



BRT Group - Human Resources Policy Manual

Policy Title:	Health and Safety	Policy Number:	4.0
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

4.0.1 Health and Safety Overview

BRT Group is committed to the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. BRT Group will make every effort to provide a safe, healthy work environment. We will meet or exceed legislated requirements and follow accepted practices and safe-work procedures. All employees must be dedicated to the continuing objective of reducing risk of injury.

BRT Group, as the employer, is ultimately responsible for employee health and safety. Every reasonable precaution will be taken for the protection of employees. In this endeavor, we will also hold managers, senior managers and employees accountable for working in a safe manner. Management is responsible for ensuring that health and safety policies and procedures are produced, implemented, communicated and enforced. Managers will be held accountable for the health and safety of employees under their supervision. Managers are responsible to ensure that employees work in compliance with established safe-work practices and procedures. Managers must ensure employees receive adequate training in their specific work tasks to protect their health and safety.

4.0.2 Purpose and Scope

This policy applies to all BRT Group employees. It is designed to set the standard for our Health & Safety processes and is written to demonstrate our overall commitment to the development and implementation of a Health & Safety program across the Company.

Senior Management must:

- Review the Health & Safety Policy annually



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CLOTHING ALLOWANCE

- There will be no coverage for damage due to normal wear or carelessness. Each team member must understand that this is a work environment and to dress accordingly.
- There will be coverage up to a maximum of \$50.00 deemed for unusable or non-repairable items due to unforeseen/unavoidable hazards or accidents. This pay-out will be at the owner's discretion but a full report must be presented to the president prior to payment.
- Any employee working in the Yard that requires wearing safety boots is allotted one pair of safety boots per year. This pair of boots is paid for by the company with a maximum value of \$100.00



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- Revise as may be appropriate, sign, and date
- Have it posted in a conspicuous location

Managers must:

- Ensure the Health & Safety Policy is posted in a conspicuous location in the facility and communicated to all staff
- Communicate and ensure adherence to these rules

All Employees must:

- Adhere to all general safety rules
- Follow Health & Safety instructions as communicated by manager or senior management

Every employee must protect his or her own health and safety by working in compliance with the law and safe-work practices and procedures established by the company. Employees must report unsafe and unhealthy conditions observed in their workplace. Visitors and customers of BRT Group will also be expected to adhere to our standards for achieving a safe and healthy workplace.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of our organization.

4.0.3 General Health and Safety Rules

- Obey all rules, signs and instructions.
- Report all hazards or unsafe conditions to your Manager.



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- Report to your manager:
 - all injuries, immediately
 - all near miss accidents
 - all incidents involving chemical spills or property damage
- Long Hair must be suitably confined when working with or around equipment of any kind.
- Work areas must be kept clean and tidy. Aisles must be kept clear. Clean up spills immediately.
- Smoking is not allowed in the office, warehouse or in company vehicles.
- Grounded equipment must have three-pronged plugs. Cords must be kept in good condition.
- Do not block fire exits, fire-fighting equipment or safety stations.
- Do not permit customers to use ladders or stools, and assist them in dismounting safely if you see a customer using one.
- Ensure that ladders and stools are put away immediately after use.
- Horseplay, unnecessary running and rough or boisterous conduct are not permitted.
- If an objects appears to be too heavy to be lifted by one person, seek the assistance of another staff member.

4.0.3 OHSA Postings

Four copies of the Occupational Health and Safety Act (OHSA) and Regulations, dated no earlier than 2014, are to be posted at all 4 “Emergency Information Locations” within the BRT Group.

The safety rep is responsible for ensuring that these 6 copies of the OHSA are posted and in good condition. One spare copy will be kept in the office of the safety rep.



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To ensure that the standard is being met, the safety rep inspects the workplace every three months and replaces missing/damaged copies.

4.0.4 WSIB Postings

Six copies of the current version of the WSIB Form 82 poster are to be posted on all Safety Bulletin Boards at BRT.

Procedure:

1. The Health and Safety Rep is responsible for ensuring that one copy of the current version of the WSIB Form 82 Poster is posted, visible and legible in the following locations; Warehouse, Wood Shop, Garage, PFW, Safety Reps Office and the main office.
2. To ensure that this standard is being met, the Health and Safety Rep will inspect the workplace every three months and reports missing copies of the poster to main office.

4.0.5 Health and Safety Definitions

JHSC	Joint Health and Safety Committee
MOL	Ministry of Labor
OHSA	Occupational Health and Safety Act. Commonly referred to simply as "The Act".
WSIB	Workplace Safety and Insurance Board (formerly Workers Compensation Board - WCB)
ESA	Employment Standards Act



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PPE Personal Protective Equipment

WHMIS Workplace Hazardous Materials Information System

MSDS Material Safety Data Sheets

“Senior Manager” An individual who by training, knowledge, education, and experience is tasked by the employer to direct the work of employees and more junior managers.

“Manager” A person responsible for the operation and function of a particular part of the business.

“Worker” An individual retained to carry out tasks as directed for day to day operation of the business. A worker will NOT have the ability to direct and instruct other workers on how to carry out their work.

“Employer” The business entity as a whole. Typically very senior management and/or business ownership will be the voice of the “Employer”.

See next page for the Health and Safety Policy Statement.



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Health & Safety Policy Statement

BRT Group is committed to the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. BRT Group will make every effort to provide a safe, healthy work environment. We will meet or exceed legislated requirements and follow accepted practices and safe-work procedures. All employees must be dedicated to the continuing objective of reducing risk of injury.

BRT Group, as the employer, is ultimately responsible for employee health and safety. Every reasonable precaution will be taken for the protection of employees. In this endeavor, we will also hold managers, senior managers and employees accountable for working in a safe manner. Management is responsible for ensuring that health and safety policies and procedures are produced, implemented, communicated and enforced. Managers will be held accountable for the health and safety of employees under their supervision. Managers are responsible to ensure that employees work in compliance with established safe-work practices and procedures. Managers must ensure employees receive adequate training in their specific work tasks to protect their health and safety.

BRT Group will encourage employee participation in the Health and Safety program by working to support the activities of the Joint Health & Safety Committee (JHSC) in its responsibilities to the program.

Every employee must protect his or her own health and safety by working in compliance with the law and safe-work practices and procedures established by the company. Employees must report unsafe and unhealthy conditions observed in their workplace. Visitors and contractors of BRT Group will also be expected to adhere to our standards for achieving a safe and healthy workplace. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of our organization.

President

Date



BRT Group - Human Resources Policy Manual

Policy Title:	JHSC Terms of Reference	Policy Number:	4.1
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

4.1.1 Joint Health and Safety Committee

BRT Group supports and is committed to providing a safe and healthful workplace for all our employees. The primary means of delivering on this commitment will be through the Joint Health and Safety Committee (JHSC), and the subsequent activities of this committee. This policy will detail how the committee is composed, duties, meetings, workplace inspections, etc.

4.1.2 Composition

The BRT Group JHSC will be composed of two (2) members. One representing the workers, and one representing management. The worker member will be elected by a vote held among the workers, as specified in the Occupational Health and Safety Act (OHSA). The position of worker member is of a voluntary nature. The standard term of service on the committee is suggested to be three years, however there is nothing precluding a member from remaining longer. The committee member representing management will be appointed by BRT Group senior leadership, with length of term to be determined by same leadership.

At various times other employees may be needed to attend JHSC meetings to provide subject matter expertise in specific situations. This time must be approved prior to the meeting and arranged with the employee's manager. At NO time, per the OHSA, can management participants in the meeting outnumber worker members.

One worker member and one management member on all JHSCs in Ontario are required to become "Certified". There are currently two parts to certification training. Phase One is general knowledge of the Occupational Health and Safety Act, duties, responsibilities, etc. Phase Two is specific to the types of hazards found in various types of workplaces.



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4.1.3 Duties

As spelled out by the Ontario Occupational Health and Safety Act (OHSA), the committee members have several duties and responsibilities.

- Inspect the workplace for hazards. See Workplace Inspection Policy 4.3 for further info.
- Investigate serious/critical incidents involving personal injury. See Incident & Accident Reporting Policy 4.2 for further info.
- Participate in formal Work Refusal procedures if needed.
- Attend regular JHSC meetings and make recommendations for improvements of a health and safety nature.

4.1.4 Meetings

JHSC meetings will be held quarterly, as outlined in the OHSA. Additional meetings can be called at any time to address specific issues or incidents as they arise. Notices will be posted on the JHSC bulletin board informing employees of the dates/times of upcoming meetings, and is the responsibility of the JHSC. If employees have a concern they wish brought up at the meeting, they are encouraged to speak to the committee members ahead of time.

Committee members will have two hours for the meeting, with the first hour being the required preparatory time as required by the OHSA. If meetings run late permission from senior management is needed to extend the time, or to approve scheduling of an additional meeting at a future time to continue on with the issues at hand.

The following standard agenda will apply to all JHSC meetings, but can be modified as needed.



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1. Review of old items from past meeting.
2. Review of the workplace inspections carried out since last meeting.
3. Review of any incidents/accidents that may have occurred since last meeting.
4. Review of first aid log to identify any trends in incidents/accidents.
5. Discuss any employee concerns.
6. New Business.
7. Prepare any recommendations for senior management.

The committee members will alternate taking minutes at every other meeting. Minutes are to be typed out as soon as possible after the meeting. These will then be posted on the JHSC bulletin board, and copies given to senior management.

4.1.5 Inspections

Each month a workplace health and safety inspection will be carried out. This inspection must be carried out by both the worker member and the management member of the committee. The management member is encouraged to participate in the inspection, however it is not a requirement of the OHSA. Additionally area managers may accompany the inspection with respect to areas of their responsibility. At this time one hour is allocated each month for these inspections. The worker member must work with their manager to schedule this time well in advance so as to not interfere with normal business operations.

Please refer to the Workplace Inspection Policy 4.3 for more details specific to actual inspection activities and the associated checklists.



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4.1.4 JHSC Bulletin Board

The JHSC members will be required to maintain the Health and Safety Bulletin Board. This board will be the primary means of communicating health and safety information to employees. On a case by case basis and based on need, other means of communication may be employed.

There are a number of items required to be posted and available at all times on the board. The following items will be maintained on the board:

- The Site Health and Safety Policy Statement**.
- The Workplace Safety and Insurance Board (WSIB) Poster 82 "In Case of Injury".
- Ministry of Labor "Health and Safety at Work" poster.
- A copy of the most recent Employment Standards Act (ESA) summary poster.
- An up to date copy of the Occupational Health and Safety Act (OHSA) with Regulations.
- A list of the current JHSC members.
- List of all certified First Aid providers.
- Copy of the most recent JHSC meeting minutes.
- Any orders as issued by the Ministry of Labor (MOL).
- The current Workplace Violence and Harassment Policy/Procedures.

** The policy statement is updated and signed annually by senior management.

Additionally other materials, while not a requirement, may be useful and as such posted for employee information purposes. Some of these are, but not limited to:

- Emergency contact phone list.



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- JHSC meeting schedule for the year.
- JHSC inspection schedule for the year.
- Copies of recent inspections.
- Reference material such as WHMIS symbols.
- Notices of changes to any procedures.
- A copy of this Terms of Reference document for employee information.
- Emergency procedures such as evacuation plan.
- Copies of Certification cards of JHSC members.
- Copy of WSIB First Aid Requirements 1101. A copy should also be located in the First Aid Kit(s) provided in the workplace.
- Material Safety Data Sheets (MSDS).

4.1.5 Work Refusals

The Ontario Occupational Health and Safety Act provides for workers a process to refuse work if they feel it is unsafe. This is a formal process that should only be used as a last resort. All BRT Group employees should immediately raise any safety concerns they have with their immediate manager. Both parties must work together to develop a solution to the safety concern at hand. If necessary the JHSC members are a valuable resource due to specialized training they have received, and may be able to help deliver a solution that addresses the concerns raised.

In the rare event a solution can't be reached the following process from the OHSA will be followed.

1. The JHSC worker member will investigate in the presence of the concerned worker, manager, and others as required (department manager, subject matter expert, etc.).
2. If manager and employer agree there is a safety issue, corrective action is carried out.



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Policy Title:	WHMIS	Policy Number:	4.2
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5. Chemicals must NOT be stored in containers that they were not designed for. For example reusing an older container (pop bottle, automotive fluid jug, etc). The material could be mistaken for the original and create an undue risk.
4. Chemical containers should be stored upright, and secure on a shelf to reduce the chance of falling or leaking.
7. Chemicals should not be stored near sources of heat.
8. Chemicals, especially larger sizes, should not be stored in areas where they could come into contact with material handling equipment.
9. All spills of chemicals shall be reported immediately, and cleaned up in accordance with procedures outlined in the Safety Data Sheet (SDS) for that material. Disposal procedures for the supplies used for cleanup can be found in the SDS for that material.
10. If at any time any employee has a concern with a chemical speak to your manager and review the SDS with them for further clarification.

4.2.4 Training

Training for WHMIS will be conducted. Training will include:

- Workplace Labels
- Supplier Labels
- Basic Storage
- Hazard Symbols
- Common Terminology found on SDS
- Sections of an SDS, including required information
- How to read an SDS



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- Location(s) of SDS

4.2.5 Safety Data Sheets (SDS)

SDS are required on site at all times for chemicals used/stored on site. This includes but is not limited to:

- Items offered for re-sale to customers, such as ink, toner, special cleaners, etc.
- Supplies kept for fleet maintenance (oil, brake fluid, washer fluid, coolant, etc.)
- Consumer style products (window cleaner, oven cleaner, general cleaning, etc.)

Safety Data Sheets are/shall:

- Have a current date of not older than 3 years. If an item has an SDS that is older than 3 years, but is the most current offered, the word "EXCEPTION" shall be written on the top of the sheet, with the date that it was last checked. A check should be carried out at least annually to see if a more up to date version is available.
- Be accessible at all times to all employees.
- Be kept organized and legible at all times. Damaged sheets shall be replaced as soon as possible.
- Be audited regularly to ensure old sheets are replaced.
- When ordering or bringing in a chemical on site verify that the sheet is currently in the SDS inventory. If not ensure one is requested to be sent with the order.
- If an item is new to the site, ensure a quick review is made of the sheet to ensure any specific handling and storage conditions can be accommodated.

