 <p>JOHN AARTS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Company Rules		
	PREPARED BY: Health and Safety Team	COR Elements: 5	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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COMPANY RULES PROCEDURE

PURPOSE

The purpose of this procedure is to ensure that all employees work safely in our areas of operations by laying out companywide expectations regarding their conduct and behaviour while at work. This procedure – in conjunction with progressive discipline – will be used as a management tool in the prevention of workplace accident and/or hazards through the reduction and elimination of unsafe acts.

SCOPE

This procedure applies to all workplace parties working at all John Aarts Group places of business as well as all employees representing the company. All employees are responsible for health and safety throughout the company. They must always follow the company rules.

PROCEDURE

Company Rules


JAG's company wide and site-specific rules apply to all employees regardless of position. Management will ensure that all employees have access to both standard and site-specific rules at the time of their onboarding and site-specific orientations. Following the company orientation, they are administered a knowledge verification quiz. Employees will always have access to company rules through HCSS or by going to <https://johnaartsgroup.com/h-s/> and accessing the HASP.

Progressive Discipline

All employees are required to comply with the Occupational Health and Safety Act, applicable Regulations, and the JAG Health and Safety Management Program at all times, at all places of business. Additionally, the Client or Constructor may have health and safety procedures which must be followed.

JAG will not condone the breach of any statutory requirement or the OHSMS. The following disciplinary actions will be taken to help enforce John Aarts Group policies:

1. Verbal warning: Given where – in the opinion of the supervisor—the violation is minor and easily remedied. These are typically low risk. Disciplinary action will result in a safety briefing by the supervisor regarding the violation.
2. Written warnings: A written Notice of Infraction will be issued where – In the opinion of the Supervisor – the violation is of a major nature which could directly endanger the health and well-being of any workplace party. These notices can also be given out for repeated violations of a minor nature. There are three written notices given before potential termination:
 - 1) Disciplinary action for the first written notice will include a mandatory safety talk regarding the violation. Suspension at this point is possible, depending on circumstances
 - 2) Disciplinary action for a second written notice includes a requirement for the worker to attend a health and safety meeting. Suspension is possible depending on the circumstances
 - 3) Disciplinary action for a FINAL written notice will result in suspension of the worker. If there are extenuating circumstances, the company may waive the requirement to suspend. However, at a minimum, the worker must attend a meeting with management to discuss and establish disciplinary action and further training requirements.

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RESPONSIBILITIES

Senior Management

- Develop and review the company rules – both standard and site-specific – as required, at least annually
- Ensure company rules are followed and applied consistently throughout the company and all places of business through management and supervisors
- Develop and review the progressive discipline program as required – at least annually
- Follow up on supervisory discipline as required
- Comply with all duties and responsibilities under the Act and all applicable Regulations

Supervisors

- Take prompt action when a worker has violated JAG company rules or is working in contravention to the Act
- Document all infractions following JAG’s progressive discipline policy
- Report all infractions to management
- Take every precaution reasonable to protect a worker
- Comply with all duties and responsibilities under the Act and all applicable Regulations

Workers

- Do not violate any company rules
- Advise your supervisor if you are unfit for duty, which includes any medical limitations or prescriptions.
- Advise your supervisor if you have any questions about JAG’s company rules or tasks assigned to you
- Work in compliance with the Act, all applicable Regulations, and the JAG Health and Safety Policy
- Work in accordance with instruction tools and protective devices provided
- Report any health and safety violations or deficiencies to their supervisor

Health and Safety Team


- Assist in the development of JAG company rules and policies
- Ensure all employees have access to JAG’s company rules and policies
- Assist in the development of the progressive discipline policy
- Schedule and conduct safety meetings when the progressive discipline policy requires them
- Act as a resource to site teams/senior management for continual improvement

Health and Safety Committee/Rep

- Review JAG company rules and policies
- Provide recommendations for improvements

DOCUMENTATION

- The Occupational Health and Safety Act, RSO 1990
- O.Reg 213/91: Construction Projects
- O.Reg 851
- O.Reg 854
- JAG OHSMS
- Employee Infraction Notice

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MULTISECTOR COMPANY RULES

Smoking

- As per the Smoke Free Ontario Act there is no smoking in any enclosed workplace
- An enclosed workplace means the inside of a building, structure, or vehicle, that an employee works in or frequents during the course of their employment. Typical examples at JAG include: Inside offices; Jobsite trailers, sea cans; shops, storage facilities; cabs of equipment; work vehicles
- This includes: tobacco products, e-cigarettes, cannabis products
- Some client sites may have their own smoking policies. These must be followed in conjunction with JAG's

Drugs and Alcohol

- JAG employees must come to work fit for duty
- JAG has zero tolerance for the possession, use, or distribution of alcohol, cannabis, and illicit drugs while employees are on duty
- Employees must strictly follow all legislation regarding the use of both medicinal and recreational cannabis while on duty. Being impaired at work by either is prohibited
- Workers must notify their supervisor if they suspect that a co-worker is unfit for duty

Prescription Drugs

- JAG asks that you inform your immediate supervisor if you have been prescribed drugs that may affect your job.
- This includes medical cannabis

Violence and Harassment

- JAG has zero tolerance for any form workplace violence and harassment
- All reported cases of workplace violence or harassment will be investigated

Incident Reporting

- All incidents must be reported to your supervisor
- These include: Any workplace injury, no matter how small; any near miss; any vehicle or equipment accident; any incident involving property damage
- Depending on the severity of the incident an investigation may be carried out. These are not to be punitive, but to determine the root cause in-order to avoid similar incident in the future

WHMIS

- All JAG employees must have annual WHMIS training
- All products brought into JAG places of business must meet the labelling and storage requirement laid out in WHMIS

Equipment Operation


- Do not operate equipment you are not authorized to under any circumstances

Daily Inspections

- JAG requires all CVOR vehicles and mobile equipment be inspected daily
- If any equipment or vehicles are found to be defective, they are to be tagged and reported to JAG supervision immediately

Horseplay

- No worker shall, engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct

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Reporting Unsafe Practices and Conditions

- Workers are obligated under S.28 of the Act to report unsafe practices and conditions to their supervisor
- JAG encourages the reporting of unsafe practices and conditions. These reports are vital in our commitment to continual improvement of our OHSMS. We cannot address what we do not know

Modifications

- Modifications to guards/tools/equipment must not be made without approval from JAG management

Electrical Equipment

- Do not perform any work on electrical equipment unless you have a valid COQ and are authorized to do so by JAG management

CONSTRUCTION SPECIFIC COMPANY RULES

Meetings:

- All workers are required to attend and participate in daily site safety meetings
- All workers on site must take part in daily JHA

Confined Spaces:

- JAG has a comprehensive policy for work being conducted in confined spaces.
- This policy must be adhered to. JAG has zero tolerance for work in confined space violations

Working at Heights:

- JAG has zero tolerance for working at heights violations. Any worker who may be exposed to a fall hazard must review JAG SWP's and applicable regulations before carrying out the task

Designated Substances:

- Any worker who believes they have comes across a designated substance on any JAG project should stop work immediately and inform their supervisor

Personal Protective Equipment:

- PPE must be used and selected based on the task being performed.
- Minimum PPE required: CSA approved hardhat; CSA approved boots; and high-vis clothing

Traffic Control:

- All Traffic Control Personnel must be trained and competent
- All Traffic control devices must meet Book 7 standards
- All Temporary work zones must be laid out in accordance with Book 7

INDUSTRIAL LOCATION COMPANY RULES

PPE Zones:

- All PPE requirements must be met based on the zone you are in

Traffic Control Plans:

- All established traffic control plans must be followed


Lock-out/Tag-out:

- Consult and follow all Lock-out/Tag-out Procedures
- Use all correct lockout devices

Access:

- Do not access any part of the plants/shop you are not authorized to
- Always check in site office

Cranes:

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- Do not operate any type of crane (over head, 0-8t, etc.) without a valid certificate
- loads must never be passed over other workers
- cranes must be inspected daily before use

Hot-Work:

- Ensure you are wearing appropriate PPE for the hot-work task
- Ensure appropriate controls (local ventilation, welding screens, fire extinguisher, etc) are in place before commencing

MINING LOCATION RULES

Guarding:

- Machine guarding must not be removed or tampered with
- Lockout/tagout must be used when removing a guard

Conveyors:

- Do not tamper with or modify any guards on conveyors
- Pull cords and emergency stops must be working

Working Faces:

- All AAROC working face procedures and applicable legislation must be adhered to
- Any concerns should immediately be brought to your supervisor
- The working face shall be sloped at the angle of repose
- The vertical height of the working face shall not be more than 1.5meters above the maximum reach of the equipment

Stockpiles:

- All AAROC stockpile procedures and applicable legislation must be adhered to
- Stockpiles in safe zones must not be higher than 3 meters
- Overhangs, undercutting or tunneling of material both in a stockpile or pit face is not permitted

Equipment Inspection for Surface Mining:


- Equipment performing surface mining work has additional considerations when performing equipment inspections including:
 - Two brake tests per the MOL and manufacturers specifications must be carried out and logged as part of this inspection

Traffic Plans:

- All established traffic control plans must be followed

DISTRIBUTION

All new hires are required to undergo a JAG orientation. At the time of this orientation workers will be given access to the JAG Health and Safety Program online and the company rules. They will meet in person with a supervisor or a member of JAG's health and safety team for review. At the end of the review new hires will take a quiz to ensure comprehension.

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DOCUMENT CONTROL

All documents and records generated for this procedure will be stored indefinitely on the HCSS or John Aarts Group servers. They can be accessed by management at anytime.

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by John Aarts Group.

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.