





**HEALTH, SAFETY AND  
ENVIRONMENTAL MANAGEMENT MANUAL  
SECTION "A"**

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REVISED:        SEPTEMBER, 2009

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HEALTH, SAFETY AND ENVIRONMENTAL	Section A1 <b>HEALTH, SAFETY &amp; ENVIRONMENTAL POLICY</b>	
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## Westlake Health, Safety and Environmental Policy

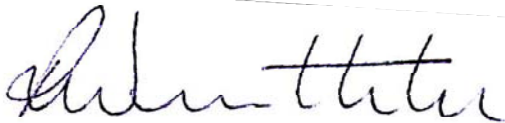
The health and safety of employees and protection of the environment is of primary importance to Management. Management is committed to preventing all accidents, occupational illnesses, and injuries; the protection of material resources from damage, fire and security losses and the protection of the environment.

Management accepts its responsibility to inform employees of known hazards and to develop effective standards for protecting the health and safety of employees and to comply with applicable legislation.

Each Manager and Supervisor is responsible and held accountable for providing a safe and healthy work environment for the employees under his or her authority, controlling hazards by using well-designed processes, equipment, training and programs.



Each employee and all contractors, sub-contractors and visitors are required to work and act safely at all times, follow all company safety rules, and Regulations of the Ontario Occupational Health and Safety Act and to accept his or her personal responsibility for preventing accidents, occupational illnesses and injuries including reporting all unsafe or unhealthy conditions to a Supervisor or Manager immediately.

Each employee must report all injuries and illnesses immediately to his or her Supervisor/Manager. Employees and their Supervisor/Manager will work together in accordance with Westlake's Return to Work Plan to ensure employees return to work as soon as possible should an injury or illness occur.




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Richard V. Westlake, President  
Westlake Industries Inc.  
September 1, 2009

HEALTH, SAFETY AND ENVIRONMENTAL	Section A2 <b>LEADERSHIP AND ADMINISTRATION</b>	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 0 DATE: SEPTEMBER 1, 2009 Page 1 of 1



Senior Management will prepare and review at least annually a written occupational health and safety policy and develop, maintain, and support a program to implement that policy. Management will review the safety policy with the entire workforce to ensure their understanding of it. The safety policy will be signed by the President of the Company.

Senior Management will receive regular reports from the Joint Health and Safety Committee pertaining to the various aspects of the control program.

A successful health and safety/loss control program will require active participation from Management in the following:

- conducting workplace health and safety/loss control inspections;
- attendance at regular safety meetings;
- annual audits of the health and safety/loss control programs;
- clearly defining the health and safety/loss control responsibilities in every Supervisor's job description; and
- supporting the operation of the Joint Health and Safety committee.

Management will ensure that all visitors (including contractors and sub-contractors) understand and fully comply with the provisions of the safety program at all times when on company premises.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A3 Rights, Responsibilities & Duties <b>EMPLOYERS, SUPERVISORS, and WORKERS</b>	
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Health, Safety and Environmental management in the workplace is everyone’s responsibility. All parties have a responsibility to ensure the health and safety of all persons and to ensure proper environmental practices are followed.

The President has the ultimate responsibility to ensure that management personnel have the necessary resources and training to effectively implement the Health, Safety and Environmental program.

**RIGHTS:**

The Occupational Health and Safety Act of Ontario gives most workers in the province certain “rights”. Currently, the Act gives four basic rights to workers.

1. The Right to Participate: Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns.
2. The Right to Know: Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances. The parts of the Act that implement WHMIS play an important role in giving workers the right to know.
3. The Right to Refuse Work: Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker. The Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal (see Section 43 of the OHSA)
4. The Right to Stop Work: In certain circumstances, Certified members of the Joint Health and Safety Committee have the right to stop work that is dangerous to any worker. (see Section 45 of the OHSA)

HEALTH, SAFETY AND ENVIRONMENTAL	Section A3 Rights, Responsibilities & Duties <b>EMPLOYERS, SUPERVISORS, and WORKERS</b>	
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**RESPONSIBILITIES & DUTIES OF THE EMPLOYER:**



The Employer shall,

1. maintain a proper attitude towards health and safety by personal example.
2. provide a safe and healthy workplace and actively support the health and safety program.
3. instruct, inform and supervise workers to protect their health and safety.
4. appoint competent Supervisors.
5. inform Workers or Supervisors about any hazard in the work place that he/she is aware of.
6. provide and maintain in good condition any prescribed equipment, materials and protective equipment and ensure that these are used in accordance with the regulations.
7. establish and assist the Health and Safety Committee to carry out their duties.
8. provide the Committee with the results of any occupational health and safety reports that the employer has.
9. take every precaution reasonable in the circumstances for the protection of a worker.
10. **follow all other duties specified in Sections 25 and 26 of the Ontario Occupational Health and Safety Act and Regulations for Industrial Establishments (July, 2007).**

**RESPONSIBILITIES & DUTIES OF SUPERVISORS:**

All Supervisors shall,

1. maintain a proper attitude towards health and safety by personal example.
2. ensure that a worker complies with the Occupational Health and Safety Act and Regulations.
3. ensure that any equipment, protective device or clothing required by the Employer is used or worn by the worker.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A3 Rights, Responsibilities & Duties <b>EMPLOYERS, SUPERVISORS, and WORKERS</b>	
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**RESPONSIBILITIES & DUTIES OF SUPERVISORS (cont'd):**

4. advise a worker of any potential or actual health and safety dangers known by the Supervisor.
5. where prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.
6. take every precaution reasonable in the circumstances for the protection of a worker.

**RESPONSIBILITIES & DUTIES OF WORKERS:**

All Workers shall,

1. work in compliance with the Occupational Health and Safety Act and all Company policies and procedures
2. use or wear any equipment, protective devices or clothing required by the employer
3. report to the employer or supervisor any known missing or defective equipment or protective device that may be dangerous.
4. report any known workplace hazard to the employer or supervisor.
5. not remove or make ineffective any protective device required by the employer or by the regulations
6. not use or operate any equipment or work in an way that may endanger any worker
7. not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.



HEALTH, SAFETY AND ENVIRONMENTAL	Section A4 <b>Joint Health and Safety Committee</b>	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 1 DATE: SEPTEMBER 1, 2009 SUPERSEDES: January 16, 2006 Page 1 of 2

## 1.0 PURPOSE

- 1.1 The Joint Health and Safety Committee has four principal functions: to identify potential hazards, to evaluate these potential hazards, to recommend corrective action and to follow up on implemented recommendations.
- 1.2 All Committee members shall be available to receive employee concerns and recommendations; to discuss problems and recommend solutions and to provide input into existing and proposed health and safety programs.

## 2.0 STRUCTURE



- 2.1 Currently, Westlake Industries has 50 or more workers and therefore the Committee consists of four members; two members represent workers and two members represent management. Within this group, at least one person representing workers shall be "Certified" and at least one person representing management shall be "Certified" in accordance with the OSHA and WSIB requirements.
- 2.2 Selection process will be in accordance with Section 9 (8), (9) & (11) of the Occupational Health and Safety Act. At least half the committee members must be worker members: non-management employees at the workplace who are selected by the trade union. The employer shall select the remaining members of a committee from among persons who exercise managerial functions for the employer. Two of the members of a committee shall co-chair the committee, one of whom shall be selected by the members who represent workers and the other of whom shall be selected by the members who exercise managerial functions.
  - 2.2.1 At no time shall there be a greater number of management representatives than worker representatives, unless there is agreement from all parties.
- 2.3 It is advisable that Committee members serve a term of at least one year. Notice of resignation from a Committee member shall be made as soon as possible to the Committee who will inform Senior Management and all vacancies shall be filled as soon as possible.
- 2.4 Names of Committee members and locations will be posted on the Safety Bulletin Board along with a schedule of meetings throughout the current year.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A4 <b>Joint Health and Safety Committee</b>	
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### 3.0 DUTIES AND RESPONSIBILITIES

The Joint Health and Safety Committee shall,

- 3.1 Meet on a regular schedule not to exceed 6 weeks and maintain records of minutes of meetings. The Health and Safety Administrator will be responsible for recording, posting and distributing minutes to all personnel.
- 3.2 Deal with issues and concerns brought forth from employees regarding workplace Health, Safety and Environmental management concerns.
- 3.3 Make recommendations to the employer on ways to improve workplace health and safety by reducing hazards.
- 3.4 Participate in monthly shop inspections and report and document any unsafe act or condition identified. Follow-up on any outstanding safety concerns to ensure a timely resolution.
- 3.5 Certified members will participate in all critical and fatal accident/incident investigations.
- 3.6 Certified members will participate in all work refusals and will assist in resolving the issue through the Internal Responsibility System.
- 3.7 Assist in coaching employees on safe working practices and proper use of personal protective equipment.
- 3.8 Lead by example by working in a safe manner at all times.
- 3.9 Perform all other duties in accordance with all appropriate sections of the Occupational Health and Safety Act (Section 9).

HEALTH, SAFETY AND ENVIRONMENTAL	Section A5 Employee Safety Rules	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 1 DATE: SEPTEMBER 1, 2009 SUPERSEDES: January 16, 2006 Page 1 of 1

## 1.0 PURPOSE

1.1 Management is responsible for providing equipment that is safe and to establish safe working procedures for all employees. Management has established safety rules in order to acquaint all employees with a set of safe working rules and procedures that will help an employee preserve his/her health and welfare.

## 2.0 PROCEDURE

2.1 All workers shall work in accordance with the Occupational Health and Safety Act and company policy, procedures and safety rules.

2.2 All new hires, and any employee returning to work after an absence of more than six months, will take part in orientation training which also consists of review of the "Westlake Employee Safety Information" pamphlet which outlines specific safety rules. **(See following attached sample, 2 pages).**

2.3 These rules will also be reviewed with all employees on an annual basis.

**WESTLAKE INDUSTRIES INC.**  
**SHOP RULES AND REGULATIONS**

THE FOLLOWING RULES AND REGULATIONS ARE TO BE OBEYED BY ALL EMPLOYEES. FAILURE TO OBEY THESE RULES MAY RESULT IN DISCIPLINARY ACTION, INCLUDING DISMISSAL.

1. Employees shall observe and obey all safety rules.
2. Employees, if absent from work for any reason, shall call and advise the shop office giving reason for absence.
3. Employees shall not leave the work area during working hours without permission from their Supervisor.
4. Employees absent from work for three (3) working days or longer due to illness shall advise the shop office of their return prior to their return to work and provide a doctor's certificate of fitness if requested to do so.
5. Absenteeism and tardiness shall be cause for termination.

THE FOLLOWING OFFENCES ARE PROHIBITED AND SHALL BE SUBJECT TO DISCIPLINARY ACTION, INCLUDING DISMISSAL.

1. Reporting for work in an inebriated or impaired condition.
2. Possession, use of or trafficking in intoxicants and/or non-medically prescribed narcotics or drugs while at the shop.
3. Insubordination to Supervisory personnel.
4. Abuse of any person or willful destruction of property of others.
5. Theft of property (Company or others) from the shop or misrepresentation of records for any reason.
6. Failure or refusal to adhere to shop rules and regulations including safety, sanitation, etc.

THE FOREGOING DOES NOT SET OUT ALL MANAGEMENT'S PEROGATIVES AND SHALL NOT BE DEEMED TO RESTRICT MANAGEMENT TO EXERCISE ITS RIGHTS.



EMPLOYEE  
SAFETY  
INFORMATION



**Effective: September 1, 2009**

**TO OUR EMPLOYEES:**

**All workers during the course of their employment with Westlake Industries Inc. must accept safety as a personal responsibility, thereby agreeing to abide by the safety regulations prescribed.**

**Westlake Industries Inc. is concerned with your safety. We don't want you hurt. For your information, some of the common safety rules and safe practices are outlined here along with a few of the responsibilities you must assume as an employee (these are subject to revision as required).**

1. Read and be familiar with the Safety Act of Ontario.
2. Work safely at all times. Be alert to possible hazards around you. Watch out for moving equipment, material handling operations, etc.
3. Heed all warning signs, rope barriers, etc.
4. Never enter an x-ray or radiation area without proper authorization.
5. All employees shall use personal protective equipment as required.
6. Safety belts must be worn while working at heights of 10 feet or over if the work area is not provided with a proper guardrail.
7. Eye protection must be worn where you might be exposed to an eye injury from flying or falling particles, harmful rays or hazardous substances.
8. Proper footwear shall be worn by all workers while working in the shop or yard areas.
9. Face masks or other respiratory equipment must be worn where you are exposed to injury from noxious gases, fumes or dust.
10. Work gloves shall be worn where there is danger of hand injury from splinters, blows, pinching, cuts, abrasions, burns or skin rashes.
11. Before starting a job, check your tools for defects and check the area you will be working in. Correct any unsafe condition yourself if it is within your responsibility to do so, otherwise, tell your Supervisor so that the condition can be corrected.
12. Report any unsafe condition that you may notice ANYWHERE in the shop.
13. Don't take shortcuts. Use the stairs, ladders, or ramps provided.
14. Be sure of your footing. Check all ladders and scaffolds to ensure that they are safe for use. When working from a step ladder, stand no higher than the second step from the top.
15. Report ALL injuries to your Supervisor no matter how small. Details of an injury requiring medical attention must be reported at once for submission of an accident report.
16. Maintain a clean and orderly work area.
17. Use only approved solvents for cleaning fluids.
18. Store and transport gasoline, thinner oils, etc. in safety containers properly identified as to content.
19. Control your welding and cutting operations at all times to protect yourself, employees, material and equipment.
20. Work areas are to be inspected at the end of shift to ensure that machines are shut off, that no fires or sources of flames are left. All steam, air, water and electric power shall be shut off unless otherwise instructed.
21. All protruding nails, bands, wires must be bent down, pulled or removed from lumber, packing crates and skids.
22. Running, shoving, fighting, playing practical jokes or other horseplay is prohibited while in the shop.
23. Firearms, cameras or dangerous weapons are not permitted in the shop.
24. Intoxication or possession of liquor will not be permitted in the shop.
25. Possession, use of, or trafficking in intoxicants and/or non-medical prescribed narcotics or drugs is prohibited.
26. All procedures controlling smoking areas, eating areas, locking and tagging out shall be followed.
27. Fire extinguishers will be placed in areas throughout the shop. All fire control equipment must be well maintained and readily available for use.
28. All washrooms, toilets, tool cribs, lunch areas and the shop must be maintained in a safe, clean and sanitary condition.
29. Men working over others must advise those below of hazards and take all precautions to prevent accidents.
30. Each employee must know, understand and perform his duties in a safe manner, complying with established rules, regulations, standards, policies and procedures as dictated by the company and client, Federal, Provincial and Municipal Legislation.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A6 <b>VISITOR SAFETY RULES</b>	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 0 DATE: SEPTEMBER 1, 2009 Page 1 of 2

## 1.0 PURPOSE



- 1.1 Management is committed to providing a safe work environment for all employees and all visitors. Management recognizes the additional risk to visitors as visitors may not be aware of the hazards within the facility.

## 2.0 PROCEDURE



- 2.1 Management has established safety rules and shall require all visitors to adhere to these rules.
- 2.2 All visitors will be provided with a listing of the Visitor Safety Rules upon arrival.
- 2.2 Management has the right to remove any visitors from the property should they be violating any of the rules.

## 3.0 VISITOR SAFETY RULES

- 3.1 Safety rules are designed for the protection of visitors to prevent accidents and injuries. These rules are by no means complete nor intended to cover all situations.
- 3.2 **All visitors MUST “sign-in” upon arrival. All visitors must remain in the company of a Westlake employee at all times unless authorized by management.**
- 3.3 CSA approved safety glasses shall be worn by all visitors at all times while in the shop.
- 3.4 CSA approved safety toe protection shall be worn at all times by all visitors entering any fabrication areas in the plant.
- 3.5 All loose clothing or long hair must be secured when engaged around moving machinery. All jewellery (rings, watches, bracelets, etc.) is to be removed when engaged around moving parts/machinery.
- 3.6 No visitor shall enter company premises while under the influence of or carrying or consuming any alcohol, narcotic, controlled drug or any substance that impairs their ability.
- 3.7 Smoking is only permitted outside, away from entry/exit doors.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A6 <b>VISITOR SAFETY RULES</b>	
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- 3.8 No visitor shall use or operate any equipment, machine, device or thing without receiving prior permission from management.
- 3.9 No visitor shall remove any items from the company premises without prior permission from management.
- 3.10 In the event of an emergency evacuation, all visitors are to proceed immediately to the marshalling area (see emergency evacuation plan). Do not re-enter the building for any reason until you are authorized to do so from management.
- 3.11 All injuries or illnesses must be reported to the company representative.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A7 <b>Orientation, Training, and Education</b>	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 1 DATE: SEPTEMBER 1, 2009 SUPERSEDES: January 16, 2006 Page 1 of 3

## 1.0 PURPOSE



- 1.1 Westlake Industries Inc. recognizes that orientation, training, and education of the company's employees is a vital part of the Health, Safety and Environmental Management program.
- 1.2 Management will ensure that supervisory staff has the knowledge and skills to instruct employees in safe work practices and procedures, to give weekly safety talks, and to meet ongoing requirements for safety instruction. Instruction will be provided to all employees and all employees are required to take training and comply with safe work policies, practices and procedures.

## 2.0 PROCEDURE

- 2.1 Westlake Industries Inc. will provide each employee an orientation package upon hire to ensure new personnel are familiar with the company policies, procedures and expectations.
- 2.2 Employees absent from the workplace longer than six months will also receive orientation/review.
- 2.3 Training needs for all employees will be reviewed with management on an annual basis.

## 3.0 NEW HIRE ORIENTATION/TRAINING

- 3.1 Upon hire, all new employees, and any employee returning to the workplace after an absence of more than six months, will receive new hire orientation and training consisting of (minimum):
  - Health & Safety Policy
  - Joint Health and Safety Committee; Internal Responsibility System (IRS)
  - Rights & Responsibilities of All Workplace Parties; Employee Safety Rules
  - Reporting Hazards; Safety Inspections; Required PPE
  - Reporting Injuries/Illnesses; Early & Safe Return to Work
  - Emergency Evacuation
  - Workplace Harassment & Violence
  - WHMIS
  - Initial Job Instruction – identify any hazards in work area
  - Instructions as to the location of: Safety Bulletin Board, MSDS Binder, First Aid Attendant List, Washroom/Changeroom, Emergency Exits & Marshalling Area, Introduction to First Aid Attendant in area, Introduction to Supervisor



HEALTH, SAFETY AND ENVIRONMENTAL	Section A7 <b>Orientation, Training, and Education</b>	
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**NEW HIRE ORIENTATION/TRAINING (cont'd):**



- 3.2 At five days, the Supervisor will follow-up with the New Hire to ensure there are no issues.
- 3.3 At ten days, the Supervisor will audit the worker to ensure worker has a full understanding of the job and that he/she is following safe work procedures. Supervisor and Worker will address any issues. **(Use Training Audit Checklist – APPENDIX “A”)**

**4.0 TRAINING AND EDUCATION**

- 4.1 All shop floor employees will attend weekly employee safety meetings. Relevant safety issues will be reviewed with employees.
- 4.2 Record will be kept of items discussed and attendance will be recorded.
- 4.3 On an annual basis, at minimum, workers will receive training in the following areas:
  - Review of Safety Policy, Safety Rules for Employees, Rights and Responsibilities of All Workplace Parties
  - Workplace Harassment and Violence Policy
  - WHMIS (including product identification, proper labeling, removal/discard of unused products)
  - PPE, Noise, Vibration
  - Reporting Injuries, Hazard Recognition & Reporting, Early and Safe Return to Work
  - Emergency Evacuation
  - Safe Lifting, Material Handling, Proper Pipe Handling
  - Housekeeping
  - Machine Guarding / Lock-Out

HEALTH, SAFETY AND ENVIRONMENTAL	Section A7 <b>Orientation, Training, and Education</b>	
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- 4.4 Any New Hire Management or Supervisory person, or any person “promoted” into a Management or Supervisory position will receive, at minimum, the following training:
- Due Diligence, Rights & Responsibilities
  - Accident Investigation, Reporting Injuries/Illnesses
  - Review of Specific Hazards in the Area
  - Review of Injuries/Illnesses in the Department/Area
  - **Any other topics as specified in section 4.3**
- 4.5 Operators of lifting devices will be required to take additional training in order to ensure competency with the equipment. Training will be conducted every three years, and within those three years, an evaluation at 18 months (**Appendix “B”, “C”, “C1”**).
- 4.6 All employees who are responsible for administering First Aid/CPR will hold a valid First Aid certificate in accordance with WSIB Regulation 1101, Section 8 (2).
- 4.7 Any employee performing electrical work shall be appropriately licensed in accordance with the Trades Qualification and Apprenticeship Act of Ontario.
- 4.8 Any employee performing welding work shall have appropriate welding certification.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A8 <b>SUPPLIERS, CONTRACTORS, SUB-CONTRACTOR</b>	
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### 1.0 Purpose

Westlake Industries Inc. is committed to cooperating in safety, health and environmental management with all suppliers, contractors and sub-contractors. Westlake Industries Inc. is concerned that those accidents involving suppliers, contractors and sub-contractors can injure employees and cause job disruptions and delays.



### 2.0 Statement

Suppliers, contractors and sub-contractors operating in and around the fabrication shop must:

- Be familiar with Westlake Industries Inc. health, safety and environmental obligations as expressed in this manual.
- Be informed that failure to meet health, safety and environmental obligations may result in suspension of work that is in violation.
- Correct any equipment health, safety and environmental violation before beginning work.
- Be responsible for fines levied against Westlake Industries Inc. due to failure on the suppliers', contractors 'and sub-contractors' part to comply with legislative health, safety and environmental requirements.
- Be advised that supplier, contractor and sub-contractor personnel lacking proper personal protective equipment will not be permitted into Westlake Industries Inc. workplace.
- Provide certification of good standing or a certificate of insurance from the WSIB.
- Participate in the Westlake Industries Inc. Health, Safety and Environmental Management system as applicable.

### 3.0 Supplier, Contractor, Sub-Contractor Obligation

Westlake Industries Inc. orientation to the supplier, contractor and sub-contractor does not relieve the supplier, contractor and sub-contractor of his/her obligation as an employer of his/her own employees to comply with all pertinent legislative requirements.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A9 <b>PURCHASING POLICY</b>	
PREPARED BY: J. Heleno	APPROVED BY: 	REVISION NO.: 0 DATE: SEPTEMBER 1, 2009 Page 1 of 1

**1.0 Purpose:**

1.1 The health and safety of employees shall be a consideration when purchasing goods and/or services for use at Westlake Industries. Every effort shall be made to acquire products that will improve the safety and well-being of employees and not create any new hazards in the workplace.

**2.0 Procedures:**

2.1 All staff designated to purchase goods and services must be appropriately skilled and experienced and must have received proper authorization to do so by Management.

2.2 New products purchased shall be reviewed for designated substances and every effort shall be made to acquire products that do not contain designated substances.

2.2.1 As per the current Occupational Health and Safety Act, the following are classed as designated substances: Acrylonitrile, Arsenic, Asbestos, Benzene, Coke Oven Emissions, Ethylene Oxide, Isocyanates, Lead, Mercury, Silica, Vinyl Chloride.

2.3 Material Safety Data Sheets shall be reviewed before final purchase is made and appropriate safety measures shall be taken to ensure product does not cause any adverse health effects to workers or damage to company property.



2.4 Before final purchase is made, all new equipment/machinery and/or tools shall be reviewed to ensure the following:

- a) adequate guarding must be in place to ensure workers do not sustain injury during operation
- b) emergency stop buttons must be clearly marked and easily accessible by the worker
- c) issues of noise, vibration, ergonomics will be considered when purchasing equipment and/or tools.

2.4.1 The purchase order should specify related materials and services that must be provided, for example, operations manual, installation, maintenance and training.

2.5 Any Contractors or Sub-Contractors performing work on Westlake property must provide the appropriate WSIB Clearance Certificates and any other provincial or federal licenses required.

2.5.1 All Contractors or Sub-Contractors will be advised of company safety rules and requirements during the work project.

HEALTH, SAFETY AND ENVIRONMENTAL	Section A10 <b>MEETINGS &amp; COMMUNICATION</b>	
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## 1.0 PURPOSE

1.1 Communication is an integral part of an effective program. Through regularly scheduled meetings, safety concerns and critical information can be relayed between individuals to ensure issues are resolved in a timely fashion.

## 2.0 PROCEDURE

2.1 Each week, a meeting will be held with all employees on the shop floor to review current safety issues. Recent injuries or incidents will be reviewed and an opportunity for employees to raise new safety concerns will be provided. Health and Safety Administrator (or delegate) and Production Supervisor (or delegate) will conduct meeting. A record of each meeting will be kept including attendance record and items discussed.

2.2 Each month, a meeting will be held with all office staff to review current safety issues. Recent injuries or incidents will be reviewed and an opportunity for employees to raise new safety concerns will be provided. Health and Safety Administrator (or delegate) will conduct meeting. A record of each meeting will be kept including attendance record and items discussed.

2.3 Each month, a summary of YTD injuries and man-hours worked will be provided by the Health and Safety Administrator to Senior Management.

2.3.1 Each week, at the Operations meeting, the Health and Safety Administrator will provide Management Team with an update on any injuries, incidents or other safety-related issues.

2.4 The Joint Health and Safety Committee will meet on a regular basis not to exceed 6 weeks to review injuries, new safety concerns, outstanding safety items and any other issues. Minutes of the meetings will be posted on the Safety Bulletin Board for employee review.

2.5 Employees are encouraged to,

- i) talk to their Supervisor about any safety concerns
- ii) bring up any issues at the weekly safety meeting
- iii) use the "Suggestion Box" to place any safety-related issues or other issues. The Suggestion Box is checked on a regular basis and submissions are reviewed accordingly.

2.6 Employees are encouraged to read the Safety Bulletin Board on a regular basis for current information.