

RPRIOR HOSPITALITY INC

HEALTH AND SAFETY POLICY

Article 1 - INTRODUCTION

This Policy is revised as of: April 1, 2025.

RPRIOR HOSPITALITY INC is committed to ensuring the health, safety, and well-being of all employees, and to ensure protection from injury or disease in the workplace. Health and safety is a collective effort and all employers, contractors, managers, supervisors and workers must be dedicated to this objective.

All other contracts, documents, rules, regulations and workplace policies will continue to apply concurrently with this Policy. The employer shall rectify any inconsistencies.

Article 2 - SCOPE

This Policy applies to all workers, independent contractors, prospective employees, staff, personnel, officers, agents, consultants, and all workers who are exposed to the workplace operations of RPRIOR HOSPITALITY INC (collectively, "employees"). This Policy also applies to all staff members, whether full-time or part-time, temporary or permanent.

Article 3 - SAFETY OBJECTIVE AND OBLIGATIONS

RPRIOR HOSPITALITY INC aims to prevent accidents and injuries through its established workplace practices and procedures and is responsible for health and safety. The employer will regularly identify and assess risks and workplace hazards, including for new processes, equipment, or changes in the work environment. Control measures will be implemented based on the employer's findings in relation to the risks and hazards.

Supervisors have an obligation to ensure the safety of the employees under their supervision and shall ensure that individuals under their supervision are made aware of and comply with applicable legislation.

All employees are obligated to make a positive effort to ensure safety, take reasonable precautions in the workplace, and report hazards, incidents and unsafe work conditions to their supervisor.

Where required by law, all employees must complete standard occupational health and safety awareness training and any additional training required for specific jobs where

employees are working at heights and any other training that the employer deems necessary.

Article 4 - EMERGENCY PREPAREDNESS

The employer has emergency procedures in place to address potential accidents or incidents and to ensure the readiness of all employees. The plan can be summarized as follows:

In the event of an emergency, worksite alarms will sound notifying all staff and persons to evacuate. Staff and persons will muster across the street, where the employer will ensure all staff and persons are accounted for. Should the primary muster location not be free of hazards staff and persons will be directed to a second muster location at the post office box at approximately 92 Queen St.

Article 5 - WORK REFUSAL

Any employee may refuse work under circumstances where they believe that they may endanger themselves due to the physical condition or dangerous environment.

Work refusals and the accompanying reasons must be promptly reported to the employer or the employee's immediate supervisor. It is crucial to communicate any instances of work refusal to ensure prompt and appropriate attention to the concerns raised.

In the event of a work refusal, the employer shall conduct a thorough investigation into the matter. The employer will examine the reported concerns, assess the validity of the refusal, and take necessary actions to address and resolve the issue promptly.

Article 6 - TRAINING PROGRAM

In addition to statutorily mandated worker training, the RPRIOR HOSPITALITY INC shall have a program to help implement this Policy to ensure employees are aware of the potential workplace hazards and understand the necessary safety procedures. The program can be described as follows:

All employees and supervisors working for the employer will be required to complete the following training programs within one week of their employment:

Basic Occupational Health and Safety Training; and
Workplace Violence and Harassment Prevention Awareness Training

Training programs may be recurring to ensure continuing education and that employees are aware of new safety protocols. Employees will also be made of aware of any hazardous materials within the workplace and will be instructed on their safe handling, use, storage and disposal. These protocols along with standard health and safety

procedures under the Occupational Health and Safety Act will be made readily available to employees at all times. Personal Protective Equipment and prevention tools will be made available to employees when handling any hazardous materials. All chemical agents utilized on the property will be clearly marked, labeled and inspected by the employer and/or supervisor as well as the chosen health and safety representative.

Article 7 - REPORTING

All incidents and injuries, or near misses will be promptly reported, investigated, and documented.

In the event of critical workplace injuries, fatalities, unsafe work practices, complaints, work refusals, or any other matter related to health and safety in the workplace, the employer or employees shall report it to the Ministry of Labour, Training and Skills Development.

Article 8 - CONTACT

Should you have any questions or concerns arising from this Policy, or need to report an incident, kindly contact RPRIOR HOSPITALITY INC using the following information:

Robert Prior, Business Owner & Operator
613-769-5657

81 Queen Street
Almonte, ON Canada
K0A 1A0

Article 9 - APPLICABLE LAW

The employer and all employees shall comply with all applicable Provincial health and safety legislation. Any part of this Policy that is inconsistent with the law shall be deemed severed.

ACKNOWLEDGEMENT

I have received and reviewed the Policy and understand my obligations contained in this Policy. Failure to comply with this Policy may result in disciplinary action, up to and including termination.

I further understand that RPRIOR HOSPITALITY INC reserves the unilateral right to make changes, future amendments, and modifications as they see fit. This Policy will be reviewed annually, or as needed, to ensure its ongoing effectiveness and relevance. Any necessary updates or revisions will be communicated to all employees.

Employee Signature

Employee Name (Print)

Date