
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	1.3 Company Rules			
	Revision Number: R0		Number of Pages: 4	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

COMPANY RULES

PURPOSE

The purpose of this procedure is to ensure that all employees work safely in all 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 accidents and/or hazards through the reduction and elimination of unsafe acts.

SCOPE

This procedure applies to all workplace parties working at all J-AAR 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

J-AAR'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 visiting the company website and accessing the HSE Manual.

Progressive Discipline

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

J-AAR will not condone the breach of any statutory requirement or the OHSMS. The following disciplinary actions will be taken to help enforce J-AAR 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

Top 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 J-AAR company rules, policies or procedures in J-AAR's OHSMS, or is working in contravention to the Act.
- Advise workers of hazards.
- Document all infractions following J-AAR'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.
- Report all hazards to your supervisor.
- 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 J-AAR's company rules or tasks assigned to you.
- Work in compliance with the Act, all applicable Regulations, and the J-AAR Health and Safety Policy and HSE Manual.
- Work in accordance with instructions for tools and the protective devices provided.
- Report any health and safety violations or deficiencies to your supervisor.

Health and Safety Team

- Assist in the development of J-AAR company rules, policies, and procedures.
- Ensure all employees have access to J-AAR's company rules, policies, and procedures.
- Assist in the development of the progressive discipline policy.
- Schedule and conduct safety meetings when the progressive discipline policy requires them.
- Function as a resource to site teams and Top Management for continual improvement.

Health and Safety Committee/Rep

- Review J-AAR company rules, policies and procedures.
- Provide recommendations for improvements.

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DOCUMENTATION

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

MULTISECTOR COMPANY RULES

Daily Inspections

- J-AAR requires all CVOR rated vehicles and mobile equipment to be inspected daily.
- If any equipment, machine, or vehicle is found to be defective, it must be reported on the daily inspection and to the worker's supervisor.

Electrical Equipment

- Do not perform any work on electrical equipment unless you have a valid COQ, or are authorized to do so by J-AAR Top Management.

Equipment Operation

- Workers shall only use tools or operate a machine, or piece of equipment they are authorized and competent to use or operate.

Horseplay



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

Incident Reporting

- All incidents must be reported to your supervisor.
- These include: any workplace injury, no matter how minor; any near miss; any vehicle or equipment incident; 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 causes, to prevent similar incidents from recurring.

Modifications

- Modifications to guards/tools/equipment must not be made without approval from J-AAR management.

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Prescription Drugs

- J-AAR requires employees to inform their immediate supervisor if they have been prescribed medication or drugs, that may affect the safe performance of your job.
- This includes medicinal cannabis.

Reporting Unsafe Practices and Conditions

- Workers are obligated under S.28 of the Act to report unsafe practices and conditions to their supervisor.
- J-AAR 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.

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 J-AAR 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 J-AAR's policy.

Substance Abuse: Drugs and Alcohol

- J-AAR employees must come to work "fit for duty".
- Workers must not be impaired by alcohol, cannabis, drugs or other while they are on duty.
- Possession, use, or distribution of illicit drugs on company premises, at company worksites, or in company vehicles is prohibited.
- 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.

Violence and Harassment

- J-AAR has zero tolerance for any form of workplace violence and/or harassment.
- All reported cases of workplace violence or harassment will be investigated.

WHMIS

- All J-AAR employees will complete annual WHMIS training.
- All hazardous products used at J-AAR places of business must meet the labelling and storage requirement laid out in the WHMIS regulations.