

2013-
2014

The Door Company Ltd



Employers First

2013- 2014



Health and Safety Policy and Procedures Manual 2013-2014

Prepared By:

Employers First Inc. in partnership with The Door Company Ltd

To the best of our ability using all applicable legislation, this policy reflects the legislative requirements at the time of development. Following a policy template we have worked together to develop policies and procedures to reflect to the best of our ability workplace specific procedures. Each workplace party now has a defining role in implementing these policies into the day-to-day operations.

Policies and Procedures are to be reviewed annually.

**HEALTH AND SAFETY POLICY****The Door Company**

9236 Castor Rd
Metcalf, Ontario
K0A 2P0

The Door Company Ltd is committed to protecting the health and safety of all employees. Protection of employees from injury or occupational disease is of paramount importance. To accomplish this, all employees are required to work in a safe manner and are responsible for reporting unsafe or unhealthy conditions to their supervisors and/or worker Health and Safety Representative.

Supervisors responsible for ensuring that appropriate steps have been taken to control or eliminate all potential hazards and to ensure that safe and healthy work conditions are maintained throughout the facilities of The Door Company Ltd. To accomplish this, all Supervisors will adhere to all legislative requirements including the Occupational Health and Safety Act and its regulations.

Every employee must protect their own health and safety by working in compliance with the Act and its regulations and with safe work practices and procedures established by The Door Company Ltd

Any Contractors/Sub Contractors hired to perform work or to provide a service for The Door Company Ltd is responsible for ensuring that their workers work in compliance with the ACT, its regulations and any other legislation relating to the work/services being provided. While at/in or near The Door Company Ltd facilities your employees will follow and adhere to our established safety procedures.

It is in the best interest of all parties to consider health and safety in every activity. A commitment to health and safety forms an integral part of this organization. **The Employer, Supervisors and all Employees shall strive to work together to preserve our own health and safety and that of our co-workers.**

Dated: September 19, 2013

Greg Bell

Owner

**ENVIRONMENTAL POLICY****The Door Company**

9236 Castor Rd
Metcalfe, Ontario
K0A 2P0

The Door Company Ltd is committed to prevent the degradation of environmental quality and will take all the necessary precautions to ensure that operational activities performed by all company staff and outside agencies under our employ do not cause adverse environmental effects. The Company will ensure that all personnel are in compliance with the provisions of the Environmental Protection Act and its regulations.

In order to facilitate the policy, the Company has developed a number of specific objectives to ensure compliance. They include but are not limited to:

- a.) The acquisition of Material Safety Data Sheets
- b.) The labeling, handling, storage and inventory of hazardous materials according to the WHMIS regulations
- c.) The safe legal disposal of company generated hazardous waste.

All company employees are responsible to ensure that no hazardous waste or material is discharged into the environment, groundwater, sewers, water systems, soil, air or landfill.

Dated: September 19, 2013

Greg Bell

Owner



**WORKPLACE SAFETY & INSURANCE BOARD
EARLY AND SAFE RETURN TO WORK PROGRAM**

The Door Company

9236 Castor Rd
Metcalf, Ontario
K0A 2P0

The Door Company Ltd recognizes and accepts the responsibilities placed upon it by the Workplace Safety and Insurance Act. The Legislation requires the workplace parties to co-operate in returning the injured workers to appropriate employment, and be self-reliant in developing and implementing early and safe return to work (ESRTW) program.

Our goal is to provide a co-operative approach for injured workers to return to suitable work.

This is accomplished through: the co-operation of all involved parties; workers, health care practitioners and the employer; the implementing a recognized formal early and safe return to work program which undertakes to make available meaningful employment for injured workers. An early and safe return to work program (ESRTW) program gives The Door Company Ltd a wide organizational guideline for returning injured workers to the workplace as soon as possible after the accident, and will assist in returning valuable human resources and productivity to The Door Company Ltd.

The The Door Company Ltd is committed to the proper functioning of an early and safe return to work program and will co-operate with all parties in a joint effort for the rehabilitation and the early return to productive work of workers who are unable to perform normal duties as a consequence of workplace injuries.

Dated: September 19, 2013

Greg Bell

Owner

**Violence in the Workplace Policy
The Door Company**

9236 Castor Rd
Metcalf, Ontario
K0A 2P0

The Door Company Ltd is proud of its tradition of a collegial work environment in which people are treated with respect and dignity. Each person has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices. We will not tolerate harassment, whether verbal, physical or environmental.

The purpose of this policy is:

1. To maintain a working environment that is free from violence and harassment.
2. To alert all employees in the workplace that violence and harassment in the workplace is an offense under the law.
3. To set out types of behavior that may be considered offensive;
4. To establish a mechanism for receiving complaints of violence and harassment and to provide a procedure by which we will deal with these complaints, and
5. To provide an example of the steps a responsible employer can take towards maintaining a working environment in which all employees treat each other with mutual respect.
6. To establish requirements for domestic violence that may come into the workplace.

The employer, supervisors will ensure that all workplace parties are protected from violence and harassment in the workplace and will provide all necessary controls to ensure the safety of all employees.

All employees will follow all company policies and will report concerns to the violence and harassment committee, for the committee to investigate and ensure corrective measures are taken.

Dated: September 19, 2013

Greg Bell

Owner