



HEALTH & SAFETY EMPLOYEE HANDBOOK

**EZ STAK INC.
HEALTH AND SAFETY EMPLOYEE HANDBOOK**

EMERGENCY CONTACTS

Fire Department:

911 or

Kingston: 613-548-4001

Police:

911 or

Kingston: 613-549-4660

Ambulance:

911 or

Kingston: 613-542-0221

- In remote areas ensure 911 service is available prior to starting the job. If working in a non-911 area obtain the appropriate telephone numbers for local area police, fire and ambulance services.

EZ STAK Inc. Kingston Office #:

- 613-530-3419

Ministry of Labor #:

- Kingston Office – 613-545-0989
- Contact Centre – 1-877-202-0008

Spills Action Centre #:

- 1-800-268-6060

To report multi or complex spills to the local Ministry of the Environment.

Other Information:

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WELCOME MESSAGE

Welcome to EZ STAK Inc. We look forward to working with you and to our ongoing working relationship.

This Health and Safety Handbook is designed to provide you with information about the health and safety policies affecting your employment. These policies are in place to ensure compliance with the provincial legislative requirements, including the Occupational Health and Safety Act, applicable Regulations, the Workplace Safety, and Insurance Act, as well as, to ensure a safe working environment for our employees.

This handbook is a summary of our health and safety policies and the information contained in this handbook applies to all our employees. Following the policies described in this handbook is considered a condition of employment.

All employees are responsible for reading, understanding, and complying with the provisions of this handbook. All employees will be asked to affirm that they have read, understood, agreed to abide by and acknowledged the receipt of this Employee Handbook and Employee Code of Conduct.

For further details about the information in this handbook, please consult EZ STAK Inc.'s Health and Safety Policy Manual.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'Mike Lawrenson', with a long horizontal stroke extending to the right.

Mike Lawrenson
President
EZ STAK Inc.

EZ STAK INC.

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HEALTH AND SAFETY POLICY STATEMENT OF EZ STAK INC.

Our statement of general policy is:

EZ STAK Inc. is committed to the health and safety of all employees of the company and to the provision of all service and work in the safest manner possible in accordance with the Occupational Health & Safety Act and Regulations.

Roles and Responsibilities:

The Management of EZ STAK Inc., with a primary concern for the health and safety of its employees, has as its goal the prevention of incidents, occupational illness and injury and the reduction of hazards in the workplace.

The Management of EZ STAK Inc. is committed to the development of effective standards for protecting the health and safety of its employees and will work with its employees to address all known hazards in the work environment.

Managers and Supervisors are accountable for the health and safety of workers under their supervision and play a key role in making the work environments safe.

Managers and Supervisors are responsible for ensuring that all machinery and equipment is safe and that employees follow established safe work practices and procedures and that all employees receive adequate training in their specific work tasks to protect their health and safety and that of their co-workers.

JHSC – The Safety Committee includes employer and employee representatives who are responsible for recommending safety and health improvements in the workplace. The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles to incident prevention, and helping the company evaluate the accident and illness prevention program.

ALL EMPLOYEES are expected to always work and act safely and to fulfill their personal responsibility for preventing incidents, occupational illnesses and injuries to themselves and others.

A blue ink signature of Mike Lawrenson, consisting of a stylized, overlapping loop and a long horizontal stroke.

Mike Lawrenson
CEO
EZ STAK Inc.

October 7, 2022

Date

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NEW EMPLOYEE ORIENTATION

The new employee orientation program is given to all employees who are new hires. The program consists of the following key elements:

- EZ STAK Inc.'s Health & Safety Manual.
- Roles and Responsibilities under the Occupational Health & Safety Act and its applicable Regulations.
- WHMIS.
- Supervisor Health & Safety Awareness in 5 Steps or Worker Health & Safety Awareness in 4 Steps training.
- Violence and Harassment training.
- Accessibility for Ontarians with Disabilities Act, 2005 (A.O.D.A.) training; and
- The use and care of personal protective equipment that is required to be worn by our employees.

In addition, employees will be required to complete and/or update any safety training as deemed necessary by the employer. This may include items such as forklift truck training or first aid.

Workplace emergency procedures, locations of first aid stations, eyewash stations, fire protection equipment use, and workplace hazards will also be discussed as required.

Safety meetings will be scheduled, reported, and filed accordingly throughout the year.

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RIGHTS & RESPONSIBILITIES

Employer Responsibilities

EZ STAK Inc. as the employer is responsible for the following:

- Ensuring that all appointed Managers/Supervisors are competent.
- Informing and training all employees of workplace hazards.
- Making sure employees understand the Occupational Health & Safety (OH&S) legislation, applicable policies and procedures.
- Taking all reasonable precautions in the circumstances for the protection of the workers.
- Ensuring all equipment, materials and protective devices are maintained and provided to employees.
- Ensuring workplace inspections are completed regularly.
- Enforcing that incidents are immediately investigated and analyzed; and
- Ensuring all health and safety policies and procedures are made available to employees.

Manager/Supervisor Responsibilities

All Managers/Supervisors are responsible for the following:

- Ensuring that their staff use the proper personal protective equipment, devices, or clothing, depending on the task.
- Advising their staff of any potential or actual workplace health and safety dangers.
- Ensuring that staff have received proper training and written instructions for tasks.
- Ensuring that any work incidents are immediately reported and investigated; and
- Conducting daily inspections of their workplace, ensuring staff are working in accordance with set policies and ensuring that the necessary corrective actions are taken.

Employee Responsibilities

All employees are responsible for the following:

- Following all procedures.
- Wearing and using equipment, protective devices and clothing as required by the employer.
- Reporting any defects in equipment or protective device, which may endanger themselves or any other worker, to their employer or Manager/Supervisor.
- Declining to operate any machinery or equipment without proper instructions as to safety.
- Reporting to the Manager/Supervisor or employer, any contravention of the OH&S Act and Regulations or the existence of any hazard of which he/she knows; and

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- Maintaining a safe work environment free from unnecessary conduct and behavior.

Joint Health and Safety Committee Responsibilities

The Joint Health and Safety Committee will monitor the company's compliance with the health and safety legislation and the established policies and procedures. The employee representatives of the Joint Health and Safety Committee are a point of contact for workers who have health and safety concerns.

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REQUIRED PERSONAL PROTECTIVE EQUIPMENT

1. **Eye and Face Protection:** Canadian Standards Association (CSA) approved safety glasses must be always worn in the shop area or when exposed to a situation where the risk of an eye injury exists.
2. **Safety Shoes/Boots:** All shop employees must wear CSA rated Safety Shoes/Boots that are also closed toed, closed heeled shoes with a non-slip sole. Safety boots are required to be always worn in the shop area.
3. **Hearing Protection:** In high noise areas, hearing protection shall be worn.
4. **Gloves:** Workers will wear the appropriate type of glove that provides them with the correct level of protection when there is any risk of encountering biological material or chemicals.

*For further details, employees are encouraged to speak to their direct Manager/Supervisor for clarification.

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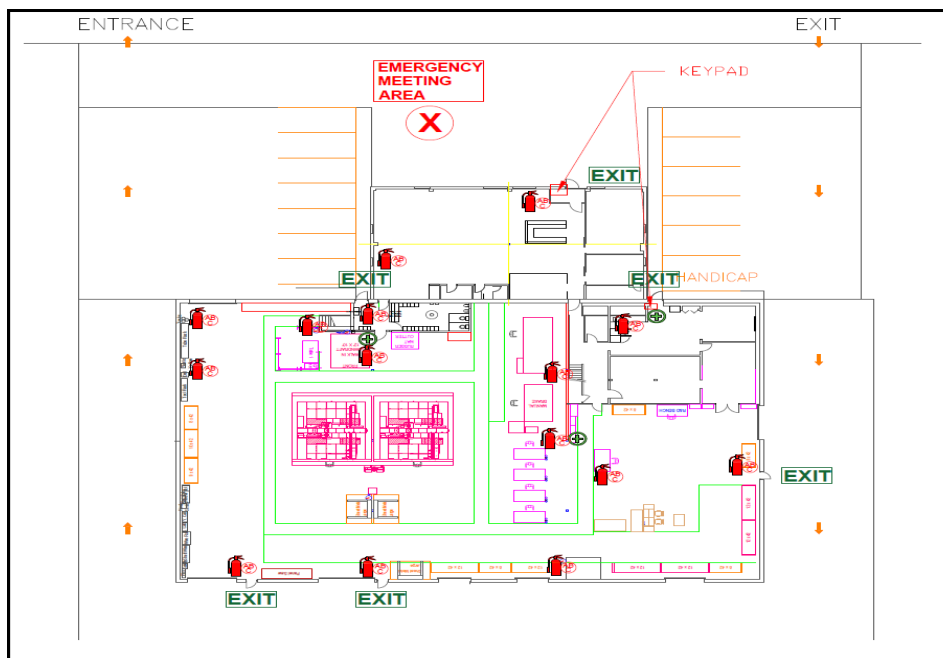
SAFE WORK PROCEDURES

Wherever possible, a hazardous situation will be eliminated from the workplace in such a way that no other form of control measure will need to be implemented.

In those instances where a biological, chemical or safety hazard cannot be eliminated from the workplace, the appropriate engineering, administrative and personal protective control measures for the worker must be implemented.

General Guidelines

Eyewash Facilities: Eyewash stations are available and should be cleaned after use.



First Aid Kits and eye wash station are shown below and identified with (+) symbol.

Stretcher is in changeroom at front side door.

Lifting: Use proper lifting procedures. Most incidents involve lifting. It is very important that you lift with your legs, never with your back. Always test a carton before you give it your full strength. If it is heavy, call for help and be ready to assist your fellow workers. Check with your Manager/Supervisor for a more detailed explanation of lifting procedures.

When material is being transported, unloaded, or stored the following guidelines must be followed:

- Ensure that passageways are clear.
- Use proper lifting procedures.
- Ensure that the proper personal protective equipment is worn.
- If materials are stored above eye level, obtain a ladder, lifting device and/or assistance.

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- Materials must be transported safely so they will not tip, collapse or fall; and
- Do not store heavy material on top of light material.

Beards/Hair:

- Employees must be clean-shaven when the nature of the work requires or may require the effective use of personal respiratory protection.
- Long hair, which may catch in equipment or other facilities, must be appropriately contained to prevent entanglement.

Contact Lenses: Contact lenses shall not be worn during any work, which would expose the wearer to chemicals, gases, vapors, dust, or other materials that may harm the eyes or cause irritation.

Knives: A knife shall be used carefully and not as a screwdriver, pry bar or weapon.

Behavior: Running is not allowed on EZ STAK Inc. property. Horseplay is strictly forbidden. Any horseplay which results in injury is grounds for immediate dismissal.

Compressed Air: Compressed air must not be used for cleaning clothes or directed towards any part of the body.

Hand Tools:

Avoid hand tool injuries by:

- Using the right tool for the job.
- Maintaining tools in clean and good condition.
- Using tools in the intended way; and
- Carrying pointed or sharp-edged tools in pouches or sheaths.

Ladder Use: Proper ladders for the job must be always used. Do not use any ladders that have broken or missing members, missing non-slip feet or have faulty breaking mechanisms. Remove these from use immediately.

Heat and Cold Stress

The warning signs of heat stroke and hypothermia:

The victims of heat stroke and hypothermia are unable to notice the symptoms, and therefore, their survival depends upon their co-workers' ability to identify symptoms and to assist them in seeking medical attention.

Heat Stroke: warning signs can include complaints of sudden and severe fatigue, nausea, dizziness, light-headedness, and profuse and prolonged sweating. If a co-worker appears to be disorientated or confused (including euphoria), or has unaccountable irritability, malaise or flu-

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like symptoms, the worker should be moved to a cool location and medical advice should be sought.

Hypothermia: warning signs can include complaints of nausea, fatigue, dizziness, irritability, or euphoria. Hypothermia can cause pain in the extremities (hands, feet, ears, etc.) and severe shivering. Workers should be moved to a heated shelter and medical advice should be sought, when appropriate.

The following table provides some general comfort levels identified by ASHRAE:

Table 1 Acceptable Temperatures		
Season	Clothing	Temperature
Winter	Heavy slacks, long sleeve shirt and/or sweater	20-23.5 °C (68-75°F)
Summer	Light slacks and short sleeve shirts	23-26°C (73-79°F)

The following table provides some general guidance on average worker comfort levels in various thermal work conditions:

Table 2 Humidex and Thermal Comfort	
Humidex Range (°C)	Degrees of Comfort
20-29	Comfortable
30-39	Varying degrees of discomfort
40-45	Uncomfortable
46 and over	Many types of labor must be restricted

In most cases following simple steps can control the hazard of heat stress, such as:

- Pace your work, determine with the Manager/Supervisor your work activity.
- Take frequent breaks.
- Wear the appropriate clothing for the work environment.
- Ensure that you replenish your fluids frequently by drinking water.
- Report any signs or symptoms to your Manager/Supervisor immediately.

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Forklift Truck

Due to the hazards associated with the use of forklifts and the regulations associated with their use under the Regulations for Industrial Establishments, only those employees who have completed a Ministry of Labor approved and recognized forklift truck training program are authorized to use any forklift.

Proof of current and valid training must be carried by the operator on their person and a record of their training will be kept in the employee's file. Prior to operating a forklift truck, a pre-operation check shall be performed. The program of instruction is detailed in the Health and Safety Manual.

Housekeeping

Work Guidelines

- As per the Industrial Regulations, waste material and debris shall be removed to the designated disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event, at least once a day.
- The Manager/Supervisor must ensure that all material and equipment in the workplace is stored and moved in a manner that does not endanger a worker; and
- All applicable section of the OH&S Act and Regulations must be abided by.

Hygiene

Hand washing - Workers are to thoroughly wash their hands with soap and water frequently during the workday, especially before eating, drinking, smoking or using the washroom facilities, or have had contact with biologic or chemical agents.

Eating and Drinking - Workers are required to use employer established designated areas for their eating and drinking purposes.

Lock-Out and Tag-Out

Prior to performing any work that may expose a worker to the moving parts on equipment powered by electrical, hydraulic, pneumatic, or mechanical energy, lock-out and tag-out procedures must be applied. Specific equipment procedures must be referenced in the appropriate technical documentation provided by the manufacturer.

All employees working in the area affected must be notified of the work and proper lock-out and tag-out procedures followed.

Follow the proper re-energizing steps to put the equipment back into service.

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Personal Electronic Equipment

During the working hours, employees are prohibited from using cell phones, radios, MP3 players, tablets, cameras, televisions, and other personal electronic devices in the workplace. Cell phones can be used only during the morning break or lunch break, or, during the working hours, only for a legitimate business purpose or emergency. Whenever possible, employees are encouraged to notify their Manager/Supervisor ahead of time of any known situations requiring the use of a cell phone.

Headphones (including wireless headphones) are not to be worn in the workplace during the working hours. Headphones are allowed only during the lunch hour in the office or lunch areas. For safety reasons, headphones are not allowed on the production floor at any time, including during the lunch hour or morning break.

Travel

Employees driving for work purposes must drive in accordance with the provincial requirements as detailed by the Highway Traffic Act.

Use of handheld devices is only permitted while the vehicle is parked unless you are using it with a hands-free device. Texting or reading email while driving is strictly prohibited. If you need to receive or reply to a text/email you must pull over and stop the vehicle to do so.

Employees using their personal vehicle for work must provide proof of adequate insurance coverage.

Employees will be required to read and sign documentation; Operation of Company Vehicles & Machinery Form prior to using any company vehicle or machinery.

Administrative Offices

Office work requires many hours of work in front of a computer terminal or personal computer (PC). The concentrated effort often takes its toll in sore backs and tired muscles.

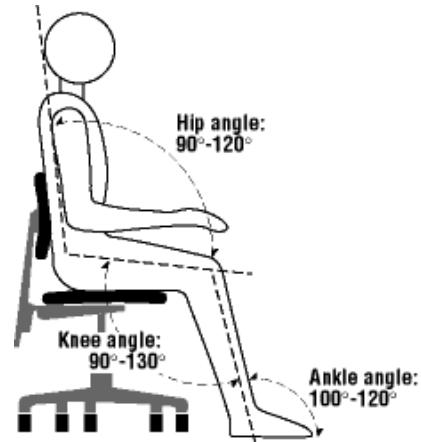
The following diagrams provide a guideline on how office staff should position themselves, to minimize or prevent unnecessary discomfort while working in the office.

What is a "good" sitting body position?

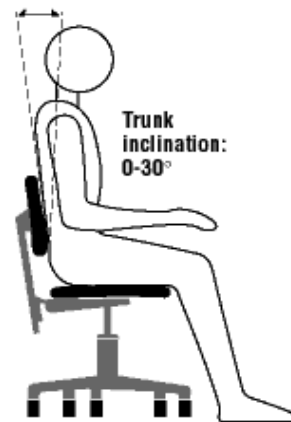
There is no single body position that is recommended for sitting. Every worker can sit comfortably by adjusting the angles of their hips, knees, ankles and elbows. The following are general recommendations. Occasional changes beyond given ranges are acceptable and sometimes beneficial.

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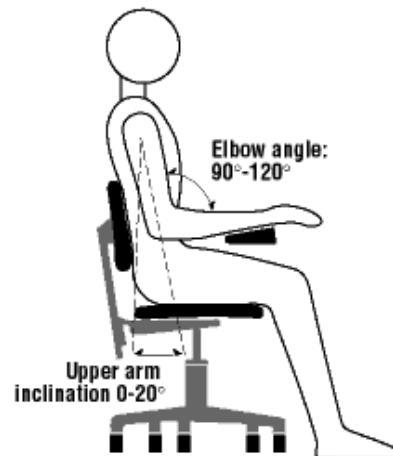
- Keep the joints such as hips, knees and ankles open slightly (more than 90°).



- Keep the upper body within 30° of an upright position.

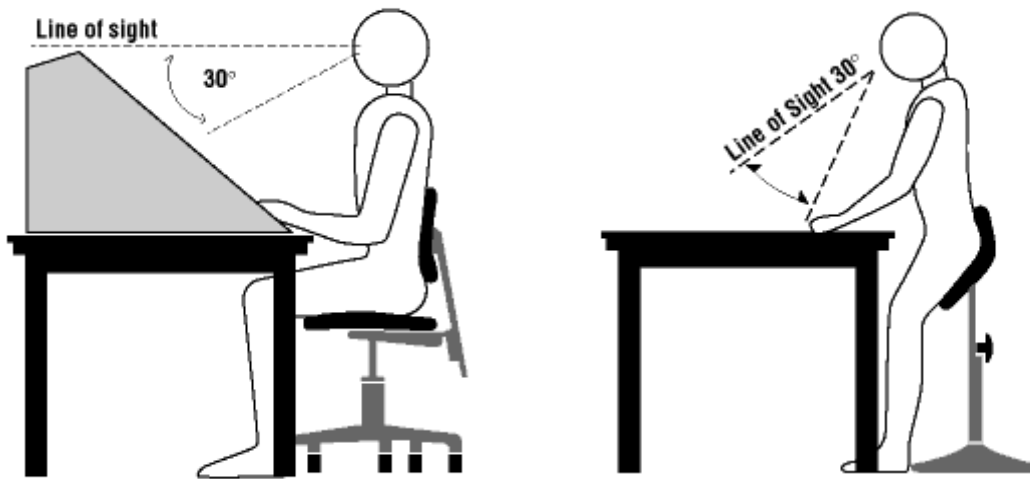


- Always keep the head aligned with the spine.
- Keep upper arms between vertical and 20° forward.
- Keep elbows at an angle between 90° and 120°.
- Keep forearms between horizontal and 20° up.
- Support the forearms.



- Keep the wrists straight and aligned with the forearms.
- Place the working object so that it can be seen at a viewing angle of 10° to 30° below the line of sight.

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- Keep shoulders low and relaxed.
- Keep elbows tucked in.
- Tuck chin in and do not bend forward when looking down and forward.
- Change positions frequently but remain within recommended ranges.
- Alternate crossed legs.
- Avoid bending to the side.
- Avoid bending forward.
- Do not slouch.
- Do not sit for more than fifty (50) minutes at a time.

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SMOKING IN THE WORKPLACE

Provincial legislation, the “Smoke Free Ontario Act” came into effect on May 31, 2006. As of that date, all workplaces, including company vehicles are designated smoke free and smoking is only permitted in areas away from an enclosed workplace.

Prohibition

(1) No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace (2005, c.18).

In compliance with the Smoke Free Ontario Act, EZ STAK Inc. is a smoke free environment. This policy covers the use of cannabis and cannabis-related products and is applicable to all employees, guests, contractors, and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.

Definitions

Electronic cigarette – A vaporizer or inhalant-type device, that contains a power source and heating element designed to heat a substance and produce a vapor intended to be inhaled directly through the mouth by the user of the device, whether the vapor contains nicotine.

Indoor workplace – An enclosed place in which employees perform the duties of their employment and includes an adjacent corridor, lobby, stairwell, elevator, escalator, eating area, washroom, restroom, or other enclosed area frequented by employees during their employment.

Secondhand Smoke - Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

Smoking - Includes smoking, holding, or otherwise having control over an ignited tobacco product or cannabis product; inhaling or exhaling vapor from an electronic cigarette or water pipe; and holding or otherwise having control over an activated electronic cigarette or activated water pipe.

This policy applies to:

- All areas of buildings occupied by company employees including entrances, exits, loading docks both during and after business hours.
- All company-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the company.
- All company employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All student interns.

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Guidelines

Permitted smoking is limited to tobacco-based products. The smoking of cannabis and cannabis-related products is strictly prohibited on company property.

Where Smoking is Permitted

- Rear of facility back left corner of parking lot. (a visible sign is posted)

When Smoking is Permitted

- EZ STAK employees are permitted to smoke in designated smoking areas on regularly scheduled breaks.
- Employees who take unscheduled breaks for the purposes of smoking may be subject to disciplinary action.

Additional Guidelines

- EZ STAK will ensure that, as required by legislation, signs indicating areas where smoking is permitted or prohibited are posted.
- No person other than a manager or a person acting under their instructions shall remove, alter, deface, conceal, or destroy a sign that is posted or displayed for the purposes of communicating where smoking is allowed or prohibited on EZ STAK premises.
- Ashtrays or similar receptacles are not permitted in any place or area where smoking is prohibited.
- EZ STAK shall take reasonable precautions to ensure that the exposure of employees to smoke in a place where smoking is permitted is minimized.
- EZ STAK has no intention to influence employee smoking habits, or the actions of employees, outside of the workplace, and will not pursue disciplinary action for those that smoke off EZ STAK premises.
- EZ STAK will not discharge employees, or refuse to hire applicants, on the grounds that they are smokers.

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DRUGS AND ALCOHOL

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both them and their fellow employees. To help ensure a safe and healthy workplace, EZ STAK reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

Definitions

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This includes recreational cannabis, cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter, or through a prescription or authorization issued by a medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits.

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard.
- Employees must remain fit for duty for the duration of their shift.
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited.
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances.
- Use and possession of medically prescribed or authorized drugs is permitted during working hours, subject to the terms and conditions of the company's policies and all applicable legislation.
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Possession at Work

Possession of alcohol, drugs, and drug paraphernalia on company property is prohibited. Company property encompasses all company owned or leased property used by employees, including without limitation parking lots, vehicles, lockers, desks, and closets.

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Possession of alcohol, drugs, and drug paraphernalia is also prohibited while employees are acting on behalf of the organization off company premises. This includes attending events as a company representative.

Substance Dependency

EZ STAK understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties because of their dependencies. EZ STAK promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

The company will work with the individual who requests accommodation to ensure that the measures taken are both effective and mutually agreeable, up to the point of undue hardship. Employees are encouraged to communicate any need for accommodation to their immediate supervisor, and to work with them in addressing the concern.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected, and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information will be kept confidential by EZ STAK, unless otherwise authorized by law.

Medical Cannabis

Where an employee uses medical cannabis, it is expected they provide a copy of their medical documentation for use EZ STAK and abide by the company's accommodation policy.

Agreement for the Continuation of Employment

EZ STAK reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

Disciplinary Action

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards because of impairment from alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on company premises).
- Failure to notify their Manager/Supervisor or the Management Team of the side effects of a prescription or non-prescription drug which may impair the employee's physical or mental ability to safely perform their assigned duties.

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- Failure to keep their prescribed medication in its original container or to provide proof of identification; or
- Refusal to submit to the inspection of a company vehicle.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

All chemicals must be handled with caution, to avoid emergency situations. All employees must ensure that they have completed their WHMIS training during their first week of employment and before handling any chemicals while completing work assignments at EZ STAK Inc.

The employee's Manager/Supervisor will provide the material to the employee to facilitate the completion of WHMIS training during the first week of employment. The appropriate Manager/Supervisor will supplement the general training with specific information about the chemicals located in an employee's work area. This will include hazard specific information, location of the Safety Data Sheet (SDS) binder, proper storage procedures, what personal protective equipment is needed, where the workplace labels are located and spill procedures.

The Manager/Supervisor will ensure that all current SDSs are readily available for all products and are always available to employees.

Key Elements











Training: Initial generic training, department specific training and yearly refresher training.

Labels: Supplier Label
Workplace Label

SDS: Safety Data Sheets - Provide detailed information on the hazards and precautions needed to be followed when dealing with a particular chemical. A copy of the SDS for each chemical must be always made readily available to employees. If a current SDS is not available, a sheet can be requested by contacting the supplier.

❖ **Note** SDS Sheets are available on the EZ STAK Employee Portal under the Health & Safety Tab >Forms

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GHS - Hazard Pictograms and Related Hazard Classes			
			
Exploding Bomb <ul style="list-style-type: none"> • Explosive • Self-reactives • Organic Peroxides 	Corrosion <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Flame Over Circle <ul style="list-style-type: none"> • Oxidizing gases • Oxidizing liquids • Oxidizing solids 	
			
Gas Cylinder <ul style="list-style-type: none"> • Gases under pressure 	Environment <ul style="list-style-type: none"> • Aquatic toxicity 	Skull & Crossbones <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic) 	
			
Exclamation Mark <ul style="list-style-type: none"> • Irritant (eye & skin) • Skin sensitizer • Acute toxicity • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer (non-mandatory) 	Health Hazard <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	Biohazard <ul style="list-style-type: none"> • Biohazardous infectious materials

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Example of Supplier Label

**Sulphuric Acid, Fuming
Acide Sulfurique**

Risk Phrases:
HIGHLY IRRITATING TO SKIN, EYES AND NOSE

Health Hazard Data:
STRONG ACID, VAPOURS HIGHLY TOXIC, BURNS SKIN ON CONTACT

Precautionary Statements:
EYES: FACESHIELD AND GOGGLES
GLOVES RUBBER

Personal Protective Equipment:
RUBBER APRON, RUBBER BOOTS

First Aid Measures:
EYES: FLUSH WITH LARGE QUANTITIES OF WATER. CONSULT PHYSICIAN AT ONCE.
SKIN: FLUSH WITH WATER. CONSULT PHYSICIAN.
INGESTION: TREAT WITH BAKING SODA, MILK OF MAGNESIA OR LARGE QUANTITIES OF MILK. DO NOT INCLUDE VOMITING.




Risque(s) possible(s):
EXTREMEMENT IRRITANT POUR LA PEAU, LES YEUX ET LE NEZ.

Reinseignement sur les dangers pour la santé:
ACIDE FORT, TRAITER COMME POUR L'ACIDE FORT.

Surexposition aiguë: PEAU ET YEUX.

Mesures de précaution:
EQUIPEMENT DE PROTECTION SPECIFIQUE:
YEUX: ECRAN FACIAL ET LUNETTES
GANTS: EN CAOUTCHOUC

Autre vêtements et équipement:
TABLIER EN CAOUTCHOUC, BOTTES EN CAOUTCHOUC.

Premiers Soins:
YEUX: RINER A GRANDE EAU PENDANT 15 MINUTES. CONSULTER UN MEDECIN.
Peau: RINER A L'EAU. CONSULTER UN MEDECIN.
Ingestion: TRAITER COMME POUR L'ACIDE FORT. CONSULTER UN MEDECIN.

REFER TO MATERIAL DATA SHEET FOR FURTHER INFORMATION.
POUR PLUS D'INFORMATION, CONSULTER LA FICHE SIGNALÉTIQUE.

ACME Chemicals Ltd.
123 Sample Blvd, Edmonton, AB, T5T 5T5

Example of Workplace Label





Cleaner ABC

- **Wear Gloves**
- **Use in well ventilated area**

See MSDS for more details










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Current Consumer Labels

TOXIC PRODUCTS	<ul style="list-style-type: none"> • Very Toxic • Toxic (Danger) • Harmful (Caution) • Poison • Do not swallow • Do not get in eyes or on skin or on clothing • Keep out of reach of children 	
CORROSIVE PRODUCTS	<ul style="list-style-type: none"> • Very Corrosive (Extreme Danger) • Corrosive (Danger) • Irritant (Caution) • Causes burns to the skin, eyes and lungs • May form dangerous fumes when mixed with other chemicals 	
FLAMMABLE PRODUCTS	<ul style="list-style-type: none"> • Very Flammable (Extreme Danger) • Flammable (Danger) • Spontaneously Combustible (Caution) • Combustible (Flammable symbol not used) • Contents may catch fire • Do not smoke • Use only in well ventilated area 	
PRESSURIZED CONTAINER	<ul style="list-style-type: none"> • Caution • Contents under pressure • Container may explode if heated • Do not puncture • Do not burn • Store away from heat 	
QUICK SKIN-BONDING ADHESIVES	<ul style="list-style-type: none"> • Caution • Bonds skin instantly • Do not get in eyes or mouth or on skin • Keep out of reach of children 	NO SYMBOL

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New 2015 WHMIS Pictograms

WHMIS 2015		
		
Oxidizers - Can burn without air, or can intensify fire in combustible materials.	Explosives - May explode if exposed to fire, heat, shock, friction.	Corrosives - May cause skin burns and permanent eye damage.
		
Gases Under Pressure - Gas released may be very cold. Gas container may explode if heated.	Flammable if exposed to ignition sources, sparks, heat. Some substances may give off flammable gases.	Toxic to aquatic organisms and may cause long lasting effects in the environment.
		
Toxic material which may cause life threatening effects even in small amounts and with short exposure.	May cause serious and prolonged health effects on short or long term exposure.	Irritant - May cause irritation (redness, rash) or less serious toxicity

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EARLY AND SAFE RETURN TO WORK

EZ STAK Inc. is committed to assisting its employees recover from an injury or health problem. We are committed to offering modified duties in keeping with the individual's capabilities, precautions and temporary restrictions.

In the event that an employee has an injury or illness that prevents him/her from performing his/her regular duties at work, this Early and Safe Return to Work Policy and its implementation procedure must be followed. Our goal is to return the employee to his/her full pre-injury duties.

1. The employee, upon being injured at work, will follow the incident reporting procedure. The Manager/Supervisor will ensure that the worker receives proper health care treatment as necessary. Upon receiving medical treatment and an indication from his/her health care provider that they are not able to perform all of the functions of their job, the employee must contact his/her Manager/Supervisor and inform him/her of this, within twenty-four (24) hours. The employee will provide the necessary information to their Manager/Supervisor (or delegate) about his/her restrictions and will have the health care provider complete the Functional Abilities section of the treatment report (Form 8), indicating what restrictions and for how long they are in place and if at all possible, on the day of injury after they have received the appropriate medical treatment. The completed Functional Abilities portion must be returned to the employee's Manager/Supervisor within twenty-four (24) hours of it being completed.
2. The Manager/Supervisor (or delegate) will review the Functional Abilities with the employee. It is important to remember that the employee is a valuable team member and that the purpose of developing a return-to-work program is to have the employee return to work as a full team member as soon as possible.
3. The Manager/Supervisor (or delegate), in consultation with the President will take the lead in developing this Early and Safe Return to Work Plan and will be kept informed of the employee's status. The Manager/Supervisor will consult with the President and provide a current "Physical Demands Analysis Report" for the employee's position, such that suitable job tasks can be identified for the employee during the early and safe return to work program, in consultation with the employee's health care provider.
4. The President will meet with the Manager/Supervisor and the employee to begin to develop an Early and Safe Return to Work Plan as soon as possible after the injury. In most cases this will be done the day after the injury. The goal of this plan is to return the employee to their full pre-injury duties as soon as possible, while ensuring that all modified duties are within the employee's abilities and will not hinder his/her full recovery or cause re-injury.
5. In the event that there is a delay in initiating an Early and Safe Return to Work Plan, regular weekly contact will be maintained and documented using the Return-to-Work Weekly Contact Log with the worker to request updated information about their medical status and ability to return to work.

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6. The Manager/Supervisor will inform the Workplace Safety and Insurance Board (WSIB) of the employee's progress, ensuring that all information is shared with the Board. Regular progress meetings will be held weekly with the President, the employee and the Manager/Supervisor to review how things are progressing.
7. The employee will receive full regular pay for all work performed during the early and safe return to work program. Should the employee be required to work reduced or graduated hours, the WSIB will pay the difference between the average hours worked prior to injury and the actual hours worked.
8. The aim is to return the employee to full regular duties within an eight (8) week period, unless this is not medically possible. Regular update notes will be kept on file and progress will be communicated to the WSIB.
9. In the event that there is not full cooperation from the employee in the early and safe return to work process, the Workplace Safety and Insurance Board will be notified, and the employee's benefits may be affected.
10. Once the worker has returned to full hours and regular duties, a note closing the Early and Safe Return to Work Plan will be placed on file and shared with the WSIB.
11. The employer will endeavor to complete all necessary accommodations in keeping with the current applicable legislation. The employer will work closely with the WSIB in all return-to-work cases but in particular with the more challenging accommodations.
12. The employer will do their best to accommodate an injured worker in keeping with all current legal requirements. In very rare cases, the WSIB may need to transition the employee to alternate work not with the employer. This will be completed by the WSIB following their work transition policies. The employer will assist as they are able. In keeping with the new WSIB Work Transition Policies, the employer will look at relocating a worker to an appropriate job as needed to accommodate the functional ability of the worker.

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HAZARD PREVENTION

Employee Representative of the Joint Health and Safety Committee (JHSC)

The employee representative of the JHSC is a worker selected by the workers to fulfil the required duties of the position including, but not limited to the following:

- Reviewing health and safety issues and making recommendations to the Management Team.
- Conducting monthly inspections and recording all safety concerns.
- Investigating any serious incidents or near misses, work refusals or critical injuries; and
- Encouraging adequate training programs.

Hazard Identification & Risk Assessment

Hazard identification and risk assessment is a program for the identification of hazards in the workplace. When new hazard information becomes available to the employer about a hazard in the workplace, this information will be provided before the employee is assigned a new activity or exposed to the hazard. Employees will also be provided this important information during orientation and be trained on all workplace hazards.

Each time education and training is provided to an employee, the employee shall acknowledge in writing that they received such training, and the employer shall acknowledge in writing that they provided it.

Hazard Reporting

Ongoing training will be provided to Managers/Supervisors, employees, and the members of the JHSC to ensure these individuals are able to recognize actual and potential hazards. Any hazards identified will be communicated to workers through workplace training, safety talks, health and safety meetings and any other means necessary to ensure all workers are aware of the hazards.

All workplaces must be inspected regularly, in accordance with the Occupational Health and Safety Act and Regulations. In addition, employees will be asked for their input on an ongoing basis. All hazards are to be documented and reported to the Manager/Supervisor and subsequently to the Management Team. Corrective action will be taken to eliminate the hazard before work resumes.

Incident Reporting Procedure

1. Incidents of any kind must be reported immediately to the employee's Manager/Supervisor (or delegate).
2. Appropriate first aid and/or medical attention must be provided to the injured person by a qualified First Aider.

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3. If outside medical attention is immediately required, the employee's Manager/Supervisor (or delegate) must arrange for transportation of the injured worker by ambulance or other direct means. The cost of the transportation must be paid for by the employer, unless the employee is transported by a family member, at the choice of the employee.
4. All first aid incidents must be logged in the First Aid Log, located next to the first aid station.
5. All incidents requiring health care by a health care professional, all lost time injuries and all occurrences of an occupational illness must be reported to the Workplace Safety and Insurance Board (WSIB) within three (3) days. The appropriate Department Manager/Supervisor must be informed of all these incidents in order to ensure that the Management Team is able to ensure proper timely reporting to the WSIB.
6. If a critical injury has occurred, a member of the Management Team will inform the Ministry of Labor immediately. All steps will be taken to provide appropriate first aid to the injured employee, without disturbing the incident scene.
7. The Ministry of Labor must also be informed within four (4) days of the employer becoming aware of an occupational illness, so it is extremely important that these incidents be reported immediately to the Management Team.
8. The employee's Manager/Supervisor will conduct the incident investigation, along with the employee representative of the JHSC by using the Incident Investigation Report.
9. In the event of an incident resulting in a critical injury, an incident that had the potential of causing a critical injury or an occupational illness, the investigation will be conducted with the employee representative of the JHSC and the appropriate Manager/Supervisor using the Critical Incident Investigation Report.
10. Copies of the report will be given to the Management Team and the JHSC.
11. Incident investigations are to be conducted immediately following the incident, by the appropriate Manager/Supervisor and the employee representative of the JHSC. The basic underlying causes as well as substandard practices or conditions must be analyzed when conducting the investigation.

Incident Investigation

1. The employee's Manager/Supervisor will conduct the incident investigation, along with the employee representative of the JHSC.
2. In the event of an incident resulting in a critical injury, an incident that had the potential of causing a critical injury or an occupational illness, the investigation will be conducted with the employee representative of the JHSC and the appropriate Manager/Supervisor.

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3. Incident investigations are to be conducted immediately following the incident. The basic underlying causes as well as substandard practices or conditions must be analyzed when conducting the investigation.

In the event of a serious incident, leave the work area undisturbed for investigation purposes, except when necessary to take action to protect life and/or reduce suffering.

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EMERGENCY PLAN

An emergency is defined as any situation that occurs, which is out of the ordinary and requires immediate attention in order to prevent loss or damage to property or life.

Fire Emergencies

- The first response when confronted with a fire will always be to either obtain or send for assistance.
- Fire extinguishers are located in areas where they are readily available at all times in the event of a fire emergency (i.e. company vehicles, office and shop).
- All employees must be trained on proper use and where to locate the nearest fire extinguisher in the event of a fire.

Emergency Response

- Pull the fire alarm and follow EZ STAK Inc.'s fire evacuation procedures.
- If possible, rescue the people in the immediate area.
- Designate an employee to direct the Fire Department to the location of the fire.
- Designate an employee to ensure that employees do not enter the area of the fire.

Medical Emergency

- It is required that a minimum of one (1) person onsite be trained in first aid at all times and all work locations must have a first aid kit.
- The first person on the scene should remain with the casualty and summon someone to notify the Management Team. The designated First Aider should be called to administer first aid to the casualty.

Emergency Plan

In the event of an emergency at the main office location or on a sales call, the following steps must be taken:

1. Prior to beginning work, establish the means of communication that will work in the event of an emergency.
2. When an emergency occurs - evaluate the nature of the emergency.
3. In the event of an evacuation – all staff are to meet at the muster point located at the front of the building.
4. Once the nature of the emergency is known, take the appropriate steps:

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- i. **Provide** necessary first aid to the individual.
- ii. **Call 911**, if necessary, using the appropriate means of communication, cellphone, work phone.
- iii. **Call in to the main office** and report the incident to the Management Team.
- iv. **Secure and manage the scene of the incident.** In the event of a critical incident, the Management Team must contact the Ministry of Labor to report the incident and the incident scene must not be disturbed, unless it is to provide medical assistance to the injured worker or to minimize further damage to any equipment in use.
- v. **Assist emergency response personnel as necessary.**
- vi. **If no emergency personnel were required,** arrange for appropriate transportation for the injured worker to the appropriate health care facility or to their place of residence.
- vii. **Participate** in the incident investigation.

After an emergency has occurred and it has been responded to, the incident investigation process will include a de-briefing session. During this session, the emergency will be reviewed, including the response and recovery phases to evaluate the effectiveness of the plan. This will also allow for the identification of any items/issues that need to be corrected for future responses.

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WORKER RIGHTS

Under the Occupational Health & Safety Act (OHSA) there are specific rights given to workers:

- The right to know about the hazards in the workplace.
- The right to participate in the health and safety at the workplace; and
- The right to refuse unsafe work.

Right to Know

All employees have the right to know what hazards they may be exposed to at work and how they can protect themselves from these hazards.

Right to Participate

All employees have the right to participate in health and safety at the workplace. This occurs formally through the employee representative of the Joint Health and Safety Committee (JHSC).

Refusal to Work

All employees are required to report any unsafe conditions to their immediate Manager/Supervisor immediately, so that the concerns can be addressed. If the concerns cannot be corrected to the employee's satisfaction, the employee has the right to exercise their right to refuse.

Right to Refuse

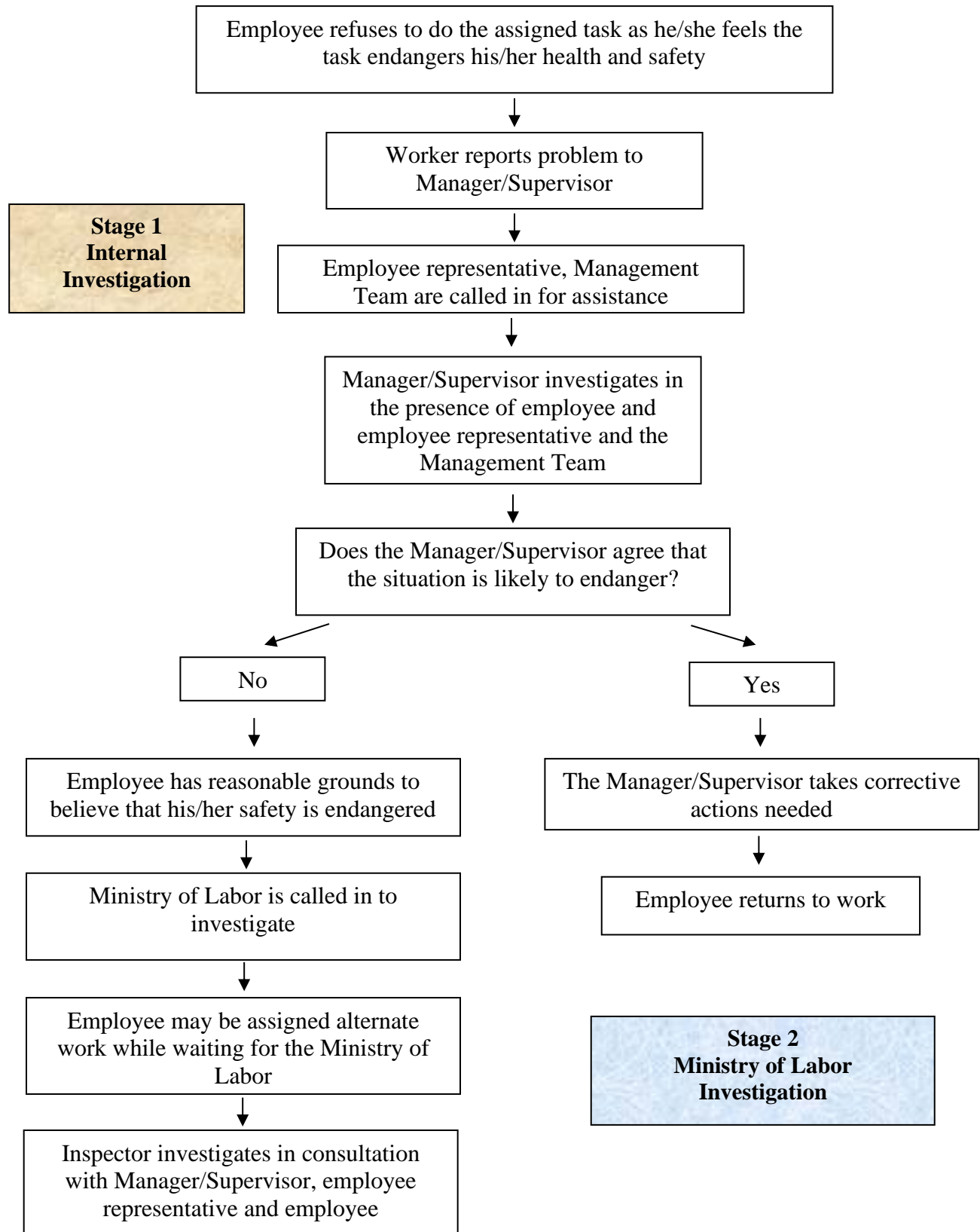
Under section 43 of the OHSA all workers have the right to refuse unsafe work. If you believe any task is unsafe for any reason, follow the following procedure:

- Upon becoming aware or believing that a particular task is unsafe, immediately report to your Manager/Supervisor the conditions that you believe to be unsafe.
- The Manager/Supervisor, with the worker shall review the task and the worker's concerns.
- If the concerns are resolved to the worker's satisfaction, work resumes.
- **If not**, the Manager/Supervisor shall immediately summon the employee representative of the JHSC and familiarize the employee representative with the refusal.
- If the employee representative, Manager/Supervisor, and worker resolve the issues, to the worker's satisfaction, work resumes.
- **If not**, the Manager/Supervisor shall immediately contact a Ministry of Labor inspector for assistance.
- The worker can be assigned another task in the interim; and
- The task shall not be assigned to another worker prior to the employee representative of the JHSC becoming aware of a work refusal.

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Refusal to Workflow Chart

In the event that this occurs, the following procedure must be followed:



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ENFORCEMENT OF HEALTH & SAFETY RULES

The following are guidelines for disciplinary action resulting from safety infractions:

- First offence, employee will be given a verbal warning.
- Second offence, employee will be given a written warning.
- Third offence, employee will be sent home for three (3) days without pay; and
- Fourth offence, employee will be terminated.

If a safety violation is of a serious nature, an individual may be sent home without pay or employment may be terminated with no prior notice.

It is the responsibility of every employee to report any infraction of the health and safety rules immediately to their Manager/Supervisor.

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VIOLENCE, DISCRIMINATION AND HARASSMENT

This policy applies to all employees, and all outside contractors working for EZ STAK Inc. The workplace includes all locations where business or social activities of the company are conducted.

The term “employees” includes applicants for employment and former employees who allege that they have been discriminated against during recruitment for employment or termination from employment with EZ STAK Inc.

EZ STAK Inc. considers allegations of harassment, the threat of violence and/or discrimination to be serious matters. Retaliation against any individual for reporting alleged discrimination, harassment or threatening behavior will not be tolerated. Equally, because false accusations can have serious effects on innocent persons, the willful misuse of the policy or the deliberate making of false accusations will not be tolerated.

What is Workplace Harassment?

Workplace harassment is defined as 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.

What is Workplace Sexual Harassment?

Workplace sexual harassment is defined as:

- 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 conduct is known or ought reasonably to be known to be unwelcome, or
- 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.

What is Workplace Violence?

Workplace violence is defined as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

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If determined that it is necessary to impose corrective action on an employee, the range of action may include such measures as a formal apology, referral to appropriate counseling or disciplinary measures.

What is Domestic Violence?

In addition, the Occupational Health and Safety Act requires an employer to take steps to protect a worker, while they are at work to any threat of physical injury which may occur due to a threat of domestic violence. This threat may occur to the individual being targeted by domestic violence or a co-worker who is exposed to the threat at work.

Reporting and Investigating Procedure

1. Any employee, who has reasonable grounds to believe he or she (the “Complainant”) has suffered a personal injustice, hardship and/or any form of discrimination or harassment:
 - Should not ignore the harassment and should make clearly known their disapproval and/or uneasiness to the offender, in a clear, concise manner.
 - Ask the person to stop their behavior. They may not realize that they are being offensive. If the person refuses to cooperate, remind him/her that such behavior is against this policy; and
 - The employee should keep detailed written notes detailing what happened and what, if anything, the offending person did or said. The Complainant should be able to provide pertinent data, such as times, places, and names of witnesses.
2. The Complainant should report the problem as soon as possible to their immediate Manager/Supervisor. If the unwelcome behavior continues, the Manager/Supervisor must inform the Management Team that a complaint has been received.

If the person identified as being the alleged harasser is the President, the Complainant will report their allegations as soon as possible to the external Health and Safety Consultant engaged by the company.

The person investigating will:

- i. Initiate the investigation as soon as possible and in all circumstances within ninety (90) days of becoming aware of the situation.
- ii. Collect all pertinent information. All information will be received in confidence. This step will include interviewing the Complainant, the person who allegedly is the harasser and any witnesses.
- iii. Summarize findings.
- iv. Upon reviewing the information, prepare their report of findings.
- v. Present, in writing, the results of the investigation and the recommended resolutions to all parties.

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3. After step two (2) has been completed, and the parties involved have not resolved the situation, the Management Team will take further action to resolve the matter. If there is evidence of harassment, discrimination or threat of violence, disciplinary measures will be taken as appropriate up to and including termination of employment.
4. Records of complaints, including contents of meetings, interviews, results of investigations and any other material relevant to the claim will be collected and stored in a confidential manner, within the personnel file.

Steps to be Taken

Important points to remember:

- All employees have the right to work in a workplace that is free of any form of harassment or threat of physical violence.
- All employees are expected to conduct themselves in a professional manner while at work. This includes their interactions with their Manager/Supervisor, co-workers, and customers.
- If a worker feels threatened with physical violence, the appropriate steps must be taken immediately to address the situation. These steps include:
 - Asking the person to stop the threatening behavior.
 - Asking for assistance from your immediate Manager/Supervisor and co-workers to help defuse the situation.
 - In extreme situations, where the worker feels that they are in imminent danger, the police must be called for assistance immediately if needed; and
 - At no time shall an employee of EZ STAK Inc. put themselves in harm's way when dealing with an angry or threatening member of the public or a co-worker. These are situations that members of the local police force must deal with. No person who has threatened to do physical harm to an employee is to be restrained or pursued by an employee of EZ STAK Inc. These individuals must be dealt with by professionals that have received the appropriate training.
- An employee who feels that they are being harassed while at work or in a work-related activity, must do the following:
 - Ask the person who is engaging in the harassing behavior to stop. Indicate to them that you are not comfortable with what they are saying or doing and that they must stop immediately.
 - If the person (harasser) does not stop the harassing behavior, report the situation to your Manager/Supervisor. Your Manager/Supervisor will then follow EZ STAK Inc.'s Investigative Procedure and the appropriate corrective measures will be implemented. This will be done in consultation with the appropriate members of the Management Team.

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- If the harassing behavior is coming from your immediate Manager/Supervisor, the situation should be reported to the next level Manager/Supervisor or to a member of the Management Team.

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**WORKPLACE HARASSMENT AND VIOLENCE PREVENTION POLICY
STATEMENT**

EZ STAK Inc., as an employer, is committed to providing and maintaining workplaces that operate in compliance with current provincial and federal legislation. As such, we make every effort to maintain our workplace free of any form of harassing and threatening behavior.

Harassment is defined by the Human Rights Code and the grounds defined include any behavior, action or comment which may be of a threatening nature that another employee may find offensive. This definition has been expanded by the Occupational Health and Safety Act to include workplace harassment defined as 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. Additionally, workplace sexual harassment has been defined as:

- 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
- 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.

The Act also defines workplace violence as physical violence by a person against a worker, the attempt to or threat to exercise physical force against a worker in the workplace. The legislation also requires an employer to protect a worker from domestic violence while at work.

All our employees are expected to complete their assigned tasks in a professional manner and to work as an integral part of our team. All our employees are expected to work together, respecting one another's right to work in a workplace that is safe and is free of any harassing or threatening behavior.

In the event that any form of harassment including sexual harassment, or any threats of physical violence occurs at the workplace, the appropriate steps will be taken to ensure that the behavior does not continue. This includes speaking to the individuals involved, taking formal disciplinary actions against the offender involving written warnings and suspensions from work, up to and including termination of employment.

We all have the right to work in an environment that is open and supportive. Please work in a professional manner and help us maintain this standard!



Mike Lawrenson
President
EZ STAK Inc.

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GLOSSARY

Accident	is any unplanned event that happens unexpectedly and unintentionally resulting in injury, illness, or property damage.
Atmospheric Hazard	<p>is the accumulation of flammable, combustible or explosive agents, an oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or the accumulation of atmospheric contaminants, including gases, vapors, fumes, dusts, or mists, that could,</p> <ol style="list-style-type: none">i. result in acute health effects that pose an immediate threat to life, orii. interfere with a person's ability to escape unaided from a confined space.
Attendant	is at least one (1) other worker who is stationed outside the confined space and in proximity to it and is readily available to summon assistance if required.
Chemical Spill	any incident occurring where there is an unintentional release of a chemical. Typical examples include a broken container of a solvent spilling its contents, a gasoline spill or a spill involving the release of a large amount of cleaning agents.
Competent Person	is a person who has knowledge and is trained in the applicable regulations, and this program and its associated documents, and is familiar with the work.
Confined Space	means a fully or partially enclosed space, that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location or contents or egress but does not have any potential atmospheric hazard.
Critical Injury	any injury occurring at work which causes loss of sight, loss of a large quantity of blood, an amputation of a hand, arm, leg (but not a finger or toe), the fracture of a hand, arm, leg (but not a finger or toe), a burn to a major portion of the body, or unconsciousness.
Domestic Violence	the OSHA requires an employer to take steps to protect a worker, while they are at work, to any threat of physical injury which may occur due to a threat of domestic violence. This threat may occur to the individual being targeted by domestic violence or a co-worker who is exposed to the threat at work.

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Enclosed Workplace	<p>is the inside of any place, building or structure or vehicle or conveyance or a part of any of them,</p> <ol style="list-style-type: none">a) that is covered by a roof,b) that employees and subcontractors work in or frequent during their employment whether or not they are acting in the course of their employment at the time,c) that is not primarily a private dwelling, or a prescribed place.
Fatality	<p>any death occurring at a workplace which is caused by a work-related activity.</p>
Fire	<p>any incident at work, which results in a fire. Examples include an electrical fire, or a fire resulting from the dispensing or mixing of chemicals.</p>
First Aid	<p>any incident at work, which requires the employee to receive first aid treatment by a trained First Aider, but the injury does not require the employee to seek professional health care.</p>
Harassment	<p>is any conduct, comment or gesture that is likely to cause discomfort, offense or humiliation to another person. Harassment can take the form of words or actions and can occur as a single incident or a series of incidents.</p>
Hazard	<p>is defined as any:</p> <ul style="list-style-type: none">• practice• behavior• condition or combination thereof <p>that could cause injury, illness, or damage to property.</p>
Hazard Symbol	<p>a pictogram in a circular border.</p>
Hazardous	<p>a biological or chemical agent named or described in Occupational Health and Safety Regulations as a hazardous material. Also has the same meaning as a controlled product.</p>
Hot Work	<p>any operation that produces open flames, heat, or sparks. Cutting, grinding, brazing, welding, soldering, etc. are all examples of operations, which fall into this category.</p>
Incident	<p>is an unplanned event that could have resulted in harm to people, or damage property, if circumstances had been slightly different.</p>
Material Identifier	<p>a designation or identification by any of the following: common name of product, chemical name, trade name, generic name, brand name, code name or code number.</p>

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M.S.D.S.	Material Safety Data Sheet.
Medical Aid	any injury occurring at work, which requires the employee to seek health care from a health care provider. These incidents are more severe than first aid incidents, as the employee will require treatment from a health care provider.
Near Miss	any incident which occurred which did not cause any injury, illness or damage, but could have if the situation had been slightly different.
Occupational Illness	any illness which is acquired at work by an employee, engaged in a work activity. Typically, these illnesses include communicable diseases such as Tuberculosis, Hepatitis; diseases acquired from exposure to chemicals at work such as asbestosis, silicosis; and other occupational cancers or noise induced hearing loss.
Precautionary Measures	essential precautions to be taken during the handling, use and storage of the material.
Property Damage	any incident occurring at work, which caused damage to a facility, piece of equipment or machinery or other property but did not injure an employee or workplace participant. The damage was a result of a work activity (i.e., procedures being followed, material used, etc.).
Restricted Space	as defined by EZ STAK INC. means any space which has limited access or egress but does not have any potential atmospheric hazard.
Root Cause	the real or underlying cause(s) of an event, distinguished from immediate or apparent and obvious causes(s).
Supplier Label	the label supplied by a manufacturer or supplier.
W.H.M.I.S.	Workplace Hazardous Materials Information System.
Workplace	The workplace includes any location where the business of EZ STAK Inc. is being conducted. This includes offices, washrooms, staff rooms, the shop and company vehicles, and is not confined to the main office location associated with EZ STAK Inc. Any conduct that occurs outside the workplace, but which has repercussions in the work environment will be considered to have occurred in the workplace.
Workplace Harassment	is 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.

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Workplace Label

the label that must be attached to a container of hazardous materials by the employer. These labels are applied when a chemical is dispensed from its original container into a smaller container or when a supplier label becomes illegible.

Workplace Sexual Harassment

is defined as:

- 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 conduct is known or ought reasonably to be known to be unwelcome, or
- 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.

Workplace Violence

is defined as:

- the exercise of physical force by a person against a worker in a workplace, that causes or could cause physical injury to the worker.
- an attempt to exercise physical force against a worker in a workplace, that could cause physical injury to a worker; and/or
- a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

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EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the EZ STAK Inc. Employee Handbook dated July 2017. I understand that this handbook replaces all prior verbal and written communications regarding EZ STAK Inc. working conditions, policies, procedures, appeal processes and benefits.

I understand that the working conditions, policies, procedures, appeal processes and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of EZ STAK Inc.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with EZ STAK Inc.

I understand that if I have questions or concerns at any time about the handbook, I will consult my immediate Manager/Supervisor or the Management Team, for clarification.

Please read this handbook carefully to understand these conditions of employment before you sign this document.

Employee Signature

Date