Act and other governing authorities, we have designated accountabilities & responsibilities to assist in implementing our OHSMS. All Managers,

Supervisors, JHSC Members, Contract Coordinators and Purchasing Agents are accountable to the SMC who evaluates OHSMS compliance and performance on an annual basis.

### **Management & Supervisory OH&S Program Performance Evaluation**

The CEO or his/her designate will be responsible for conducting an OH&S performance appraisal of the SMC and company supervisors. All performance appraisals will include an evaluation of the worker's achievements in meeting health, safety, and loss control expectations in the workplace. Copies of the appraisal will be available to the worker upon request. If the worker wishes to dispute the assessment, it must be done in writing and within 30 days of the original review. This process will include:

1. Discussing worker effectiveness within our health and safety laws and policies,
2. Receiving feedback from workers regarding their perceptions and implementation processes for health, safety, and loss control in the workplace,
3. Ensuring the worker understands the significance of health and safety compliance, violations and resulting disciplinary processes,
4. Review of the training qualifications of all supervisors to ensure they meet all requirements as defined under the Occupational Health & Safety Act. Supervisors must possess the necessary knowledge, training and experience required to oversee daily operations and to apply the OH&S Program in all aspects of those operations.

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>19.0</b>	<b>CONTINUAL IMPROVEMENT</b>	
	<b>PART</b>	<b>19.7</b>	<b>OHSMS REVIEW SCHEDULE</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED	DATE EFFECTIVE	DOCUMENT CONTROL #	SUPERSEDES
	DECEMBER 15, 2025	JANUARY 1, 2026	ADREV.002	ADREV.000

### **Review of the Workplace Hazard Analysis**

The Senior Management Committee will be responsible for reviewing and revising the Workplace Hazard Analysis in accordance with company standards as indicated in the OHSMS. Supervisors and JHSC members are responsible for submitting any required documentation for the purpose of reviewing and revising the Workplace Hazard Analysis.

### **OHMS Accountabilities & Responsibilities – Quarterly Reviews**

#### **Review of Accident/Incident Statistics & Report**

The SMC & JHSC will be responsible for reviewing accident and incident statistics to determine current safety trends and to acknowledge what changes or improvements must be implemented into the OH&S Program. Supervisors will be responsible for implementing corrective or preventive measures. Reports to be reviewed on at least a quarterly basis include, but are not limited to:

- Incidents resulting in Health Care,
- Incidents resulting in First Aid,
- Incidents resulting in a Near Miss.

#### **Perform Inspections**

The SMC will be responsible for performing periodic visual inspections of the workplace to assist in identifying hazardous conditions and work practices.

#### **Review Safety (Toolbox) Talks**

The SMC will be responsible for reviewing Safety Talks that are performed by all supervisors under our employment. The supervisor will ensure that safety talks are being performed.

#### **Safety Data Sheets**

The SMC will be responsible for ensuring that all Safety Data Sheets are current, valid and available in the required quantities for all hazardous materials in use in the workplace. The supervisor must ensure that current copies of all SDS are available in the workplace.

#### **Review Training & Orientation Records**

The SMC will be responsible for ensuring that all required training has been completed by all company personnel. The supervisor is responsible for notifying the SMC regarding any deficiencies in training standards.

### **OHMS Accountabilities & Responsibilities – Monthly Reviews**

#### **Review Equipment Inspection**

The SMC will review all equipment inspection reports to ensure servicing requirements are met. It will be the responsibility of the supervisor to ensure that all required equipment inspection reports are completed and submitted to the office monthly.

#### **Review of Subcontractor Documentation**

The SMC will review any reports submitted by any subcontractor. Review of these reports will assist in ensuring all contractual requirements are met. It will be the responsibility of the supervisor and/or Purchasing Agent to submit all required subcontractor documentation to SMC.

#### **Review of Inspection Report Summaries**

The SMC will review all supervisor or third-party reports pertaining to workplace inspections. The supervisor will be responsible for reviewing inspection reports. The purpose of the review is to ensure that inspections are being completed. The SMC will be responsible for communication between the company and any third-party services. This may include delegating tasks and processing information for outside site safety consultants, WSIB claims management services or other related services. It will be the responsibility of the supervisor to assist third party consultants and to submit copies of all related correspondence to the SMC.

<b>CAMDEN GLASS</b>		<b>SECTION 20.0 HSE POSTINGS &amp; DOCUMENTATION</b>			
<b>OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>		<b>PART 20.1 GENERAL POSTINGS</b>			
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSGEN.001	SUPERSEDES PSGEN.000	

## **OBJECTIVES & PURPOSE**

The objective and purpose of our HSE posting standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to helping workers understand how occupational health impacts their lives through required and educational postings will allow workers in all environments to better understand how to protect themselves. Our commitment here is absolute and unwavering.

## **SCOPE & IMPLEMENTATION**

Our policies and programs apply to all managers, supervisors, and workers, agents, subcontractors, or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures, and programs in use for their work at our workplace.

## **STANDARD / PROCEDURE**

All policies, procedures and assigned responsibilities contained in this manual must meet all applicable legislation as a minimum standard. Local, provincial, and federal laws and standards will be given consideration when developing and assigning responsibilities.

## **ROLES / RESPONSIBILITIES / APPLICATION**

Management is responsible for ensuring that all required postings are in place and current. Each workplace or site must have all the required HSE information posted as outlined below.

## **COMMUNICATIONS**

HSE postings will be communicated to all involved personnel during their training. This can be done one on one, through reading this information, informal meetings and discussions and formal training sessions. Each manager / supervisor is responsible for communicating this information and any revisions to their staff.

## **TRAINING / IMPLEMENTATION**

Our training program information can be found in this manual under Tab 7. Management and workers must be advised as to where they can locate the required posting information. Most training sessions will have a sign-in listing the topic, date, trainer and those in attendance. Any associated tests will be retained for records. Management is responsible for ensuring that all required postings are in place and current.

## **EVALUATION**

This section will be reviewed on an annual basis to ensure it is current; that it is readily understood by the applicable parties and that it has been properly implemented. Any changes to this section will be communicated to staff.

## **FORMS / RECORDS**

Records of training and other health and safety forms will be reviewed on an annual basis.

## REFERENCE MATERIALS

Ontario Ministry of Labour

[www.labour.gov.on.ca/english](http://www.labour.gov.on.ca/english)

Workplace Safety & Insurance Board

[www.wsib.on.ca](http://www.wsib.on.ca)

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>20.0</b>	<b>HSE POSTINGS &amp; DOCUMENTATION</b>	
	<b>PART</b>	<b>20.2</b>	<b>ONTARIO POSTING REQUIREMENTS</b>	
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSLRQ.001	SUPERSEDES PSLRQ.000

## LEGISLATIVE POSTING REQUIREMENTS

## Ministry of Labour Health & Safety at Work Poster



## Form 82 – In Case of Injury Poster from the WSIB

- Post large poster on HSE Board
- Smaller stickers are available for toolboxes, lockers etc.



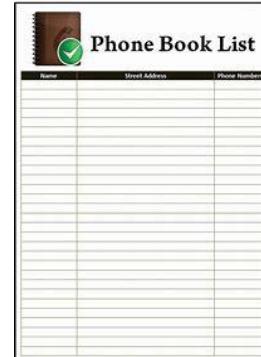
## Ontario Employment Standards Poster



<p><b>Notice of Project</b></p> <p><b>Other Prescribed Notices</b></p> <ul style="list-style-type: none"> <li>• Notice of Diving Operations (Form 016-00069E)</li> <li>• Notice of Trench Work (Form 016-0070E)</li> <li>• Notice of Asbestos Removal Work (Form 016-0072E)</li> <li>• Asbestos Work Report (Form 016-0079E)</li> <li>• Notice for Tunnels, Shafts, Caissons and Cofferdams (Form 016-0077E)</li> <li>• Notice of use of a Suspended Work Platform System (Form 016-0080)</li> <li>• Request for Designation of Separate Projects</li> </ul>	 <p><b>NOTICE OF PROJECT</b></p>
<p><b>Occupational Health &amp; Safety Act &amp; Applicable Regulations</b></p> <ul style="list-style-type: none"> <li>• R.S.O. 1990 0.1 as amended</li> <li>• O. Reg 213/91 – Construction Regulations</li> <li>• R.R.O. 1990, Reg. 851, - Regulations for Industrial Establishments</li> </ul> <p><i>Please note that the most recently published version must be posted.</i></p>	
<p><b>Company Health &amp; Safety Policy Statement</b> (Signed)</p> <p><b>Company Workplace Violence &amp; Harassment Policy Statement</b> (Signed)</p>	
<p><b>First Aid Regulation 1101</b></p> <ul style="list-style-type: none"> <li>• First Aid / CPR / AED certifications to be posted</li> <li>• When not able to post, provide in the inside of each First Aid kit</li> <li>• Review when inspecting First Aid kits for inventory compliance</li> </ul>	

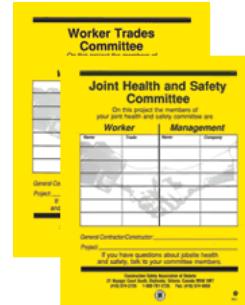
## Project Contact Information

- Site Supervisor
- Head Office
- JHSC/Worker Rep
- Trade Contact #
- Local Ministry of Labour Office



## JHSC Member Poster

- With members identified (if applicable)
- Include postings of scheduled inspection dates
- Include posting of scheduled meeting dates



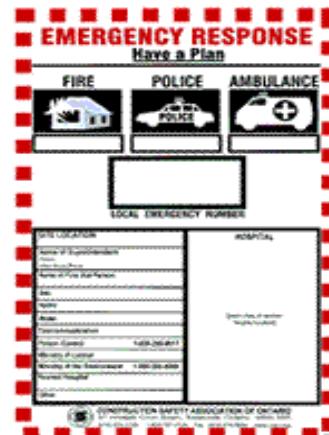
## Ministry of Labour Orders (if applicable)

- MOL postings must be posted in a conspicuous location for no less than 14 days from date of order.



## Emergency Contact Numbers

- 911, and local numbers (Fire – Ambulance – Police)
- Emergency Evacuation Plan
- Emergency Fall Rescue Plan (if applicable)
- Emergency Site Plan
- Supervisor & Employer Contact #
- Electric Utilities
- Water and Gas
- Ministry of Labour
- Ministry of Environment
- Poison Control Centre



<p><b>Emergency Floor Plan &amp; Procedures</b> (Main Office or Project)</p> <ul style="list-style-type: none"> <li>• Location of Emergency Exits</li> <li>• Location of Fire Extinguishers</li> <li>• Location of First Aid Kit(s)</li> <li>• Location of Eye Wash Station(s)</li> <li>• Evacuation Instructions and Gathering Point(s)</li> </ul> <p>Fall Arrest Rescue plan Also identify where required.</p> <ul style="list-style-type: none"> <li>• Pull Stations</li> <li>• Fire Hose Cabinets</li> <li>• Stretcher</li> <li>• Deluge Shower</li> </ul> <p>Any other required emergency equipment</p>	
<p><b>Map to the Closest Hospital and Contact Numbers</b></p> <ul style="list-style-type: none"> <li>• Make copies that can be taken</li> <li>• Include written address and phone number.</li> <li>• Highlight quickest route for easy reference</li> <li>• Include names and locations of nearby walk-in clinics</li> </ul>	
<p><b>Emergency Spill Kit</b></p> <ul style="list-style-type: none"> <li>• Location Information</li> <li>• Inventory Listing</li> <li>• Record of Use</li> </ul>	
<p><b>Locations of Project Washrooms &amp; Hygiene Facilities</b></p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Wash-up Facilities</li> <li>• De-contamination Facilities</li> </ul>	

**Miscellaneous Postings Orders regarding use of biological, chemical, or physical agents in the workplace.**

- Results of testing regarding airborne concentrations of designated substances
- Annual Company WSIB Summary

<b>CAMDEN GLASS</b> <b>OCCUPATIONAL HEALTH &amp; SAFETY</b> <b>MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>20.0</b>	<b>HSE POSTINGS &amp; DOCUMENTATION</b>
	<b>PART</b>	<b>20.3</b>	<b>ON-SITE DOCUMENTATION REQUIREMENTS</b>
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # PSOST.001
			SUPERSEDES PSOST.000

<b>DOCUMENTATION TO BE KEPT ON SITE</b>	
<b>Occupational Health &amp; Safety Management System</b> <ul style="list-style-type: none"> <li>Program Standards</li> <li>Safe Work Practice &amp; Procedures</li> <li>Safety Talk Records</li> <li>Equipment Inspection Records</li> <li>Program Forms</li> </ul>	
<b>Construction Registration Form (1000)</b> <ul style="list-style-type: none"> <li>Must be submitted by all trades expected to perform work on the project</li> <li>Must be always accessible in the site office.</li> </ul>	
<b>Safety Data Sheets</b> <ul style="list-style-type: none"> <li>Specific to each WHMIS hazardous products in the workplace</li> <li>SDS's must be the last revised version from the supplier</li> <li>Sub-Contractors must maintain their own SDS's for the project</li> </ul>	
<b>WHMIS Regulations</b> <ul style="list-style-type: none"> <li>Also recommended to post reference to Pictograms</li> </ul>	



## Designated Substance Regulations (if applicable)

Employers that work with, or are exposed to designated substances as defined under the OH&SA are required to post regulations for the designated substance(s) as follows:

- Ont. Reg. 835/90 Acrylonitrile
- Ont. Reg. 837/90 Asbestos
- Ont. Reg. 836/90 Arsenic
- Ont. Reg. 839/90 Benzene
- Ont. Reg. 840/90 Coke Oven Emissions
- Ont. Reg. 841/90 Ethylene Oxide
- Ont. Reg. 842/90 Isocyanates
- Ont. Reg. 843/90 Lead
- Ont. Reg. 844/90 Mercury
- Ont. Reg. 845/90 Silica
- Ont. Reg. 846/90 Vinyl Chloride

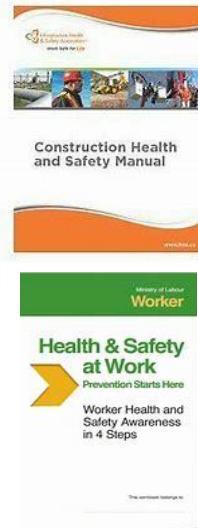


## MLITSD / IHSA Explanatory Materials

Recommended Materials include:

- MLITSD Guidelines to WHMIS Regulations
- MLITSD to JHSC
- MLITSD Guidelines to the OH&SA
- MLITSD Guidelines to Pre-Start Reviews
- Applicable Trade Specific Information from the Infrastructure Health & Safety Association of Ontario
- MLITSD Worker 4-Step Awareness Booklet
- MLITSD Supervisor 5-Step Awareness Booklet

Ministry of Labour Training & Skills Development (MLITSD)



**\*ACTUAL ITEMS TO BE MADE AVAILABLE MAY NOT BE EXACTLY AS DEPICTED**

<b>CAMDEN GLASS OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>SECTION</b>	<b>21.0 ACCESSIBILITY IN THE WORKPLACE</b>		
	<b>PART</b>	<b>21.1 GENERAL AODA STANDARD</b>		
APPROVED BY: SENIOR PARTNERS	SMC REVIEWED DECEMBER 15, 2025	DATE EFFECTIVE JANUARY 1, 2026	DOCUMENT CONTROL # ACGEN.002	SUPERSEDES ACGEN.001

## OBJECTIVES & PURPOSE

The objective and purpose of our AODA compliance standards demonstrates our corporate commitment to providing a safe and healthy working environment for our workers. The primary objective and purpose of these standards is to demonstrate that our health and safety policy, safe work procedures and/or provincial regulations compliance is ongoing. Our commitment to promoting and working towards better accessibility standards provides equal opportunity for all. Our commitment here is absolute and unwavering.

## ONTARIO HUMAN RIGHTS CODE

The Ontario Human Rights Code requires companies to accommodate people with disabilities to the point of undue hardship as defined in the Ontario Human Rights Code (see section 1 of the Integrated Accessibility Standards Regulation for more details). The Integrated Accessibility Standards Regulation does not replace or affect legal rights or obligations that arise under the Ontario Human Rights Code and other laws relating to the accommodation of people with disabilities. This means that the Ontario Human Rights Code or other applicable legislation may require additional accommodation measures that go beyond, or are different from, the standards established by the regulations of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

## ONTARIO'S BUILDING CODE

Barrier-free design requirements within buildings have been regulated through Ontario's Building Code since 1975. Ontario's Building Code regulates accessibility features inside buildings, such as accessible washrooms, as well as walkways or ramps that connect to building entranceways. The Design of Public Spaces Standard primarily regulates outdoor spaces, such as pedestrian crossings and trails, but also regulates indoor elements not included in the Building Code, such as service counters and fixed queuing guides.

The Ministry of Municipal Affairs and Housing has worked alongside the Ministry of Economic Development, Trade and Employment to develop updated requirements for accessibility in both public spaces and in buildings. Updated Building Code requirements for accessibility in buildings come into effect on January 1, 2015.

## OBJECTIVES & PURPOSE

The objective and purpose of this policy is to acknowledge our company's commitment to provide reasonable standards of service to all persons in accordance with the "Accessibility for Ontarians with Disabilities Act, 429/07" (referred to as AODA).

## SCOPE & IMPLEMENTATION

Our policies and programs apply to all managers, supervisors and workers. Agents, subcontractors or service providers to, or under contract with, our firm are required to be aware of our OH&S policies, procedures and programs in use. Copies of this manual and program are available for review at our head office.

# **Policy on Integrated Accessibility Standards**

## **i. Statement of Organizational Commitment:**

Our company is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

We understand the importance of accessibility not only within the spaces we construct but within the spaces that we provide for our employees as well. We are committed to creating an inclusive, safe, and diverse workplace whereby everyone feels comfortable and supported. Our commitment to collaboration can only be successfully achieved by understanding the unique needs of individuals and working together to ensure that those individuals are set up for success.

We strive to meet the needs of those with disabilities and are working hard to remove and prevent any barriers to accessibility. We are committed to meeting our current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

We are committed to excellence in not only providing support to our staff but also in providing services to all clients. Our accessible client relationship policies are consistent with the principles of independence, dignity, integration, and equality of opportunity for people with disabilities.

We understand that obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its accessibility standards do not substitute for or limit our obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

## **ii. Training**

We are committed to training all staff and volunteers in accessible client relationship management, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities. We will train those who provide services on behalf of the organization. Training is but not limited to, Accessibility for Ontarians with Disabilities Act, 2005 training certification program as soon as practicable after being hired and providing training in respect of any policy changes.

Training of our employees and volunteers on accessibility relates to their specific roles. We maintain records of all training provided.

### **iii. Assistive Devices**

People with disabilities may use their personal assistive devices when accessing our services or facilities. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our services or facilities. Staff are trained and familiar with various devices that we have on site or that we provide that may be used while accessing our services or facilities. For example, alternate meeting locations and/or format; electronic devices on-site to assist in accessibility etc.

### **iv. Communication**

We communicate with people with disabilities in ways that consider their disability. This may include the following: person-first language (i.e., 'the person with the disability' not the 'disabled person') unless instructed otherwise by the individual; alternative meeting formats and written minutes of meetings; assistive devices to aid in communication etc.

Alternative formats are available on request and will be provided promptly considering the needs of the person with a disability.

### **v. Service Animals**

As we are not a business offering goods to the public, our office is not accessible to the public; however, we do welcome people with disabilities and their service animals should the situation arise where they are required to enter our offices. Service animals can be easily identified through visual indicators, such as harness or vest or assisting the person perform certain tasks. If service animals are prohibited by another law, we will explain why the animal is excluded and discuss another way of providing such services that are accessible to the person with the disability.

### **vi. Support Persons**

A person with a disability whom a support person accompanies will be allowed to have that person accompany them on our premises.

### **vii. Notice of Temporary Disruption**

In the event of a planned or unexpected disruption to services or facilities for employees with disabilities, the organization will notify all staff promptly. There will be a clearly posted notice including information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

## **viii. Feedback**

Our company welcomes feedback on how we provide accessibility to both our clients and staff. Feedback will help us identify barriers and respond to concerns. Feedback may be directed at our Manager, Human Resources or to your direct supervisor and it will be discussed and promptly directed to the appropriate persons.

## **ix. Employment and Recruitment**

We notify employees, job applicants and the public that accommodation can be arranged during recruitment and hiring. We notify staff that support is available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation and that consider an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that considers the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication support specifically for information needed to perform the employees' job, and information that is generally available to employees in the workplace. We will always prioritize the privacy of our employees with disabilities and only the required personnel to implement the accommodation will be involved, with the employees' consent. We will ensure that all performance management processes and career development plans for the employee with disability account for their accessibility needs and individual accommodation plans.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who will be providing any required assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability. We will review the individualized workplace emergency response information when the employee moves to a different location in the organization; when the employee's overall accommodation needs or plans are reviewed and when the employer reviews its general emergency response policies.

## **x. Changes to Existing Policies**

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

### i. Accessible Website

Our website provides information to the public. It is the intent of our company to provide ease of access and use to all persons as reasonably possible. In accordance with the IASR, our websites will comply with the Level A standards as determined by the World Wide Web Consortium Web Content Accessibility Guidelines. Where necessary we will review and acknowledge all other required updates or upgrades under this standard. As our website is developed and maintained through a third-party organization, we may be limited to the scheduling and timelines as is reasonably required by our provider(s).

### **Multi-Year Accessibility Plan**

Our company is committed to providing accessible client service to people with disabilities. This means that we will provide the same services to people with disabilities with the same high quality and timeliness as others. We will continue to train all new staff as soon as practicable upon hiring and will continue to learn and educate ourselves on the ways in which accessibility can be improved within our organization.

Our company is committed to making our information and communications accessible to people with disabilities, fair and accessible procurement practices, and to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

Our company has implemented various formats for how meetings are conducted, how information is communicated internally or to our clients externally and utilizes flexibility in both the workplace and on our job sites to improve accessibility.

Over the next year, CMC will be working to increase our Human Resources presence to ensure employees have accessible resources, to continue to improve not only our Accessibility Policies, but also our diversity, inclusion and equity in the workplace initiatives and to continue to organize and encourage further training on how we can improve our space.

For any client-related accessibility questions, feedback or concerns, please contact our office.

For more information on this accessibility plan, please contact Human Resources

## REVISION RECORD

DATE REVISED	EFFECTIVE DATE	SECTION #	REVISION#	REPLACES DOCUMENT #	APPROVED BY	SUMMARY
DEC 15.21	JAN 15.22	2.0	PAMOL.01	PAMOL.00	Senior Partners	Omitted MTLSD Standards
DEC 15.21	JAN 15.22	7.14	PSCSP.02	PSCSP.021	Senior Partners	Updated Contractor Management Standards
DEC 15.21	JAN 15.22	10.3	TEMTX.02	TEMTX.01	Senior Partners	Training Matrix Update
DEC 15.21	JAN 15.22	10.14	TETCP.01	-	Senior Partners	Added Traffic Control
DEC 15.21	JAN 15.22	10.15	TELFT.01	-	Senior Partners	Added Forklift
DEC 15.21	JAN 15.22	10.16	TESTL.01	-	Senior Partners	Added Stilt Use
DEC 15.21	JAN 15.22	14.3	DRDRC.02	DRDRC.01	Senior Partners	Updated Subcontractor Management
DEC 15.21	JAN 15.22	16.5	OHCOV.02	OHCOV.01	Senior Partners	Update Covid 19 Standards
DEC 1.22	JAN 4.22	7.9	PSSMA.002	PSSMA.001	Senior Partners	Update Naloxone Standards
DEC 1.22	JAN 4.22	16.5	OHCOV.002	-	Senior Partners	Covid 19 standards omitted
DEC 15.23	JAN 4.23	Intro	-	-	Senior Partners	ISO Info included
DEC 15.23	JAN 4.23	Intro	-	-	Senior Partners	PDCA info attached
DEC 15.23	JAN 4.23	2.3	HSWVI.001	HSWVH.000	Senior Partners	Workplace Violence Amend
DEC 15.23	JAN 4.23	2.3	HSWHA.001	HSWVH.000	Senior Partners	Workplace Harassment Amend
DEC 15.23	JAN 4.23	2.3	HSWSH.001	HSWVH.000	Senior Partners	Sexual Harassment Included
DEC 20.23	JAN 4, 25	Intro			Senior Partners	Working for Workers Act
OCT 1.25	NOV 1.25	Intro	-	-	Senior Partners	Add "Working or Worker's" Act info
OCT 1.25	NOV 1.25	2.13	HSEDI.002	HSDEI.001	Senior Partners	Updated title to provincial standard
OCT 1.25	NOV 1.25	12.5	AICRT.002	AICRT.001	Senior Partners	Updated critical injury standard
OCT 1.25	NOV 1.25	20.2	PSLRQ.002	PSLRQ.002	Senior Partners	Updated posting standards

# OHSMS FORMS

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