



Industrial
Application

Policies,
Procedures,
Health & Safety
Program



Employee Policies & Procedures

The following set of policies and procedures have been developed to protect the health and well-being of our employees, our clients, and our company as a whole. Diversified and our group of companies firmly believe that these practices promote a desirable work environment and help ensure workplace wellness.

"Employee" shall include, but is not limited to, any temporary, contractor, sub-contractor, or person engaged to perform work on behalf of Diversified Staffing Services (Diversified).

These guidelines are in effect at all times an employee of Diversified is engaged in work on our behalf, and/or at any time during the employee's presence on client property.

All of the policies are to be read and the acknowledgement form signed, at the time of the initial employee orientation. You are responsible to clarify anything you do not understand through your Diversified Representative. Employees are reminded that while they are on a Diversified assignment, they are representing our company and must conduct themselves accordingly.

Ethical Business Conduct Policy

Primary Standards:

Each employee of Diversified, including full time and contract staff, is responsible for adhering to the guidelines set out by this policy, as well as our QSS standards.

Ethical business practices are a fundamental component of any quality company. Diversified strives to integrate ethical business practices and conduct into every part of our business.

While at a client site for the purpose of Diversified business, employees shall conduct themselves in a manner that is both ethical and legal. All business must be conducted in accordance with municipal, provincial, and federal law. Employees should consider themselves ambassadors of Diversified and carefully consider at all times how their conduct at work may be perceived by the client, permanent employees, and members of the public.

Honesty and Integrity:

Honesty and integrity is expected in all areas of your work with Diversified. This includes time reporting, productivity, attendance records, and use of client property. Accurate and reliable records with respect to accounting and other business activities are necessary to ensure the consistency of service to our clients.

Strict policy compliance by all Diversified employees, and by our company as a whole, is a vital component of our continuing mission to provide the highest standard of service to our clients.

Human Rights:

Diversified is an equal opportunity employer. All positions Diversified hires for are filled with the most qualified candidates regardless of race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Diversified adheres to all applicable anti-discrimination legislation when hiring for positions. If an employee selection process is based on a bona fide occupational requirement, the preceding requirements do not apply.

Avoidance of Conflicts of Interest:

Diversified relies on employees to act responsibly and in good faith while conducting its business. Employees should avoid any activities that are, or could be, perceived to be conflicts of interest, and remain free of relationships or interest, which are harmful or detrimental to our business or to that of our clients.

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Harassment Prevention

Harassment Prevention Policy

PEO Canada/Diversified believes that everyone has the right to work in an environment free from harassment of any kind. Further to this, the Company promotes a workplace whereby employees are able to concentrate on their assigned duties without being distracted by unwelcome or offensive behaviour from other co-workers.

The management of PEO Canada/Diversified is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

The Company is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Incidents of harassment will be investigated and corrective action to address the incidents will be taken.

The Company will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witnesses, except

- Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
- As required by law;

This policy is in place to help protect the dignity, respect, integrity and well-being of all persons as well as of the Company. Moreover the Harassment Prevention Policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the Alberta Human Rights Act.

Scope of Policy

This policy applies to all employees, internal and external, while on Company business. Guests and visitors to our offices will also be required to abide by the policy.

Definition of Harassment

Harassment is a form of discrimination that is illegal in Canada. This includes, but is not limited to:

Psychological Harassment – this includes but is not necessarily limited to any verbal, visual, or physical behaviour, which creates an abusive and hostile work environment, out-of-place or unwanted conduct, verbal comments, actions or gestures, that affect any person’s dignity or psychological or physical integrity, and that result in a harmful work environment for the employee.

Sexual Harassment – includes conduct manifested by words, acts having a sexual connotation, which are unwanted and which by their nature, injure a person’s dignity or physical or psychological integrity or lead to unfavourable working conditions. For example, unwelcome leering or physical contact such as touching, rubbing, patting or pinching; persistent invitations or requests of a sexual nature whether indirect or explicit; and/or displaying pornographic posters, pictures, cartoons, graffiti or drawings.

This behaviour is not limited to regular business hours at work. Instances in which it can occur may include work-related meetings, functions, social events or ceremonies.

These types of actions are unacceptable. Employees are expected, to a reasonable degree, to know what constitutes or can be viewed as offensive in nature. The Company will protect their employees from this type of situation and will not tolerate any harassment or discrimination to an employee based on:

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• <i>Gender</i>	• <i>Age</i>	• <i>Ancestry</i>
• <i>Marital Status</i>	• <i>Colour</i>	• <i>Family Status</i>
• <i>Religious Beliefs</i>	• <i>Sexual Orientation</i>	• <i>Place of Origin</i>
• <i>Race/Ethnic Origin</i>	• <i>Physical or Mental Disability</i>	• <i>Criminal conviction for which a pardon has been granted</i>
• <i>Gender Identity</i>	• <i>Gender Expression</i>	• <i>Source of Income</i>

A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.

Harassment Prevention Procedures

In support of this policy, PEO Canada/Diversified has put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

Step 1 - Self-help

If you feel you are being harassed:

- Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct.
- Where employees feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Please be aware that the person may not realize that the conduct in question is undesirable. Different employees may have differing views on what is appropriate. Keep a written record of the date, time, details of the conduct, and witnesses, if any.
- If you are uncomfortable addressing the unwelcome conduct directly with the person(s) involved or if your attempts to communicate with that person(s) do not result in a end to the unwelcome conduct then please refer to Step 2 Management Support and Intervention.
- Contact the Workers Compensation Board Toll-free at 1-866-922-9221, OIS Clinics, local community programs etc.

Step 2 - Management Support and Intervention

Employees who are not confident or comfortable with Step 1 and who believe they are victims of discrimination or workplace harassment, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to their Team Lead. If the Team Lead is the alleged harasser, the employee should report the incident of workplace harassment to the CEO or to any other Senior Manager.

Step 3 - Formal Complaint

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint, an employee should:

- Provide a letter of complaint that contains a brief account of the offensive incident (i.e., when it occurred, the persons involved, and names of witnesses, if any). The letter should also include the remedy sought and be signed and dated by the person complaining;

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- File the complaint with the employee’s Team Lead, or to a Senior Manager; and
- Cooperate with those responsible for investigating the complaint.

An employee who becomes aware of situations where discrimination or workplace harassment may be occurring is requested to notify his or her Team Lead, the C.E.O or to any other Senior Manager.

Complaints reported under Step 2 or Step 3 shall be investigated. The investigation process shall involve interviews of the complainant, the respondent and any witnesses named by either. Within seven (7) working days of the incident or notice thereof, the investigator shall investigate the incident and prepare a written report of the investigation findings.

The report shall be provided along with recommendations, if any, to the C.E.O for action. The employee, who has allegedly experienced workplace harassment and the alleged harasser, if he or she is an employee of the employer, will be informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

All complaints shall be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation.

Consequences of Harassing Another Employee

Harassment may result in disciplinary action against the employee(s) responsible. Disciplinary action for violations of this Policy will take into consideration the nature and impact of the violations, and may range from an apology to the employee, a verbal or written reprimand, suspension (with or without pay) or up to and including termination (with or without notice).

False Allegations

To help protect our employees against false or frivolous accusations, any employee found to knowingly make false harassment accusations against another, will be reprimanded. Consequences may include termination of your employment with PEO Canada/Diversified.

Violence Prevention

Violence Prevention Policy

PEO Canada/Diversified is committed to eliminating the hazard of violence to all persons, and specifically to reducing the risk of violence and unacceptable behaviour in the workplace.

Violence is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

The Company does not tolerate violence or unacceptable behaviour in the workplace perpetrated by or against employees, customers, clients, or other third parties.

The Company prohibits any employee from carrying fire arms, engaging in any act of violence (physical assault, fighting, aggression), or threatening behaviour (intimidation, blocking movements, shaking fist, destroying property, wielding a weapon at work), or verbal/written threats (verbally attacking a worker, sending threatening emails with intent to harm), against other employees, former employees, customers, visitors or individuals in or about Company property, or while conducting business on behalf of the Company.

The Company will investigate any incidents of violence and take corrective action to address the incidents. The Company will not disclose the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence, and any witnesses, except:

- Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation

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and any corrective action to be taken to address the incident,

- Where necessary to inform workers of a specific or general threat of violence or potential violence, or
- As required by law;

The Company will disclose only the minimum amount of personal information, where necessary to inform workers of a specific or general threat of violence or potential violence, or, that is necessary to inform workers of a specific or general threat of violence or potential violence. The Violence Prevention Policy is not intended to discourage a worker from exercising the worker's rights pursuant to any other law.

Employees who are aware of any behaviour or activity in violation of this policy should advise their Team Lead or a member of the Company's management team immediately. This includes but is not limited to, threats or acts of violence, aggressive behaviour, offensive acts, threatening or offensive comments or remarks, display of firearms or weapons, and similar actions. The Company prohibits any form of retaliation against any employee for making a report under this policy.

Violence Prevention Procedures

The Joint Health and Safety Committee is responsible for assessing the potential risks of violence in the work environment, reviews must be made on a periodic basis. Recommendations from the Joint Health and Safety Committee will be provided to Senior Management so that identified risks can be removed or reduced and employees instructed to recognize risk(s).

Each and every incident of violence in the workplace shall be reported immediately to a Team Lead or a member of the Management Team. The Team Lead (or manager) shall investigate the incident immediately. The Violent Incident Investigation Checklist may be used to assist in ensuring proper investigation of any reported violent incident.

- The Team Lead/Manager shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious
- If the incident is minor:
 - The Team Lead/Manager will determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation;
 - Conduct the appropriate investigation immediately; and
 - Within twenty-four (24) hours, write a report to the C.E.O and the Joint Health and Safety Committee.
- If the incident is serious:
 - The Team Lead/Manager must first ensure the safety of the employees and him/herself;
 - Ensure proper medical treatment is provided or sent for;
 - Contact the authorities (Police or other emergency/governmental agencies, where appropriate) as soon as possible to report the incident;
 - Contact the C.E.O and Joint Health and Safety Committee or Health and Safety Representative, as appropriate, as soon as possible, to assess who should be involved in the investigation;
 - Conduct a thorough investigation; keeping detailed notes of the facts, times, witnesses and witness accounts;
 - Within twenty-four (24) hours after the completion of the investigation write and submit a detailed report of the incident to the Joint Health and Safety Committee and the C.E.O and any other parties required by law.
 - Consult with the C.E.O regarding any disciplinary action to be applied.

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- If the incident involves a fatality; results in an individual being admitted to a hospital for more than two (2) days; or involves an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has a potential of causing a serious injury,
 - the area where the incident occurred must be sealed and not disturbed except insofar as is necessary to attend to persons injured or killed, or to prevent future injuries
 - The C.E.O shall immediately notify the OSHA Inspector and/or other authorities, as necessary, of the time, place and nature of the incident.

The sealed area must remain sealed unless otherwise directed by the OSHA Inspector, an OSHA Office or a peace officer.

A Team Lead/Manager shall advise an employee to consult a health professional of the employee's choice for treatment or referral if the employee reports an injury or adverse symptom resulting from workplace violence or is exposed to workplace violence.

When an incident has occurred the Joint Health and Safety Committee along with the Senior Management Team is responsible for:

- Implementing any measures to eliminate or control the hazard of violence that have been identified as a result of the investigation, or;
- Implementing any other corrective actions to be taken to address the incident.

The Company will take prompt disciplinary action, up to and including termination of employment, against any employee who engages in violent or other prohibited behaviours.

The Company will take appropriate action when dealing with clients, former employees, or visitors to the Company's facilities, who engage in prohibited behaviour. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

SUBSTANCE ABUSE CONTROL POLICY

Substance abuse is a danger to the health and safety of Diversified Staffing Services employees, our clients and the public. The purpose of this policy is to ensure that this hazard is removed from the workplace.

The Substance Abuse Control Policy applies to all of Diversified Staffing Services employees. Diversified Staffing Services has zero tolerance for any employee not following the policy outlined below.

1. You may not misuse alcohol or illegal drugs on Diversified or client property.
2. If you report to work under the influence of alcohol or drugs, or you use alcohol or illegal drugs during working hours, you will be immediately sent home and will not be allowed to work the rest of your shift. We may also require you to submit to appropriate testing.
3. Your supervisor and the client Human Resources Manager will investigate and document any suspected substance abuse and will determine what disciplinary action is required.
4. Upon your request, we will provide information on alcohol and substance abuse, and referrals to organizations and agencies that can help you
5. If you must be absent from work for substance abuse treatment, we will make arrangements with you on an individual basis.
6. If you are not willing to correct your problem and repeated incidents of substance abuse occur, you may be terminated from your employment without notice.
7. If you are undergoing a prescribed medical treatment with drugs that could impair your performance, report this treatment to your recruitment team. The use of such drugs as part of a prescribed medical treatment is not grounds for disciplinary action. However, we expect you to report such a situation and accept your manager's assessment of your ability to continue to safely perform your duties.
8. The use, sale or possession of illegal drugs while on the job or on company property is just cause for immediate dismissal. Any illegal substance will be turned over to the appropriate law enforcement agency.

The following list of agencies may be consulted for further assistance:

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- AADAC Help Line (24 hours) 866-332-2322 (province wide)
- Crisis Help Line (24 hours) 403-266-1605(Cal) 780-482-4357(Ed) 403-340-1124(RD)
- Alcoholics Anonymous Calgary 403-777-1212(Cal) 780-424-5900(Ed) 403-347-8650(RD)

Use of Client Property and Equipment Guidelines:

Employees of Diversified may be required to use company property or equipment at client sites to complete their job functions. This includes but is not limited to:

- Computers
- E-mail / Internet Services
- Interoffice memos
- Telephones
- Photocopiers / Faxes

All equipment provided to you is intended for use in the course of client business. Employees are expected to use care and attention when using these services and property.

Computers:

Only client approved diskettes are to be used in the drives; external diskettes may contain harmful viruses. Please keep your keyboard, monitor, and hard drive clean. Do not allow liquids or food to fall into your keyboard, as this will damage the unit.

E-Mail / Internet Services:

The client will provide e-mail and/or Internet to those employees who require these services for their day-to-day job function. These items are to be used for business purposes only. Use of the e-mail and/or Internet for personal use is strictly prohibited. Retrieving, downloading, or sending defamatory, threatening, obscene, racial, pornographic, or viewing adult sites or sexually explicit material while using client computers, or while representing Diversified is strictly prohibited. Gambling, playing online games, movies, or streaming music or downloading personal material is prohibited. Downloading or disseminating copyrighted material is an infringement of copyright law, and permission must be obtained by the publisher.

Interoffice Memos:

Use of client memo systems is restricted to business related items.

Telephones / Photocopier / Fax:

Personal use of client telephones, photocopiers, fax machines, or printers are strictly prohibited.

Privacy Policy

Diversified Staffing Services is committed to protecting the privacy of candidates, employees and clients. We will ensure information is collected, used and retained in accordance with our formal Privacy Policy. A complete copy of this document can be found at www.diversifiedstaffing.com.

The nature of our business requires us to obtain various personal details related to employment. The personal information we collect is only requested in order to provide services through our divisions to our candidates, employees and clients and not for any other means. Personal information is never sold or passed on to outside organizations or individuals for purposes other than providing our defined services.

To protect the privacy of our candidates, employees and clients, we have various levels of security in place: physical controls, administrative controls and technical controls. We endeavor to retain information only as long as it is needed to fulfill the purpose it was collected for. To access your personal information, a signed request may be

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made in writing, to the Privacy Officer, for a copy of your personal information on file. The request must specify your name and at least two personal identifiers such as employee number, SIN, date of birth etc. and must specifically indicate what is incorrect and the corrected information.

If you wish to make a complaint about your personal information, contact the Privacy Officer, in writing, and provide your name, contact details and the details of your specific complaint.

Please direct correspondence to:

Privacy Officer
 Diversified Staffing Services
 100, 805 5 Avenue SW
 Calgary, Alberta T2P 0N6

A response will be provided within 30 days of receipt of the request.

Company Health & Safety Policy

Diversified Staffing is committed to a strong health and safety program that protects our employees. This commitment is fulfilled by providing a thorough safety orientation, proper training and equipment, training policies, practices and procedures. All employees are required to perform jobs in accordance with these policies. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. In fulfilling this commitment to protect both people and property, management will provide and maintain a healthy and safe work environment in accordance with industry standards and in compliance with legislative requirements. DSS will strive to eliminate any foreseeable health and/or safety hazards which may result in property damage, incidents or personal injury/illness. All employees have the right to a safe work environment.

Workers at every level (management, supervisors, and temporary employees) will be equally responsible for minimizing incidents. Safe work practices and procedures will be clearly defined in the Company Health and Safety Manual for all workers to follow. The company recognizes that workers are required to travel to and from the work site and should abide by the applicable legislation as it applies to the safe operation of motor vehicles. Complete and active participation by everyone, every day and in every job, is necessary to ensure a safe work environment. By working together, Diversified Staffing will maintain a safe and healthy work environment which follows legislative requirements and exceeds industry standards.

In addition, employers, supervisors and workers will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulation, or Code, and
- Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

Other workers (e.g. contracted employers, suppliers, or service providers) will comply with the OHS Act, Regulation and Code and work site policies. Workers at every level must be familiar with the requirements of the Alberta OHS Legislation as it relates to their work.

Incidental loss can be controlled through good management in combination with active worker involvement. Safety is the direct responsibility of all managers, supervisors and workers. The ultimate goal of our Safety Program is an injury and incident-free workplace.

All management activities will comply with company health and safety requirements as they relate to the planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join us to make health and safety a way of life.

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Sincerely,

Trevor Katelnikoff

Chief Executive Officer

General Safety, Employee Checklist and Emergency Response

General Safety:

Diversified Staffing Services is a general employer and as an employee of Diversified it is imperative that safety is always the highest priority. Given that Diversified employees may be presented with many different work places please ensure to always observe these general safety points:

- If you ever feel unsafe immediately stop what you are doing and notify your supervisor.
- Always be aware of your surroundings, taking note of all potential hazards and machinery.
- Immediately report to your supervisor and Diversified Representative any equipment that is unsafe or not functioning properly.
- Do not perform work you are not competent or qualified to perform.
- Always maintain correct posture when lifting or carrying weight. Do not lift any objects over 50lb on your own.
- Participate in and apply training provided by the employer regarding safe operation of equipment or harmful substances you may be exposed to.
- Be aware of the specific PPE required for the assignment and ensure the correct PPE is worn at all times while on the job site
- It is everyone's responsibility to protect the health and safety of themselves and other workers while performing their duties.
- Report all injuries on the date of injury/illness to Diversified Staffing Services.
- Attend Diversified's office to report all injuries, or if this is not possible, I will call and speak with a **Diversified Staffing Placement Consultant**.
- Aware of the availability of modified employment activities and agree to discuss this with my physician directly.
- Following an injury, I agree to contact **Jacqueline Winston (403-237-5741)** frequently to provide an update of my status.

Employee Checklist:

Before starting any assignment every Diversified employee should review the below check list; if the answer to any of these is "no", the employee shall not commence work:

- Do you know the job duties that you are being asked to perform?
- Are you competent and qualified to perform the duties required for this assignment?
- Do you feel safe performing the duties being asked for this assignment?
- Have you received a safety orientation to the site and are you aware of all hazards present?
- Are you aware of the specific PPE requirements for the assignment and do you possess the correct PPE
- Is your PPE in good working condition (no rips or cracks, etc.)?
- If applicable do you have valid safety tickets for the assignment on hand?
- Do you know the contact information for your supervisor as well as your Diversified Representative?
- Based on your current health and wellness do you feel you are able to perform the required duties for this assignment?

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Emergency Response/Injury Reporting:

Employees of Diversified Staffing Services are required to report any injuries or near misses immediately, both to their supervisor onsite and to their Diversified Staffing Services Representative.

- a) In the case of a serious injury, an ambulance should be called and the employee should seek medical attention at the nearest emergency room. Diversified Staffing Service representative will liaise with the injured worker to ensure completion of all required Workers Compensation Board (WCB) paperwork.
- b) In the case of an injury that does not require urgent medical attention, but is serious enough that work cannot continue, Diversified will arrange for transportation offsite to an Occupational Injury Services clinic for treatment and evaluation. Upon completion of treatment, the worker will be transported to a Diversified Office to complete the necessary WCB paperwork and modified duties program if required.
- c) In the case of a superficial wound or minor injury, our workers may receive treatment from an established onsite safety person with valid First Aid training, where appropriate. If further treatment is required, the worker should make arrangements with the Diversified Staffing Service representative.
- d) In the case of a superficial wound or minor injury, the employee will still inform a Diversified Staffing Service representative immediately.

Industry Specific Safety Awareness

Diversified employees may be placed in assignments of various industries. Employees are required to follow the below safety awareness requirements. This is not a comprehensive list and it is every employee's responsibility to protect the health and safety of themselves and other workers while performing their duties.

Construction:

General (applies to all assignments):

- Always possess (DSS may supply) and wear the correct PPE for the specific site and assignment.
- Ensure you have received an orientation and are aware of the hazards, machinery, first aid stations and muster points for the specific assignment.
- Never operate any machinery or perform any duties you are not qualified, authorized to or feel uncomfortable performing.
- Be aware of all WHMIS and SDS labels on site.
- Always watch where you are stepping, being aware of all tripping hazards and use all handrails where available.
- Never turn your back to any machinery.
- No Diversified employee is to work with hot tar.
- No Diversified employee is to work on a slanted roof.
- No Diversified employee will work at heights over 2 meters without the proper fall restraints, fall arrest training **and** Diversified's approval.

Flagging:

- Diversified employees must have a valid flagging certificate on person and be approved by Diversified prior to performing any road or traffic control duties.
- Always possess and wear the correct PPE for the site and assignment including high visibility suits.
- Never turn your back to traffic.
- Never stand in front of a moving vehicle.
- Never assume a vehicle is going to stop or follow your commands.
- Headphones or other devices that impair your senses or distract you (ex. cell phones) are strictly prohibited.
- Always have an escape route.

Operating Machinery:

- Diversified employees will only operate machinery if approved by Diversified and they are qualified, competent and feel it is safe to.
- Never operate any machinery on public roads as a Diversified employee.

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- Immediately report to your supervisor and a Diversified representative any equipment that is unsafe or not functioning properly.

Warehousing / Production Manufacturing

General (applies to all assignments):

- Always possess (DSS may supply) and wear the correct PPE for the specific site and assignment.
- Ensure you have received an orientation and are aware of the hazards, machinery, first aid stations and muster points for the specific assignment.
- When meeting at a cross road with an individual or a piece of machinery, never assume you have the right of way.
- Never turn your back to any piece of machinery.
- Always maintain a proper lifting technique.
- No Diversified employee will work at heights over 2 meters without the proper fall restraints, fall arrest training **and** Diversified's approval.
- Never assume machinery is off or unplugged.
- Never enter a piece of machinery, keep hands, fingers and all body parts clear of cutting and pinching hazards.

Operating Machinery:

- Diversified employees will only operate machinery if approved by Diversified and you are qualified, competent and feel it is safe.
- Never operate any machinery on public roads as a Diversified employee.
- Immediately report to your supervisor and Diversified Representative, any equipment that is unsafe or not functioning properly.

Kitchens / Hospitality:

- Always have and wear the correct PPE for the site and assignment.
- Ensure you have received an orientation and are aware of the hazards, machinery, first aid stations and muster points for the specific assignment.
- Never operate any machinery or perform any duties you are not qualified, authorized to or feel uncomfortable performing.
- Be aware of all WHMIS labels on site.
- Always watch where you are stepping, being aware of all tripping hazards and use all handrails where available.
- Ensure you are aware of all heat sources and hot material.
- Never run within a kitchen environment.

WHMIS Orientation

Please read the following and ensure you understand the information given. If you have any questions or are unsure about anything found below, it is your responsibility to ask your recruiter for clarification.

Overview of WHMIS

The Workplace Hazardous Materials Information System (WHMIS) provides Canadian workers with information about hazardous products used in the workplace. Under WHMIS, workers have the right to receive information about each hazardous product they use — for example, its identity, hazards, and safety precautions. The goal of WHMIS is to reduce injury and disease by communicating specific health and safety information about hazardous products to workers. Workers can use this information to reduce their exposure to hazardous products.

WHMIS gets an Update

WHMIS first came into effect in 1988 through a series of complementary federal, provincial, and territorial laws and regulations. It was updated in early 2015 to reflect elements of a new initiative called the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

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Developed by the United Nations, the GHS:

Defines and classifies the hazards of chemical products, provides health and safety information on labels and safety data sheets, or SDSs (previously called material safety data sheets or MSDSs in WHMIS)

The goal is that the same set of rules for classifying hazards, and the same format and content for labels and SDSs, will be adopted and used around the world.

- Promoting better emergency response to chemical incidents
- Currently, many countries have different systems for classifying and labelling chemical products. Several different systems can exist even within the same country. This situation has been confusing for workers who need to understand the hazards of chemicals in order to work safely. It's also been costly for companies who have to comply with many different systems. And it's been expensive for governments to regulate and enforce.

GHS has not replaced WHMIS. Instead, WHMIS has been aligned with GHS. This will result in many benefits, such as:

- Providing improved, consistent hazard information
- Encouraging the safe handling and use of chemicals
- Making it easier and less expensive for companies to comply
- Making trade easier
- Reducing the costs of regulation and enforcement

For the sake of clarity, the original WHMIS is now referred to as WHMIS 1988. The updated version is called WHMIS 2015.

Key elements of WHMIS 2015

WHMIS 2015 divides hazardous products into two major hazard groups:

- Physical hazards
- Health hazards

GHS also defines an environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015 since it is beyond the direct scope of WHMIS legislation (i.e., workplaces).

The physical and health hazard groups are split up into a number of classes. Some of the classes are divided even further into categories. The classes are depicted by pictograms (symbols surrounded by red, diamond-shaped borders) that identify their specific hazards. (For more information on classification, see page 16.) After a hazardous product has been classified, the following three WHMIS elements are used to communicate health and safety information:

WHMIS labels

Labels on hazardous products alert workers to the identities of the products, their hazards, and precautions to be taken. Under WHMIS 2015, these labels must display some elements in a certain order. The wording of the hazards has been standardized.

Safety data sheets (SDSs)

These technical bulletins provide detailed hazard and precautionary information. Under WHMIS 2015, SDSs use a 16-section format. The information required in each section has been standardized.

WHMIS education and training programs

Employers provide education and training for workers so that they can work safely with and near hazardous products. Workers need to know how WHMIS works, the hazards of hazardous products in their workplaces, and the safe work procedures they must follow.

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Key changes from WHMIS 1988 to WHMIS 2015 include the following:

- Hazard classification criteria are more comprehensive. This improves the ability to indicate the severity of hazards.
- New hazard classes are included (for example, “Aspiration hazard”).
- Physical hazard criteria are consistent with the Transportation of Dangerous Goods (TDG) Regulations.
- The language has been standardized.
- Supplier labels have a few new requirements (for example, the use of prescribed signal words, hazard statements, pictograms, and precautionary statements).
- SDSs follow a standard 16-section format with specific information requirements.

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WHMIS 2015 Symbols



**Biohazardous
Infectious materials**
For organisms or toxins that
can cause diseases in people or
animals



Harmful or fatal,
even in small quantities



May cause fire
or enhance the combustion
of other materials



Flammable
Catches fire spontaneously if
exposed to air or water



Health Hazard
May cause allergic reaction,
cancer, birth defects, damage
organs or harm fertility or
unborn children



**Harmful to
environment**
and/or aquatic life with
long-lasting effects



Harmful
to skin, eyes, or respiratory
system; fatal in large quantities



Gas under pressure
may explode if heated,
punctured or dropped



**Causes severe skin
burns and eye damage**
maybe corrosive to metal



Explosion Hazard
Risk due to fire, shock, friction,
heat or puncture

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