



## MANAGEMENT LEADERSHIP

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### GENERAL ADMINISTRATION AND APPLICATION

Health & Safety rules, regulations and policies will be available to all employees.

The Main Office will maintain a record of receipt of these rules, regulations, and policies by all employees on file. The main office will also contain a copy of the current OH&S Act, Regulation and Code.

Health & Safety rules, regulations and policies will be under constant review by all employees.

The Management responsible for day-to-day operations of the company will enforce the Health and Safety rules, regulations, and policies consistently. In circumstances where employees fail to observe known Health & Safety rules, regulations and policies, progressive discipline will be applied as deemed necessary by Management.

Health & Safety Rules, Regulations and Policies apply to all employees, visitors, contractors, and all others having business in areas within the jurisdiction of Swab Master Ltd. and its divisions.

An annual review of the Swab Master Ltd. Occupational Health & Safety Policy will be held during the spring break up company meeting. All employees that are in attendance will be asked to review their Job Descriptions, Job Hazard Assessment Matrices, and their responsibilities as defined in OH&S Legislation.

All Managers, Supervisors and Workers will have an annual performance evaluation to assess their strengths and areas of improvement. This evaluation will be two-fold, with the employee being reviewed doing a self-assessment and his/her manager doing an assessment of the employee. There will be a formal evaluation meeting where the results are compared, discussed, and documented.

Compliance with company rules, regulations and policies is a ***mandatory*** condition of employment.



## **RESPONSIBILITIES, DUTIES & OBLIGATIONS**

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Every level of employee at Swab Master Ltd. (The Company) is bound by the Occupational Health & Safety Act, Regulation and Code to take responsibility for the health and safety of themselves, co-workers, contractors, and visitors at the place of work.

The Company and its Management are responsible to ensure, as far as it is reasonably practicable:

- The Health & Safety of employees engaged in the work of the company, and
- Employees who are not engaged in the work of the company, but present at the work site where work is being carried out, and
- Employees engaged in the work of the company are aware of their responsibilities and duties under the Occupational Health and Safety Act
- Providing a safe workplace, equipment, and systems for all workers.
- Providing training and supervision to ensure the safety work procedures.
- Making workers aware of safety or health hazards and the use of safety devices and to design controls for workplace hazards
- Implementing and maintaining a comprehensive Health and Safety program
- Complete inspections as outlined in Element 7 and promptly address deficiencies.

Supervisors are responsible to ensure, as far as it is reasonably practicable:

- That they are protecting their own and others' safety and health.
- They are using all safety and health devices and protective equipment as required.
- Ensure that they are cooperating fully with the Health and Safety Program.
- They are aware of their responsibilities and duties under the Occupational Health and Safety Act
- Knowing and understanding safe work practices, policies, and procedures.
- Ensuring they are trained for the task/job.
- Ensuring that they know their "right to refuse" unsafe work.
- Report and / or correct workplace hazards
- The workers they are supervising are competently trained and that their health and safety is protected,
- To complete inspections as outlined in Element 7 and promptly report or address deficiencies,
- Ensure their paperwork, and the paperwork of their assistant is correctly filled in before submission,

Workers are responsible to ensure, as far as it is reasonably practicable:

- They are protecting their own and others' safety and health.
- They are using all safety and health devices and protective equipment as required.
- They are aware of their responsibilities and duties under the Occupational Health and Safety Act
- They are cooperating fully with the Health and Safety Program.
- Knowing and understanding safe work practices, policies, and procedures.
- Ensuring that they have the proper training for the job/task.
- Report workplace hazards, near misses, accidents, incidents, or illnesses.
- Ensuring that they know their "right to refuse" unsafe work, right to know and right to participate.

**Health and Safety is EVERYONE'S Responsibility!**





## RESPONSIBILITIES, DUTIES & OBLIGATIONS

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### CONTRACTOR MANAGEMENT

When a contractor is required for repairs at the main office, management is responsible for hiring a qualified person to complete the assigned task. Most contractors are hired based on previous experience with Swab Master Ltd. or referral. In the case of a new contractor the following protocols will be checked prior to engagement:

- Review any qualifications needed for the job.
- Interview the candidate and confirm they can meet the requirements of the job.
- Check references of the contractor to ensure capability.

Contractors working on a Swab Master Ltd. work site are responsible to ensure, as far as it is reasonably practicable:

- They are protecting their own and others' safety and health.
- They are aware of their responsibilities and duties under the Occupational Health and Safety Act
- They are using all safety and health devices and protective equipment as required.
- They are cooperating fully with the Health and Safety Orientation.
- They have had a site-specific safety orientation and are aware of who to report to in the event of an emergency.
- Ensuring that they have the proper training for the job/task.

All Contractors and Visitors of the Swab Master Ltd. Main Office / Shop area must check in at the reception area of the office or the dispatch office if after hours. From here they will sign in, review the site orientation map, be advised of the muster point in case of evacuation or emergency and explained the hazards on-site.

Contractors will be required to do a site tour with a supervisor, or the person designated in charge of the shop area and sign off on the Sub-Contractor Orientation form before starting any work. They are to be given a "SAFETY ORIENTATION COMPLETE" badge so everyone at the work site is aware that they know what to do in the event of an emergency. These badges should be returned to the office upon completion of the work.

All contractors are subject to disciplinary actions if they are found to be negligent to our health and safety procedures. Since they are not employed under Swab Master Ltd, our disciplinary policy will not apply. On first offense they will receive a verbal warning about their behaviour and the consequence and on a second occurrence they will be asked to leave the premises and blacklisted from working on our locations in the future.

Contractors are to report any and all health and safety hazards they observe to a Manager or their assigned Supervisor. The Manager or Supervisor is responsible for filling out the required paperwork and ensuring the hazard is reported properly. Contractors are not required to correct hazards on Swab Master Ltd. property, however, if the hazard is low risk and the contractor feels confident, they are able to resolve the issue – they are permitted to do so, providing they are protecting their own and others health and safety. The contractors are still obliged to report even minor hazards to a Manager or Supervisor.

Contractors will be required to be involved in the investigation process only if they were directly involved in any accident or incident that prompted the investigation. If the contractor was involved in any accident or incident that triggered an investigation – they will be required to give an account of the events and help determine the root cause of the occurrence. If they were a witness to an accident or incident – they will be required to give a witness statement only and will not be asked to participate in the investigation.



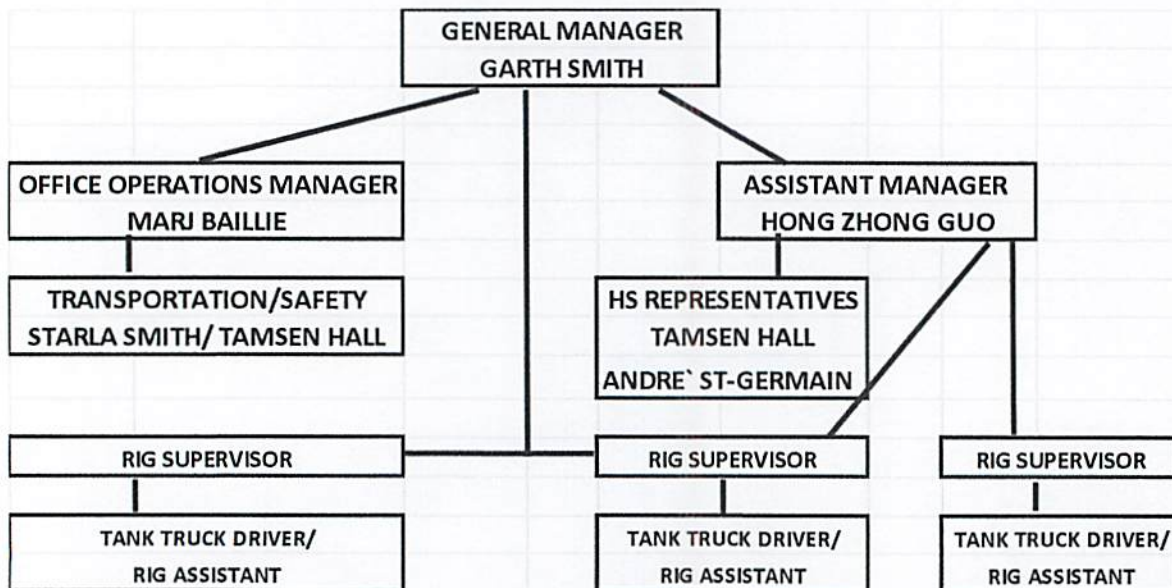
**VISITOR POLICY**

Visitors at the Swab Master Ltd. main office/shop are responsible to ensure, as far as it is reasonably practicable:

- They have signed in at the Main Office and have been assigned to a Swab Master Ltd. representative and remain with that person at all times while on Swab Master Ltd. property.
- They are protecting their own and others' safety and health.
- They are using all safety and health devices and protective equipment as required.
- They have reviewed the Site Map and are aware of the muster point in the event of evacuation.

Visitors are required to be accompanied, AT ALL TIMES, by an employee of Swab Master Ltd. while in the vicinity of Swab Master Ltd. operations.

**COMPANY ORGANIZATION**



Health and Safety is EVERYONE'S responsibility!





## Swab Master Ltd. Occupational Health & Safety Policy

Swab Master Ltd. and its divisions are committed to providing their clients with the highest quality of service. To accomplish this goal, the safety of our employees, contractors, and the general public is of utmost importance. This includes the protection and maintenance of the health and safety of employees (physical, psychological, and social well-being). On-going hazard analysis, communication and training will provide our workers with the skills and knowledge to perform their jobs efficiently and with reduced risk.

It is the duty and responsibility of every employee to actively participate in making the work environment safe and productive. All employees must comply with the safety standards set by the company as well as all relevant government regulations. All employees have the Right to Know, Right to Participate and the Right to Refuse. If any employee feels they are in danger or their job is too dangerous, then it their responsibility to stop what they are doing at once and report this to management.

Management and supervisors are responsible for always protecting the health and safety of themselves and others and ensuring all employees are properly trained, and all appropriate safety procedures are followed. "Safety First" is to be promoted in all our operations.

Workers are responsible for ensuring that they are always protecting the health and safety of themselves and others and to adhere to all safety protocols implemented. They are our best resource to help continually evolve the health and safety program.

Contractors and visitors are responsible for their own health and safety and that of others in the workplace. Contractors and visitors are to follow our health and safety policies as well as all applicable health and safety legislation.

Our goal is a healthy, injury free, productive working environment for our employees and for others around us. Our commitment is to the safety of our employees. Working together we will achieve this goal. "Start Smart - Stay Safe"!



Garth Smith  
General Manager

Date: January 1, 2023