

Employee Health and Safety Orientation
Optimum Staffing Solutions Inc.



Occupational Health and Safety Policy

Injury Reporting and First Aid Policy

Worker Health and Safety Awareness in 4 Steps Training

Joint Health and Safety Committee

Workplace Violence and Harassment Prevention Program Policy

Alcohol, Drugs and Weapons Policy

Workplace Hazardous Materials Information System (WHMIS) Training



OCCUPATIONAL HEALTH AND SAFETY POLICY

Optimum Staffing Solutions Inc.

This policy will apply to Optimum Staffing Solutions Inc. at all locations where it is represented.

POLICY

Optimum Staffing Solutions Inc. is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, Optimum Staffing Solutions Inc. jointly with its clients is responsible for the health and safety of its workers.

Optimum Staffing Solutions Inc. will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As the president of Optimum Staffing Solutions Inc., I give you my personal promise to take all reasonable precautions to prevent harm to workers. Optimum Staffing Solutions Inc. will not render any service likely to cause an accident or exposure that may result in personal injury.

Supervisors at our clients' sites are accountable for ensuring that workers use safe work practices and receive job specific training to protect their health and safety.

Supervisors have a general responsibility for ensuring the safety of equipment and facility.

Optimum Staffing Solutions Inc. will co-operate with the joint occupational health and safety committee, or the representative and workers to create a healthy and safe work environment.

The **workers of Optimum Staffing Solutions Inc.** will be required to support this organization's health and safety initiative and to co-operate with the occupational health and safety committee or representative and with others exercising authority under the applicable laws.

It is the duty **of each worker** to report to the supervisor, manager and/or Optimum Staffing Solutions Inc. as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, **workers must** protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions of Optimum Staffing Solutions Inc. and its clients.

Where there is a requirement, **workers** will be required to use safety equipment, clothing, devices and materials for personal protection.

Optimum Staffing Solutions Inc. recognizes the **worker's duty** to identify hazards and supports and encourages workers to offer suggestions or ideas to improve the health and safety program.

Signed: Samir Marji

Title: President / CEO



INJURY REPORTING AND FIRST AID POLICY

Optimum Staffing Solutions Inc.

PURPOSE:

The purpose of this document is to outline a procedure to follow in reporting injuries and illnesses.

SCOPE

This policy applies to all injuries and illnesses, regardless of the nature or severity of the event, including: fatality; critical injury; lost time injury; health care; first aid; property damage; near miss; fire; environmental release; and occupational illness.

DEFINITIONS

“**Injury**” is physical harm to an employee

“**Illness**” is a deviation from the normal, healthy state of the body

RESPONSIBILITIES

Workers in case of injury:

1. Must report an injury or illness to a supervisor, manager, or if it is not possible, report to Optimum Staffing Solutions Inc. and coworkers.
2. Get first aid treatment immediately
3. Assist in the accident investigation process and assist in the resolution of the hazard
4. Complete the required forms with your manager / designate
5. See a healthcare professional, if necessary, and provide him/her with necessary documents given to you by your manager / designate
6. Report back to your Manager / designate and Optimum Staffing Solutions Inc. following medical assessment by the healthcare professional, within 24 hours
7. Participate in your modified work plan and advise your manager / designate and Optimum Staffing Solutions Inc. of any difficulties or changes to your condition



Managers/Supervisors/Optimum Staffing Solutions Inc.

Upon being notified of an injury or illness:

1. Promptly ensure that first aid is administered
2. Notify additional rescue / response teams as necessary
3. Ensure the affected worker is given subsequent medical treatment if necessary and that such treatment is recorded
4. Ensure that the worker is participating in modified work plan
5. Promptly notify all the parties mentioned in this section

PROCEDURES

Reporting an injury or illness must be done:

1. Immediately verbally or in any other possible way
2. By the supervisor, manager and/or worker

COMMUNICATION

This policy will be explained as needed to workers through orientation health & safety training

EVALUATION

This policy will be evaluated and reviewed on an annual basis

I, _____ have read and understood this Injury Reporting and First Aid Policy and agree to comply with it

Signature: _____

Date: _____



JOINT HEALTH AND SAFETY COMMITTEE

Optimum Staffing Solutions Inc.

The Joint Health and Safety Committee (JHSC) is made up of both employee of Optimum Staffing Solutions Inc. and management representative. The JHSC will usually have at least 2 members – at least 1 member will be a worker employed by OSS Inc. who do not have managerial functions. The names of the company's JHSC will be posted on the H&S board on the company's facility.

The JHSC of Optimum Staffing Solutions Inc. interacts with its clients and helps management in keeping their workplace safe for all employees. They do this by recognizing hazards and making sure that management is aware of the hazards.

JHSC of Optimum Staffing Solutions Inc. also assists its clients at each location by:

- Acting as a resource for other company employees on health and safety
- Conducting meetings to review H&S concerns and issues (meeting minutes posted on H&S board)
- Making suggestions to their clients on how to correct or prevent hazards
- Participating in accident investigations to determine the cause of the accident and make suggestions to prevent future accidents
- Takes part in client's investigation of a work refusal

If you have any concerns about health and safety at the location where you work, please refer to Optimum Staffing Solutions Inc. We are there to help.



WORKER HEALTH AND SAFETY AWARENESS IN 4 STEPS TRAINING



Everyone in the workplace, from the employer to the newest worker, has different but important duties to keep the workplace safe. Because employers have the most authority in the workplace, they have the greatest responsibility but it's important for your own safety that you understand everyone's health and safety duties, including yours.

One of your employer's duties under the OHS Act is to give you specific information and instructions about how to stay safe on your job. What you learn from this program will help you start to understand those instructions.

Step 1: Get On Board

Everyone has a role in safety

But every job has hazards, no matter how safe it looks. The number of people in Ontario who suffer a work-related illness or injury each year would fill the seats of a dozen big hockey arenas.

From the list below, who do you think is more likely to get hurt or sick on the job?

1. New and young worker
2. Experienced workers

Studies show that new and young workers in Ontario are four times more likely to get hurt during their first month on the job than at any other time.

How the Occupational Health and Safety Act works:

The OHS Act is a set of laws that spells out the duties of employers, supervisors and the rights and duties of workers.

There are also different Regulations that are attached to the OHS Act. They contain more detailed laws about how to make the workplace safe in specific situations.

The whole point of the OHS Act and Regulations is to keep workers from getting hurt or sick on the job. The OHS Act gives everyone in the workplace duties. These duties are connected to the level of authority each person has in the workplace.

OHS Act breaks them down to three main levels of authority:

1. The employer (who is in charge of everyone)
2. The supervisor
3. The worker (you)



To which of these three people do you think the OHSA gives the most duties?

1. The employer
2. The supervisor
3. The worker

Hint: The more authority a person has in the workplace, the more health and safety duties they have.

Duties of the employer:

1. Make sure workers know about hazards and dangers in the workplace and how to work safely
2. Make sure every supervisor knows how to take care of health and safety on the job
3. Create health and safety policies and procedures for the workplace
4. Make sure everyone knows and follows the health and safety procedures
5. Make sure workers wear and use the right protective equipment
6. Do everything reasonable to keep workers from getting hurt or sick on the job

Duties of the supervisor:

1. Tell workers about hazards and dangers in the workplace and show them how to work safely
2. Make sure workers follow the law and the workplace health and safety policies and procedures
3. Make sure workers wear and use the right protective equipment
4. Do everything reasonable to keep workers from getting hurt or sick on the job

Duties of the worker:

1. Follow the law and the workplace health and safety policies and procedures
2. Always wear or use the protective equipment that the employer requires
3. Work and act in a way that won't hurt them or any other worker
4. Report any hazard they find in the workplace to their supervisor

Rights of the worker:

1. You have the right under the OHSA to be told about the hazards in the work you do and to be instructed on how to do your work safely.
2. That's why you have the right to speak up and ask questions — even if you are shy or unsure. It's against the law for your employer or your supervisor to punish you in any way for doing what the OHSA says or for asking your employer or supervisor to do what the OHSA expects them to do.
3. You also have a right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger.

Step 1: Quiz

1. The number of people in Ontario who suffer a work-related illness or injury each year would fill the seats of a dozen big hockey arenas
Yes No
2. New workers are less likely to get hurt on the job than people who have been on the job longer
Yes No



3. The Occupational Health and Safety Act and Regulations tell everyone from the employer to the newest worker how to make the workplace safer
Yes No
4. The OHSA puts the greatest responsibility on the employer to make sure no one gets hurt or sick on the job
Yes No
5. It's against the law for my employer to fire or punish me for doing what the OHSA says
Yes No

Step 2: Get in the Know

You need to know about hazards in your workplace before you start working

A hazard is anything in the workplace that could hurt you or the people you work with.

There is a hazard at the root of every work-related death, injury or sickness.

Here are some of the most common hazards in Ontario workplaces:

1. Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force.
2. Slipping, tripping or falling.
3. Working near motorized vehicles.
4. Using or working near machinery.
5. Workplace violence.

It's the employer's duty to make sure that the supervisor knows enough and has enough experience and training to keep workers safe and healthy while they work.

It's the employer's and supervisor's duty to inform workers of health and safety hazards.

It's the worker's duty to report hazards they know of to the supervisor or employer as soon as possible so they can fix it.

Employers, supervisors and workers work together to make the workplace safer.

There are many ways that your employer can protect you from workplace hazards:

1. The best way is to get rid of or eliminate the hazard completely.
2. If the hazard can't be eliminated, your employer can try to reduce the hazard
3. Another way to reduce hazards is to reduce how long or how often you come in contact with the hazard.
4. If the hazard still exists after trying to control it, your employer may require you to use protective equipment and/or protective devices.

Protective equipment and devices:

1. The OHSA says that one of your duties as a worker is always to wear or use the protective equipment that your employer requires.
2. The OHSA says that you must never remove or disable any protective device that is required. If the device has to come off for any reason, you should not use the equipment without a replacement device.



3. The OHSA says you have to make sure you don't use any equipment or machine in a way that could hurt you or any other worker and don't behave in a way that could hurt you or anyone else: no playing games, pranks or acting in other ways that could hurt someone.

Other ways to find out about hazards:

1. Your employer may have some of the workplace health and safety procedures in writing. Your employer is responsible for making sure the procedures are followed by everyone.
2. The law says every worker has to have information and training about chemicals or hazardous materials in the workplace.
3. The Workplace Hazardous Materials Information System (WHMIS) Regulation says that you need to receive information and instruction on how to use, store and get rid of hazardous materials safely.
4. If your job involves using equipment, your employer and supervisor must instruct you on how to operate that equipment safely.
5. Your employer also has to tell you how and where to get first aid, and what to do in an emergency. If you see a hazard on the job or a "close call," report it to your supervisor or employer right away.

Step 2: Quiz

1. The Occupational Health and Safety Act says that you have the right to know about hazards in your workplace
Yes No
2. If a hazard can make you sick, you will always start to feel sick right away
Yes No
3. To keep from getting hurt on the job, you need to find out about the hazards while you're working
Yes No
4. If you have any doubts about the safety of the work you're doing, you should keep those doubts to yourself
Yes No
5. If you see a hazard while you're working, you should report it to your supervisor or employer right away
Yes No

Step 3: Get Involved

Working together for safety

If you see a hazard on the job, you have a duty to speak up. This includes reporting equipment that isn't working right, and any other hazards that may be present as a result of not following the OHSA or Regulations. It's important that you report to your supervisor or employer any injury, incident or close call, so that they can prevent those kinds of things from happening again in the future.

The right to participate in health and safety: the OHSA gives you the right to participate and get involved in keeping your workplace safe and healthy:



1. You can ask questions when you're not sure about something
 2. You can volunteer to become a member of health and safety representative
 3. You can point out possible hazards to your employer
 4. You can take health and safety seriously and put what you learn in practice in your job
- Health and safety representatives and joint health and safety committees:

The OHSA says that workplaces need to have a health and safety representative or a joint health and safety committee. Committees have to have at least two people on them; the workers or their union, if any, pick one of them and the employer picks the other.

The committee plays an important role in helping to keep workplaces safe. Look for the posted names of your health and safety representative or joint health and safety committee members – these are people you can talk to if you need help.

Be a safety role model

Most workers should be able to look to their supervisors as good health and safety role models. But others may also be looking to you as a role model for good health and safety practices. How you work, and the way you think and talk about the work, can affect the safety of the people you work with.

Step 3: Quiz

1. It's important that you know the safe way to do your job. You should share what you know. If you see a hazard, you must report it to your supervisor or employer
Yes No
2. You should get involved in health and safety by asking questions, and you should put what you learn from training into practice on the job
Yes No
3. If you can't find any health and safety information posted in your workplace, you should just go back to work and not worry about it
Yes No
4. Your health and safety representative or joint health and safety committee can help you with any concerns that you might have about working safely
Yes No
5. It's OK to take safety shortcuts to get the work done faster and on time.
Yes No

Step 4: Get More Help

You are not alone



If you see something unsafe that could hurt someone, you need to report it to your supervisor or your employer. It's also a good idea to tell your health and safety representative or committee if there is one.

Ministry of Labour has a toll-free number that you can call 24 hours a day, seven days a week.

If you don't want to give your name when you call the Health and Safety Contact Centre, you don't have to. **Here is the number: 1-877-202-0008**

It's against the law for your employer or your supervisor to fire or punish you for doing what the OHSA expects you to do, or because you asked them to do what the OHSA expects them to do.

The right to refuse unsafe work

If you have reason to believe that the work you are doing or the equipment you are using might hurt you or someone you work with, you can refuse to do that work. This means that you tell your employer or supervisor (and your health and safety representative or committee) that you think you are in danger and you are not going to do the work. You need to tell them why.

You have the right to refuse work if you think it's dangerous for you or other workers.

Step 4: Quiz

1. If you report a dangerous situation to your supervisor and your health and safety representative and they can't find a way to fix it, you can call the Ministry of Labour's toll-free number for help

Yes No

2. If you have reason to believe the equipment you are using might hurt you or someone you work with, you have the legal right to refuse the work

Yes No

3. Some workers, such as nurses, firefighters, and police officers, have a limited right to refuse work.

Yes No

4. It's against the law for your employer or your supervisor to fire or punish you for doing what the OHSA expects you to do, or for asking them to do what the OHSA expects them to do.

Yes No

I, _____ have completed this Health and Safety Awareness Training

Signature: _____

Date: _____

WORKPLACE VIOLENCE AND HARASSMENT PREVENTION POLICY



Optimum Staffing Solutions Inc.

Mission

Optimum Staffing Solutions Inc. is committed to providing a workplace free of violence, harassment and discrimination. This Policy reaffirms the responsibilities of all employees and managers in advancing this goal.

The Occupational Health and Safety Act requires all employers to take every precaution reasonable in the circumstances to protect employees against the risk of Workplace Violence

The Criminal Code of Canada makes it an offence for employers and those who direct work to fail to take reasonable steps to prevent bodily harm to an employee or any other person in the workplace.

Policy Statement

Optimum Staffing Solutions Inc. refuses to tolerate any type of workplace violence, within the workplace or at work related activities.

“*Violence*” is any actual, attempted or threatened conduct of a person that causes or is likely to cause physical and/or psychological harm/injury/illness or that gives a person reason to believe that s/he or another person is at risk of physical and/or psychological harm/injury/illness, including but not limited to, any actual or attempted assault (including sexual assault and physical attacks), threat, verbal, psychological or sexual abuse and harassment.

The Workplace Violence Prevention Policy was developed to ensure that all managers, supervisors and employees, are aware of and adhere to the work practices designed to make the workplace safe.

Every employee is responsible for promptly reporting to their manager or supervisor any incidence of workplace violence.

Every manager or supervisor is responsible for promptly responding to and investigating allegations of workplace violence in accordance with this policy.

Violence in The Workplace Prevention Program



Definitions Associated With Workplace Violence

1. Verbal abuse: is the use of vexatious comments that are known, or that ought to be known, to be unwelcome, embarrassing, offensive, threatening, or degrading to another person (including swearing, insults, or condescending language) which causes the person to believe their health and safety is at risk.
2. Threat: (verbal or written) is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm. Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.
3. Physical attacks: are aggression resulting in a physical assault/abuse with or without the use of a weapon. Examples include hitting, shoving, pushing, punching, biting, spitting, groping, pinching, or kicking the victim, unwelcome displays of affection or inciting a dog to attack.
4. Psychological abuse: is an act that provokes fear or diminishes an individual's dignity or self worth or that intentionally inflicts psychological trauma on another.
5. Assault: is any intent to inflict injury on another, coupled with an apparent ability to do so; any intentional display of force that causes the victim to fear immediate bodily harm.
6. Sexual abuse: is any unwelcome verbal or physical advance or sexually explicit statement, displays of pornographic material, pinching, brushing against, touching, patting, or leering which causes the person to believe their health and safety is at risk.
7. Sexual assault: is the use of threat or violence to force one individual to touch, kiss, fondle, or have sexual intercourse with another.
8. Near miss: is an act of striking out, but missing the target.
9. Workplace Bullying: is repeated and persistent negative acts towards one or more individuals which involve a perceived power imbalance and creates a hostile work environment.
10. Harassment: Is engaging in any vexatious comment or conduct that is known or out reasonably to be known to be unwelcome and which causes the person to believe their health and safety is at risk.

Roles and Responsibilities of Workplace Parties

Optimum Staffing Solutions Inc. (OSS Inc.):

- Ensure that measures and procedures identified in the Violence Program are carried out
- Review and investigate all reports of violence and/or threats of violence in a prompt, objective and sensitive manner
- Take appropriate corrective action and response measures
- Facilitate medical attention and appropriate support for employee(s) as required
- Ensure critical injuries have been reported to a Ministry of Labour (MOL) Inspector and investigated with JHSC.



- Ensure all accidents are reported to WSIB where a worker loses time from work, requires health care, earns less than regular pay for regular work

Client Site Managers/Supervisors:

- Must enforce Workplace Violence policies and procedures and monitor worker compliance
- In consultation with JHSC and Optimum Staffing Solutions Inc., conduct regular risk assessments
- Take appropriate corrective action and response measures
- Identify and alert staff to hazardous situations
- Facilitate medical attention for employee(s) as required
- Shall investigate all incidents of workplace violence and contact the police department as required.
- Immediately report critical injuries to a Ministry of Labour (MOL) inspector, JHSC and Optimum Staffing Solutions Inc.
- Report all accidents to the Optimum Staffing Solutions Inc. and WSIB involving lost time, where a worker requires health care, earns less than regular pay for regular work.

Workers:

- Participate in education and training programs in order to be able to appropriately respond to any incident of workplace violence.
- Must understand and comply with the violence in the workplace prevention policy and all related procedures.
- Report all incidents/injuries of violence and/or threats of violence to their supervisor, manager and Optimum Staffing Solutions Inc. immediately.
- Inform the JHSC or worker member of the JHSC about any concerns about the potential for violence in the workplace
- Contribute to Risk Assessments
- Seek appropriate support from available resources as required when confronted with violence or threats of violence
- Seek appropriate medical attention

Joint Health and Safety Committee (JHSC):

-
- Be consulted about the development, establishment and implementation of violence measures and procedures (The Violence Prevention Program)
- Be consulted and make recommendations to the client employer to develop, establish and provide training in violence measures and procedures
- Review at least annually the workplace violence prevention program
- The worker designated should investigate all critical injuries related to violence
- Receive report of critical injury immediately and in writing outlining the circumstances and particulars as prescribed within 48 hours of the occurrence

Reporting and investigation

Workers are required to report all violence-related incidents/hazards, to their manager, supervisor or Optimum Staffing Solutions Inc. This report can be made confidentially, at the employee's request, with



the exception of the necessary steps to ensure the safety of others and prevention of re-occurrence. For example, a police report may be necessary.

Risk Assessment

Optimum Staffing Solutions Inc. (with worker and client involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. Risk assessments are reviewed annually and whenever new jobs are created, or job descriptions are substantially changed.

Optimum Staffing Solutions Inc. and the client work together with employees and the JHSC to develop strategies and practices for ongoing reduction of risks of workplace violence. These include, but are not limited to, education, information exchange, and reviews of practices and procedures.

Education

All new employees will receive both general and site specific orientation to the Workplace Violence Prevention Program.

Any training developed, established and provided shall be done in consultation with Optimum Staffing Solutions Inc., the client and in consideration of the recommendations of the Joint Health and Safety Committee.

Accountability

All workplace parties are accountable to comply with the policy, program, measures and procedures relating to workplace violence.

Discipline

If violence or harassment occurs, the appropriate discipline will be imposed, up to and including termination for cause.

Policy review

This Violence in The Workplace Prevention Policy and Program will be reviewed annually.



Optimum Staffing Solutions Inc. is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace [**including customers, clients, other employers, supervisors, workers and members of the public, as applicable**].

Workplace harassment means 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 workplace sexual harassment. 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 in a position 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;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the President of Optimum Staffing Solutions Inc. (Samir Marji)

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact **Optimum Staffing Solutions Inc.,**

Signed or Approved by **Samir Marji - President / CEO**

Date: October 21, 2019

Acknowledgement & Agreement



I, _____ acknowledge that I have read and understand the Workplace Harassment Policy of Optimum Staffing Solutions Inc. I agree to adhere to the policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment and / or criminal prosecution.

Name: _____

Signature: _____

Date: _____

Workplace Harassment Program

Optimum Staffing Solutions Inc. is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace **[including customers, clients, other employers, supervisors, workers, and members of the public, as applicable]**.

The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

1. Workplace harassment

Workplace harassment means 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 workplace sexual harassment **[threatening, yelling, insulting or cursing at a victim, sexual harassment such as pornography, sexual comments, jokes, questions or inappropriate sexual touching or gestures and invading personal space in a sexual way to name some]**.

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 in a position 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;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment **[e.g. Scheduling, annual performance review,**



Performance at work, absenteeism, assignment of tasks, reference checks, the application of progressive discipline up to and including termination to name some].

2. Reporting workplace harassment

A. How to report workplace harassment

Workers can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the workplace harassment complaint form (see attached). When reporting verbally, the reporting contact, along with the worker complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- i. Name(s) of the worker who has allegedly experienced workplace harassment and contact information
- ii. Name of the alleged harasser(s), position and contact information (if known)
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- iv. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 - a. Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
 - b. List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

B. Who to report workplace harassment to

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment incident or complaint to **Samir Marji, President / CEO**, samir@optimumstaffing.ca OR 416-630-0222. If the worker's supervisor or reporting contact is the person engaging in the workplace harassment, contact **Samir Marji, President / CEO**, samir@optimumstaffing.ca OR 416-630-0222. If the employer (e.g. owner, senior executive, director) is the person engaging in the workplace harassment, contact **Accountant / Jamal Marji** jamal@realaccountinginc.com OR 647-388-7549. (Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser.)

Human Resources **Samir Marji** shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves the owner, senior executive or **Accountant / Jamal Marji** jamal@realaccountinginc.com OR 647-388-7549, an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.



All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

3. Investigation

A. Commitment to investigate

Optimum Staffing Solutions Inc. will ensure that an investigation appropriate in the circumstances is conducted when the employer, human resources, a manager or supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

B. Who will investigate

Samir Marji, President / CEO will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve **the president of Optimum Staffing Solutions Inc.**, the employer will refer the investigation to an external investigator to conduct an impartial investigation.

C. Timing of the investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

D. Investigation process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
- iii. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- iv. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.



- v. The investigator must collect and review any relevant documents.
- vi. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.
- vii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

E. Results of the investigation

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.

F. Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not to discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

G. Handling complaints

The Appropriate Authority is responsible for:

- Determining the veracity of allegations of harassment or retaliation.
- Determining whether or not a reported act is indeed harassment.
- Resolving the dispute, with the agreement of both parties, where necessary.
- Administering punitive or corrective actions if allegations are true.
- Administering punitive actions if allegations were knowingly falsely made.

Wherever and whenever investigations are conducted, this Policy asserts that Complainants and Respondents certain rights. These rights include, but are not limited to:



- Receiving written notice of the allegations (where permitted by law).
- Presenting relevant information to the Appropriate Authority.
- Receiving a copy of the report at the conclusion of the investigation (where permitted by law).

At the conclusion of an investigation, the investigator shall prepare a written report which shall include a statement of factual findings and a determination of whether this Policy has been violated. The report shall be presented for review to law enforcement officials or legal counsel, as necessary.

The Appropriate Authority shall advise the Complainant and the Respondent of the resolution of any investigation conducted under this Policy. A copy of the investigative findings shall be provided in writing to the Complainant and the Respondent.

In all cases, the Optimum Staffing Solutions Inc's Human Resources department shall retain the findings report for a minimum of [2] years or for as long as any administrative or legal action arising out of the complaint is pending.

4. Record keeping

The employer (human resources or designated person) will keep records of the investigation including:

- a. a copy of the complaint or details about the incident;
- b. a record of the investigation including notes;
- c. a copy of the investigation report (if any);
- d. a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer;
- e. a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for a **minimum of two (2) years**.

Date created: October 22, 2019

Annual review date: October 22, 2020

Workplace harassment complaint form



This is an example of a complaint form for workers to report an incident or a complaint of workplace harassment. It can be modified to meet the needs of workplace. Note: Whether the worker uses the complaint form or not, the employer is still obligated to ensure an investigation appropriate in the circumstances is conducted into an incident of workplace harassment.

Name and contact information of worker who has allegedly experienced

workplace harassment (your name): _____

Name of alleged harasser(s) and contact information, if available:

Details of the complaint of workplace harassment

Please describe in as much detail as possible the bullying and harassment incident(s), including:

(a) The names of the parties involved:

(b) Any witnesses to the incident(s):

(c) The location, date and time of the incident(s):

(d) Details about the incident(s) (behaviour and/or words used):

(e) Any additional details. (Attach additional pages if required)

Relevant documents/evidence



Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Signature:

Date:

Acknowledgement & Agreement

I, _____ acknowledge that I have read and understand the Harassment Program of Optimum Staffing Solutions Inc. I agree to adhere to this program and will ensure that employees working under my direction adhere to this Program.

Name: _____

Signature: _____

Date: _____

Witness: _____

I, _____ have read and understood this Violence in The Workplace Prevention, Policy, and program; and I agree to comply with it

Signature: _____

Date: _____



ALCOHOL, DRUGS AND WEAPONS POLICY

Optimum Staffing Solutions Inc.

- Any employee found to be consuming alcoholic beverages or using a controlled substance (illegal drugs) while on duty or on a client's company property, will be subject to immediate discharge.
- Any employee found to have possession of a controlled substance (illegal drugs) while on the job will be subject to immediate discharge.
- Any employee found under influence of alcoholic beverages or a controlled substance (illegal drugs) while on duty or upon reporting to work, including reporting from lunch periods or breaks, will be subject to immediate discharge.
- Any employee witnessing alcohol or drugs consumption in the workplace must immediately report it to the supervisor or manager.
- Any employee, except authorized security, having a firearm or other lethal weapon on a client's company property will be subject to immediate discharge.

I, _____ have read and understood this Violence in Alcohol, Drugs and Weapons policy and agree to comply with it

Signature: _____

Date: _____

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) TRAINING

ABOUT WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace.

The purpose of WHMIS is to give all working Canadians information about hazardous materials used in the workplace.

At your workplace you may come into contact with products considered hazardous and it is important that you know how to recognize these products and how to work with them.

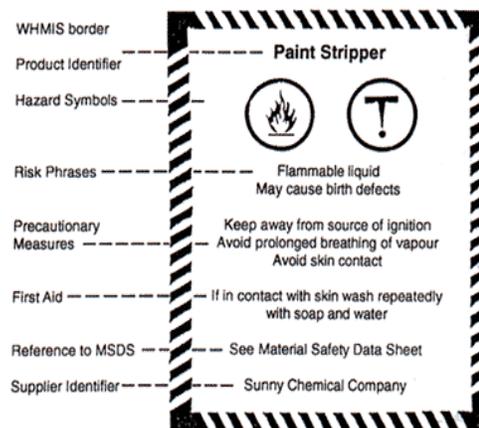
Supplier labels on the containers of hazardous materials and Material Safety Data Sheet

Material safety data sheet is to supplement the label with detailed hazard and precautionary information.

The supplier of the hazardous material provides the labels and material safety data sheets to the employers and in turn, the employer passes the information on the worker and provides education programs.

Supplier labels contain important safety information about the product. The label shown below is for demonstration purposes so that you will know what to look for on a supplier label.

Sample of a supplier label



The supplier must put on the label of a controlled product the following items:

1. The name of the product
2. Hazard symbol according to WHMIS classification
3. Risk phrases: hazardous properties of a controlled product
4. Precautionary measures: precautions to be taken when handling a controlled product
5. First aid measures: immediate steps to be taken when an accident with a product has occurred



- 6. Reference to a material safety data sheet: to alert the user of the product that more information is available
- 7. The name of supplier

Look at the labels of the products which you work with!

Sample of MSDS

ABC INC 345 EFGH STR. TORONTO, ON M5G 8J9	<h2 style="margin: 0;">MSDS</h2> <h3 style="margin: 0;">Material Safety Data Sheet</h3>	<h2 style="margin: 0;">Liquid Laundry Bleach</h2>																				
Section I. Product Identification and Company Information																						
Product (Trade) Name: Liquid Laundry Bleach Manufacturer's Name: ProClean Address: 345 ABCD STR, DALLAS, TX 75096 Emergency Phone No.: 1-245-890-9876 Chemical Family: N/A DOT Hazard Class: Hypochlorite solutions, 8, UN 1791, II Formula: Trade Secret																						
Section II. Hazard Ingredients																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ingredient:</th> <th style="text-align: left;">(CAS#)</th> <th style="text-align: left;">% by Wt.</th> <th style="text-align: left;">OSHA/PEL</th> <th style="text-align: left;">ACGH TLV-TWA</th> </tr> </thead> <tbody> <tr> <td>Sodium hypochlorite</td> <td>7681-52-9</td> <td>6.0-6.5</td> <td>1.5mg/ml</td> <td>3 mg/ml</td> </tr> <tr> <td>Sodium hydroxide</td> <td>1310-73-2</td> <td>0.05-0.09</td> <td>2 mg/m³</td> <td>2 mg/m³</td> </tr> </tbody> </table>			Ingredient:	(CAS#)	% by Wt.	OSHA/PEL	ACGH TLV-TWA	Sodium hypochlorite	7681-52-9	6.0-6.5	1.5mg/ml	3 mg/ml	Sodium hydroxide	1310-73-2	0.05-0.09	2 mg/m ³	2 mg/m ³					
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Section III. Physical Data																						
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Section V. Health Hazard																						
<p>Primary Route of Exposure: Skin Threshold Limit Value: N/D Effects of Overexposure: Acute. Corrosive to all body tissues by all routes of exposure. By Inhalation: Breathing mist or spray may cause damage to the upper respiratory tract By Eye Contact: Causes chemical burns that result in damage to the eyes, and possibly blindness depending on concentration and how soon after exposure the eyes are washed. By Indigestion: Causes severe burns to mucous membranes of the mouth, throat, esophagus and stomach. Swallowing large quantities may cause death. By Skin Contact: Contact produces skin irritation causing redness and possible inflammation. Emergency and First Aid Procedures: For Eye Contact: Flush with water for at least 15 minutes. Get medical attention immediately. By Inhalation: Remove subject to fresh air. If not breathing, give artificial respiration</p>																						
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Section VI. Reactivity Data																						
<p>For Ingestion: Do not induce vomiting. Contact a physician immediately. For Skin Contact: Rinse area of contact immediately with water for 15 minutes. Consult a physician if irritation persists.</p>																						
Section VII. Spill and Disposal Procedures																						
<p>Steps to be taken in the event of a spill or discharge: Contain for disposal and recovery Clean area of any residual matter. Waste Disposal Method: Dispose in accordance with all local, state, and federal regulations.</p>																						
Section VIII. Protective Equipment																						
<p>For Handling Product as Supplied:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Respiratory Protection:</td> <td>Not required</td> </tr> <tr> <td>Ventilation:</td> <td>Normal ventilation is satisfactory</td> </tr> <tr> <td>Protective Gloves:</td> <td>Wear rubber gloves</td> </tr> <tr> <td>Eye Protection:</td> <td>Wear safety glasses</td> </tr> <tr> <td>Other Protective Equipment:</td> <td>Wear protective apron and face shield.</td> </tr> </tbody> </table> <p>For Handling Product After Dilution for Use:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Respiratory Protection:</td> <td>Not required</td> </tr> <tr> <td>Ventilation:</td> <td>Normal ventilation is satisfactory</td> </tr> <tr> <td>Protective Gloves:</td> <td>Not required</td> </tr> <tr> <td>Eye Protection:</td> <td>Not required</td> </tr> <tr> <td>Other Protective Equipment:</td> <td>Not required</td> </tr> </tbody> </table>			Respiratory Protection:	Not required	Ventilation:	Normal ventilation is satisfactory	Protective Gloves:	Wear rubber gloves	Eye Protection:	Wear safety glasses	Other Protective Equipment:	Wear protective apron and face shield.	Respiratory Protection:	Not required	Ventilation:	Normal ventilation is satisfactory	Protective Gloves:	Not required	Eye Protection:	Not required	Other Protective Equipment:	Not required
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Section IX. Storage and Handling Precautions																						
<p>Store product in a cool area away from direct sunlight. Do not mix with any other product.</p>																						
Section X. Transportation and Additional Information																						
<p>Oxygen may be liberated upon contact with certain metals. Toxic fumes are liberated by contact with acids and heat. Highly exothermic reactions with organic and oxidizable materials may cause fires.</p>																						

WHMIS CLASSES & HAZARD SYMBOLS



A chemical is classified as a “*Controlled Product*” if it is a health hazard or a physical hazard
Health hazard – can range from mild skin irritation to severe chemical burns
Physical hazard – some products can cause fires, explosions or chemical reactions.

Controlled Products are classified as follows:



Class A Compressed Gas —A compressed gas cylinder is usually quite heavy and when ruptured can become a projectile with the potential to cause significant damage



Class B Flammable and Combustible Material —Flammable or combustible materials will ignite and continue to burn if exposed to a flame or source of ignition



Class C Oxidizing Materials —An oxidizing material may or may not burn itself but it contributes to the combustion of another material. These chemicals will support a fire and are highly reactive



Class D Poisonous and Infectious Material—Materials causing immediate serious and toxic effects



Class D Poisonous and Infectious Material — Materials causing other toxic effects



Class D Poisonous and Infectious Material —Biohazardous infectious materials. Cause disease in either humans or animals



Class E Corrosive Material — Cause permanent damage to skin and eyes on contact. Burning, scarring, and blindness may result from skin or eye contact



Class E Dangerously Reactive Material — They may react violently with other substances

SAFE USE, STORAGE, HANDLING AND DISPOSAL OF CONTROLLED PRODUCTS



Safe Use

- Be aware of the hazardous materials in your store
- Follow warnings and instructions on supplier labels and Material Safety Data Sheet (MSDS)
- Use the protective equipment and clothing recommended for each product

Safe Storage

- Refer to MSDS (Section – Preventative Measures) for recommended storage requirements

Safe Handling

- Never mix chemicals (unless otherwise instructed to do so)
- Always label new containers when transferring products
- Handle liquids and powders carefully to prevent splashes and spills
- Always use personal protective equipment for handling hazardous

Safe disposal

- Refer to MSDS (Section – Preventative Measures) for recommended waste disposal requirements

In Case of EMERGENCY

- Refer to MSDS and the product's label. Follow cautions and directions for first aid procedures.
- Ask for help
- Report the emergency to your manager or supervisor

WHMIS TEST:

- 1. What makes the supplier label easy to recognize?**
 - a) The border
 - b) The WHMIS symbols
 - c) The colour
 - d) Both a and b
- 2. Hazardous materials displaying this symbol could**
 - a) Burn your skin
 - b) Cause serious and immediate illness or death
 - c) Burn your skin if released from container
 - d) Cause serious toxic effect
- 3. Which part is not one of the three main parts of WHMIS?**
 - a) Labels
 - b) Overtime
 - c) MSDS
 - d) Worker Education
- 4. Why are WHMIS labels important?**
 - a) They tell you how the hazardous material could harm you
 - b) They tell you how to manufacture the hazardous material
 - c) They tell you how to work safely with the hazardous materials
 - d) A and c
- 5. Why is it important to be trained on WHMIS?**



- a) To get your work done faster
- b) To have information to protect your health and safety
- c) To serve you better
- d) To know where the safety boats are located

6. Employers are legally required to make sure that MSDS's for all the hazardous material in their workplace

- a) Are kept in the Manager's Office
- b) Are easy for workers to find and read
- c) Have the distinctive WHMIS border
- d) Is securely hidden from everyone

7. What other information is covered in the MSDS?

- a) First aid measures
- b) Information about harmful effects of the products
- c) Information about how to work safely with the product
- d) All of the above

8. In order to comply with WHMIS legislation, an employee must

- a) Clean up spills immediately
- b) Label all Hazardous Materials
- c) Keep room temperature of the plant at a comfortable setting
- d) Remove labels from all Hazardous Materials

9. If you work with materials that have the symbol, what precautions should you take?

- a) Avoid Ignition sources
- b) Read the label and MSDS
- c) Always wear the proper personnel protective equipment
- d) Both b and C



10. How could you protect yourself while you work with this hazardous material?

- a) Talk to your supervisor about safe work procedures
- b) Wear the proper protective equipment when working with the material
- c) Read the label and MSDS to find out how to work safely with the material
- d) All of the above



11. If your work with materials that have this symbol on the label you should

- a) Avoid all ignition sources
- b) Never work outdoors with this material
- c) Use only metal containers
- d) Use only wooden containers



12. Oxidizing Materials

- a) May make it easier for the other substances to burn



- b) All have a distinctive odour
- c) Cause frostbite on contact
- d) Evaporate in a container

13. What does this Symbol tell you about the Hazardous Material?

- a) The material used under pressure
- b) The material may eat through metal
- c) The material may catch fire
- d) The cylinder is too heavy to lift



14. Hazardous materials with this symbol

- a) May cause fire
- b) May eat through your skin
- c) May cause serious infectious disease
- d) May contribute to the combustion of another material



15. What are the hazardous properties of material with this symbol?

- a) It may attack and destroy human tissue on contact
- b) It may undergo a reaction if heated, Pressurized or dropped
- c) It may freeze at room temperature
- d) May cause serious infectious disease



I, _____ have completed this WHIM training

Date: _____

Signature: _____

SAFETY RULES FOR EMPLOYEES WORKING IN MANUFACTURING, GENERAL LABOUR OR SIMILAR OCCUPATIONS



Optimum Staffing Solutions Inc.

Injuries

- If you are injured or involved in an accident, no matter how minor, report it to a Supervisor immediately, not after you have left the workplace.

Unsafe conditions

- All unsafe conditions, near misses, accidents and injuries must be reported to your supervisor, manager immediately. If it is not possible report it Optimum Staffing Solutions Inc. and coworkers.

Equipment and Machinery

- Every worker must receive a proper training to operate any equipment. This includes all electronic vehicles. Do not operate any equipment (even if you have a valid license from the Province or another facility) unless you have been trained and given a permission by your supervisor, manager
- Before starting work on any machine which has a dangerous point of operation make sure all guards and in place and properly adjusted.
- Never use defective or badly worn tools. Notify your supervisor, manager for replacement or repair.
- Always be aware of all moving equipment such as forklifts, skyjacks, electric trucks, etc. Keep a safe distance from these machines. Do not walk in front or behind them or underneath a load. Make eye and gesture contact with the forklift operator.
- Do not ride or stand on fork or lift trucks or hand trucks while they are in motion.
- Do not exceed a safe speed when operating moving equipment.
- Operators shall ensure that loads are secured when lifting and moving.
- No passengers are allowed on a lift truck, on the forks of a lift truck.
- Report any missing or defective guarding, screening or protective devices immediately. Do not operate any machinery that is not properly guarded.
- Always use the protective devices provided and do not, under any circumstances, remove or make ineffective any such device (e.g. lift truck seat switches, governors, reverse beeper, press or assembly safety guards or screens, etc.).
- Before attempting to repair, adjust, oil, or clean a machine, be sure the operator has been notified and the machine is stopped, locked out and blocked as required in the Lock-out Procedures.
- Guards must be kept in place at all times. When cleaning or performing adjustments to equipment, ensure that equipment is OFF and that lock out policies are followed.
- Do not walk, stand below or near, or ride on a suspended load or overhead conveyor system.
- Before operating any machines and equipment read all warning signs written on it. Never insert hands, any parts of your body or other items into moving or operating machine and equipment. Locate the Emergency Stop button on all machinery before use.
- Do not operate any piece of equipment or do any work other than that assigned by your Supervisor

Loading Docks

- Always stay at least 3-5 feet away from any loading dock.

Personal Protective Equipment

- All mandatory Personal Protective Equipment required for a particular job or in a designated area must be worn. In case you do not have it speak to your supervisor, manager or Optimum Staffing Solutions Inc.



No Optimum Staffing Solutions Inc. employee is allowed to work without safety shoes at any workplace or area. Any employee noticed at work not wearing mandatory Personal Protective Equipment including shoes will be subjected to a disciplinary action.

Lifting

- Get help for heavy loads. Always lift with your legs, not your back. Instructions and diagrams of proper lifting techniques are posted at our office health and safety bulletin boards.

Stretching

- Do a few minutes of light stretching before starting your shift. This will help avoid muscle injuries when you are lifting or carrying.

Blades

- Never carry a utility knife with its blade exposed. Only knives issued by the company you are working at are approved for use.

Ladders

- Do not leave tools where they may fall and injure someone.
- Do not use a ladder with broken, split or defective rungs or side rails.
- Tie ladder off.
- A stepladder or scissor lift must be used to reach high points and only with the permission of your manager.

Floors

- Watch out for wet or slippery floors. Please report any spills to the supervisor or manager immediately

Food and drinks

- No uncovered food or drinking container shall be taken into the workplace. Food can be stored and consumed only in the lunchrooms.

Safe practices and behaviour

- Loose jewelry, rings, and loose clothing must not be worn. Earrings are acceptable up to the size of 2cm in diameter (approximately the size of a nickel).
- All flammable liquids and acids must be kept in fireproof containers and properly identified with labels.
- Smoking is prohibited throughout the workplace and grounds except designated smoking areas.
- Long hair that hangs more than 2" below the shoulders must be tied back.
- Do not run in the plant, engage in practical jokes or horseplay.
- Keep aisle ways clear of parts, trucks, racks and other equipment to ensure pedestrian access to exits, fire alarms, hoses, extinguishers and electrical panels.
- Cell phones, personal digital assistants (PDA), MP3 players, etc. can be used on your lunch or breaks only; they may not be used during working hours.

I, _____ have read, understood and agree to abide by these Safety Rules. I have my own CSA approved safety shoes and will always be wearing them while at work.

Date: _____

Signature: _____