



OCCUPATIONAL HEALTH & SAFETY REPRESENTATIVE REPORTING POLICY

We and our affiliated companies are committed to protecting and promoting the health and safety of all employees and providing a safe and healthy work environment through the cooperative efforts of all employees by communicating health and safety concerns thoroughly and accurately.

It is our duty to assist you as the Health and Safety Representative in the performance of your duties. You are required to report to your employer or supervisor the absence of, or defect in, any equipment or protective device of which you are aware and which may endanger yourself, another worker or any other person. Furthermore, you must report to your employer or supervisor any contravention of the Occupational Health & Safety Act, and Regulations made under the Act or existence of any hazard of which you know.

In order that Skyline meets its duties and legal obligations and for the purpose of communicating health and safety concerns, Health and Safety Representatives are to complete the Occupational Health and Safety Representative Action Report each time they are requested to investigate a health and safety concern. Health and Safety Representatives are required to have their immediate supervisor sign the Action Report before leaving the workplace on the day of the investigation. Upon returning to the workplace, the Health and Safety Representative is required to submit a properly completed Action Report to their supervisor and to keep a copy of their records. In emergency situations where the attention of the Health and Safety Representative is urgently requested, the Action Report may be signed by the Health and Safety Representative's supervisor after this fact.

It is our desire that this Occupational Health and Safety Representative Action Report procedure will assist our company to secure a safer workplace and help to ensure that we satisfy our duties and obligations.