



**Contractors
Health & Safety
Program**



Prior to the start of work, please return to the Facilities Manager:

- **a signed copy of the Contractor Pre-Work Health, Safety and Environmental Form (F001)**
- **WSIB Certificate of Clearance**
- **Liability Insurance verification**

If you have any questions or concerns, and/or want to request further information on specific procedures please contact the Facilities Manager at (519) 688-5808.

Sincerely,

Marwood Metal Fabrication Ltd.

Chris Wood,
President.

Effective Date: January 1, 2012 to December 31, 2012

RE: Contractor Health, Safety and Environmental Form

Dear Sir or Madam,

At Marwood Metal Fabrication Ltd. we are committed to providing a safe and healthy workplace. As part of our commitment, we have implemented a Health, Safety & Environmental (HS&E) Program to provide guidance to all contractors/sub-contractors and their employees on how to work in accordance with the regulations established by the Ontario Occupational Health and Safety Act and the Environmental Protection Act.

It is a term of your retainer and services that you participate in a plant orientation and that you agree to comply with Marwood's HS&E policies while performing work at our premises. It is a further term of the retainer that you advise your employees of these policies and that you ensure your employees comply with the policies while they are on our premises.

Please review the attached Health, Safety & Environmental package with your employees. It is your copy to keep and refer to as necessary.



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Contractor / Supplier Environmental Policy.....	No. 415
Emergency Preparedness, Procedures and Action Plan	No. 420

Marwood On-Site Briefing - Facilities Manager or Designated Manager to Review Relevant Policies with Contractor Prior to Start of Project or Work

Complete Contractor Briefing and Qualification Form.....	F 001
Confined Spaces Policy	No. 315
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Press Entrapment Rescue Plan.....	No. 326
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Date(d/m/y): _____ / _____ / _____

Contractor Pre-Work Health, Safety & Environmental Form 001

This form is to be completed prior to the start of Marwood on-site service or repairs as specified in the Plex - purchase order.

Project Description:		Marwood Contact:	
Contract Company:		Phone:	
Contractor Supervisor:		Phone:	
Contractor Health, Safety, and Environmental Responsibilities			
No.	Contractor Health, Safety, and Environmental Responsibilities	Yes	N/A
1	As a contractor do you have a written health and safety program?		
2	Are your employees trained and qualified to meet Ministry of Labour OHS requirements?		
3	Are your employees trained in Lockout/Tagout?		
4	Will chemicals under WHMIS be used as part of this job? (if so, MSDS must be submitted)		
5	Are there any Environmental/Hazardous Materials or Waste?		
6	Do your employees carry evidence of required training, certifications, permits, and licenses? (e.g. Lift Truck, Confined Space, Aerial Lifting Devices, Fall Arrest, Trades, etc.)		
7	On request are your training records / certificates, permits, or licenses available immediately?		
Mandatory Policy Review Prior to Performing Work			
No. 331	General Safety Policy Rules		
No. 332	General Safety Rules & Practices in Specific Areas Policy		
No. 345	Heat Stress Policy & Procedures		
No. 395	WHMIS (GHS) Policy		
No. 368	Personal Protection Equipment (PPE) Policy		
No. 415/A	Contractor / Supplier Environmental Policy		
No. 420	Emergency Preparedness, Procedures and Action Plan		
Relevant Policies to be Reviewed On-site by Marwood Contact			
F001	Marwood Contact to complete contractor on-site orientation on relevant policies		
No. 315	Confined Spaces Policy		
No. 325	Entanglement Protection Policy		
No. 326	Press Entrapment Rescue Plan		
No. 330	Forklift Operation Policy		
No. 333	Guarding Policy		
No. 350	Hot Work Permit Process Policy		
No. 365	Lock Out System Policy		
No. 366	Live Electrical Work Policy		
No. 375	Roles & Responsibilities Policy		
No. 380	Violence in the Workplace (Prevention)		

Contractor Approval Process: The following 3 items must be submitted

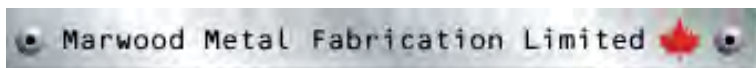
- A copy of your WSIB Clearance Certificate (Must be submitted annually).
- Verification of Liability Insurance
- A copy of this Form (F001)

Contractor Supervisor _____	Date _____
Marwood Manager _____	Date _____
Marwood Facilities Manager _____	Date _____

NOTE: Please submit all 3 forms as soon as possible (within 15 days) to the Marwood Purchasing Manager by mail or fax (519) 688-1164. Attention: Mike Huber Phone # 519-688-5812

Marwood Metal Fabrication Limited
 35 Townline Road,
 Tillsonburg, Ontario. N4G 4H3

Form 001
 28-Dec-11



**Subject: Marwood Metal Fabrication Limited
General Safety Rules Policy**

**Page 1 of 2
No. 331**

Effective Date: November 19, 2003

Replaces:

Approval:

Purpose: To establish General Safety Rules and Practices

General Safety Rules

1. Report all unsafe conditions, near misses or accidents immediately.
2. All work related injuries must be reported immediately.
3. All employees must attend basic orientation before being allowed on the plant floor.
4. Use, adjust, and repair equipment, only when properly trained and/or authorized.
5. Follow established preventative maintenance and safety check procedures.
6. Stop machines with power switches in the "off" position, follow proper lockout procedures to adjust, oil, clean and repair the equipment.
7. Follow instructions; don't take chances; if you don't know, ask.
8. Help keep everything clean and orderly.
9. Report all injuries however minor; get first aid promptly.
10. Use the right tools and equipment for the job.
11. Use the prescribed protective equipment and wear safe clothing, keeping them in good condition.
12. Do not run in the plant or engage in practical jokes or horseplay. Avoid distracting others.
13. When lifting, bend your knees and straighten your back; get help with heavy loads. When lifting parts out of bins, consider placing slightly bent knees against the bin and then lean forward into it for parts.
14. The repair and maintenance of tools or equipment shall be performed only by authorized Employees.
15. Obey all warning and safety signs.
16. Walkmans, radios, and personal cell phones are not permitted on the production floors.
17. Adhere to the "No Smoking" policy.
18. Any worker required to enter a confined space where he/she may be overcome by fumes or deprived of oxygen, must consult his or her Group or Area Leader regarding the proper and safe procedure for performing work in a confined space.
19. Proceed with caution throughout the plant and follow the pedestrian safety guidelines.
20. No passengers are allowed on a lift truck, on the forks of a lift truck, in a bin or other container unless specifically made for the purpose of lifting a person in accordance with the safety procedures required by legislation.
21. Do not walk, stand under or ride on a suspended load.
22. Proper clothing must be worn as outlined in the uniform policy. No shorts, tank tops, muscle shirts, hooded garments or other clothing that leave exposed skin on upper arms, legs or body are permitted. Please refer to the uniform policy for further details.
23. Never use compressed air to clean your clothes of metal chips or dust.
24. When using ladders:
 - Do not leave tools where they may fall and injure someone;
 - Do not use a ladder with broken, split or otherwise defective rungs or side rails;
 - Tie ladder off.
25. Whenever working at heights over 3 metres, fall arrest equipment must be worn.
26. In all cases where outside sources will perform work at MMF, proper orientation must be conducted and the appropriate WSIB and Insurance paperwork must be completed. It is the responsibility of the Marwood Group/Area Leader or Manager engaging the contractor and their employees to ensure that safety rules are being followed. The contract becomes null and void and payment will be withheld in the event of a serious breach of our safety rules. Refer to the Contractor's Safety program.
27. Jewellery, watches, rings and loose clothing are not to be worn near any rotating shafts, spindles, gear belts or other sources of entanglement. Long hair (shoulder length) must be suitably confined so as not to present any further hazard (ie: ponytails must be confined so not able to swing forward) to prevent entanglement with the above-mentioned hazards.
28. Bin climbing is strictly prohibited.

**Subject: Marwood Metal Fabrication Limited
General Safety Rules and Practices in
Specific Areas and Processes Policy**

**Page 1 of 9
No. 332**

Effective Date: July 15, 2005

Replaces: November 19, 2003

Approval:



Purpose:

The following rules apply to certain departments or areas. You should read all of the rules in this booklet; however, make sure you fully understand and follow the rules that apply to your job or work area.

Grinding

All employees who are required to do repetitive or continual grinding as part of their job **must wear** approved CSA safety glasses **and** a full-face shield.

Welding and Burning

Only authorized employees are allowed to operate welding or burning equipment because of the hazards involved. Employees authorized to perform this work must follow the rules that apply to your job or work area.

1. Inspect the area before welding or burning and remove any fire hazard.
2. Set up shields to protect others from arc flash.
3. Keep a fire extinguisher and/or water hose under pressure for instant use in areas where burning is required.
4. Safety glasses are not required under welding shields; however, employees must wear safety glasses in the production areas when the face shield is lifted from their face.
5. Keep oxygen valves, gauges, and hose connections free from oil and grease.
6. Do not use oxyacetylene equipment if not in safe condition.
7. Secure welding cylinders to a stationary object in an upright position, if used outside of the portable unit.
8. Always stand behind or to one side of regulators when opening

- oxyacetylene valves. One full turn on the valve is enough.
9. Handle compressed gas cylinders with care. If a mechanical moving device is not available, roll cylinders on the bottom edge.
10. Do not drop cylinders or bang them against other objects or each other.
11. Never handle cylinders with greasy hands or gloves.
12. Always replace the valve protective cap before moving cylinders.
13. Never drag cylinders.
14. Disposable butane lighters must not be used or carried while near welding equipment.

Hot Work Permit – General Requirements

The hot work permit process is used to safeguard against fires, explosions, personal exposures and injuries during welding, cutting, grinding and other hot work operations on the building or structure that may create a potential fire risk.

A pre-work inspection and hazard evaluation must be performed by a competent and qualified employee or if a contractor/sub-contractor the contractor/sub contractor's employee. If required, the Hot Work Permit Process Policy No. 350 and procedures will be implemented.

The Area/Group Leader authorizing the hot work permit and the employee/contractor/sub-contractor that will be performing the hot work shall personally inspect and review the work/area before signing the hot work permit and ensure all safety procedures are followed.

Fire Prevention

It is the duty of everyone to protect themselves and their fellow employees from fire and explosion. Fulfilling this obligation means abiding by these rules:

1. Report piping leaks immediately
2. Flush and clean up spills immediately
3. Do not smoke or carry non-safety matches or butane gas lighters around paint booths, welding areas or other areas where flammable gases or vapours are likely to exist or accumulate
4. Be on the alert for defects in operating equipment which could cause fire
5. Know the location of each fire extinguisher
6. Maintain clear access to all fire extinguishers at all times

7. Make on-the-job housekeeping part of your daily routine by:
- Keeping floors clean of shavings, trash, spills, etc.
 - Passageways and exits clear
 - Storage areas clear
 - Clothing clean
 - Garbage safely contained and out of the way
 - Tools and equipment clean and neat
 - Storing wipers, oil rags and other flammable materials in receptacles provided for that purpose

Extinguisher Types

“A” For wood, paper and rubbish fires, use a water or soda acid extinguisher. Do not use this extinguisher on electrical fires because fluids conduct electricity.

“B” On grease, oil, gasoline, paint, propane and others, use this chemical extinguisher

“C” Electrical equipment such as motors, controls, wiring or fire caused by live electrical current.

How to Fight Small Fires

1. Ensure you are using the proper type of extinguisher
2. Aim extinguisher or hose at the base of the fire
3. Stay nearest the exit, low and out of heat
4. For floor fires, sweep from the leading edge forward
5. For wall fires, sweep from the bottom up
6. If the fire gets too large, sound the alarm, get out and close the door behind you.

In Case of Fire

1. Don't panic, keep calm.
2. Turn in any alarms and/or notify the Group or Area Leader.
3. Shut down all equipment if warranted.
4. If properly trained, fight the fire with the proper equipment
5. Follow emergency evacuation procedures, and evacuate the area.

Good Housekeeping

Good housekeeping is one of the best ways to prevent injury. For this reason, the Company requires the highest standards of cleanliness and order throughout the plant. Every effort must be made to keep it clean.

Check your work areas at the start of your shift for safety hazards. Remove them or report them to your Area Leader, and keep the work area free from hazards during your shift. The details are simple:

1. Keep machines and equipment clean.
2. Keep aisles and walkways clear.
3. Remove or cover projecting nails and sharp metal objects.
4. Clean up spilled grease or oil promptly and thoroughly.
5. Use drip pans properly when pouring lubricants.
6. Keep hoses, chains, cables, electrical cords or other trip hazards off the floor where people walk.
7. Use a brush, hook or stick to remove chips, shavings, or scrap from machines.

Forklift Trucks/Man-Lifts (Aerial Lifts):

MMF provides training to those employees who are required to drive a forklift truck or operate a man-lift. Only those who have had proper training and hold a valid fork lift certificate may operate these vehicles.

Employees are reminded to always check intersections, beware of forklift and/or man-lift activity and follow all common sense safety practices regarding these vehicles. Always establish eye contact with the forklift driver before crossing in front of or behind a forklift. **Remember that employees have the right of way.**

Overhead Cranes and Hoists:

Only those employees who have received proper training may operate overhead cranes or hoists.

Although overhead cranes and hoists are equipped with safety devices, all employees should be aware of overhead loads and maintain a safe distance.

Painters

1. Remove all traces of paint from hands and face with a safe solution specified by your Area Leader before eating lunch and before leaving the plant at the end of the shift. Follow this procedure by washing thoroughly with soap and water.
2. Approved respirators must be worn when spray painting.
3. Do not eat lunch in or near the places where painting is done. Keep your lunch in the lunchroom or locker room, but not in lockers where paint clothing is kept.

Compressed Air

1. Compressed air can cause fatal injuries. Never use it for cleaning clothes or direct it toward yourself or somebody else.
2. Most compressed air lines carry a pressure of 100PSI or more. Some parts of the human body cannot stand more than 3 or 4 PSI of direct pressure
3. Use only the proper CSA approved nozzles on airlines.
4. Do not tamper or alter nozzles. Report any damage to nozzles immediately.

Shock

1. Shock occurs after a serious injury. It may be more dangerous than the original injury. Treat before symptoms appear.
2. The symptoms are restlessness and anxiety, thirst, nausea, vomiting, rapid shallow breathing, pallor or moist, cold skin, a weak, rapid pulse, perspiring, and changes in level of consciousness.
3. Keep the victim warm, place feet in elevated position to encourage flow of blood to the head, nothing by mouth and wait for the arrival of advanced medical attention (ambulance).

Lifting and Carrying

1. In order to reduce the risk of lifting related injuries a maximum weight limit of 50 lbs has been established.
2. However depending on an individual's capability and the nature of the task it is recommended that an employee lift be less than 50 lbs.
3. All employees are required to follow these guidelines regardless of their individual capability.

4. In situations where employees are required to lift more than 50 lbs they are to:
 - a. Use a lifting device
 - b. Have a co-worker assist
 - c. Or receive pre-authorization from Human Resources
5. Factors which will reduce the amount of weight that can be lifted safely include: awkward positions, bending, reaching, twisting, repetition, and duration.
6. Mechanical devices such as lift trucks, pump carts, push carts, etc. should be used wherever possible.

Note: Unsafe pushing or pulling and lifting practices may result in disciplinary action.

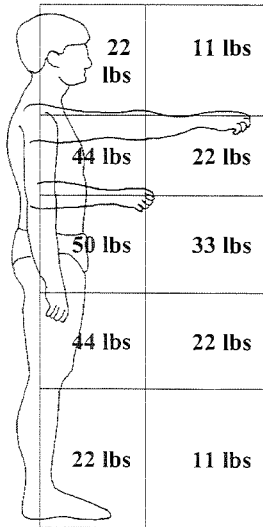
Proper methods of lifting and handling protect against injury and also make the job easier. Wear gloves and safety shoes in jobs involving the handling of materials where required. Observe the following basic steps in safe lifting and handling:

- Size up the load and check overall conditions. Do not attempt to lift alone if it weighs more than 50 lbs or if the object appears too heavy/awkward. If you are unsure of the weight use caution before you push, pull or lift the object.
- Look for slivers, nails, sharp ends, etc., when handling materials or packages. If possible, remove them.
- Make certain of good balance. Check adequate space for movement and good footing. Feet should be shoulder width apart; one foot beside and the other foot behind the article to be lifted.
- Bend the knees, do not stoop. Keep the back straight, not vertical, there is a difference. Tucking in the chin straightens the back.
- Grip the load with palms of the hands and the fingers. The palm grip is much more secure. With grip taken, tuck in the chin to make certain the back is straight
- Use body weight to start the load moving and then lift by pushing up with the legs, making full use of the strongest set of muscles.
- Keep the arms and elbows close to the body when lifting.
- Do not twist the body. To change direction, shift the foot position and turn the whole body.
- If the load is to be lowered, bend the knees, do not stoop. To deposit load on a bench, shelf, or table, place it on the edge and push into position.
- Where weight, shape or size of the article to be moved makes the job

too much for one person and mechanical equipment is not practical, as many additional employees as required should be assigned to assist. At least two people should be used to carry pipes longer than feet. Each person should carry the load on the same shoulder.

- Maintain adequate access to hallways, exits, fire equipment control valves and switches.
- PDA's will be utilized to help determine safe lifting practices

Rough guide to lifting and lowering



Factors that decrease the maximum weight to be lifted:

- reaching, bending, twisting
- awkward positions
- repetitive lifting
- long duration

As the distance between the body and the object increases, so does the level of risk.

Weight will vary depending on the task and the individual capacity of the person.

Health and Safety Executive (2004).

Lockout & Tagging

Before an employee enters any equipment to perform any type of repair, adjust, clean etc. the employee must:

- Turn the power control switch located on the panel to an off position.
- Watch for all moving parts to come to a full stop (including the flywheel on a press).
- Place a personal safety lock and tag in position to ensure that no one can start the equipment. The tag must have your name on it, the reason why the switch is disconnected
- Date when the switch was disconnected.

- Each person who will be entering to work on the machine must attach their own lock and tag to the switch.

Occupational Health and Safety regulations state that there is to be only one key per lock and when locking out a machine that the Employee must keep the key on his/her person.

After the work is completed, the employee must:

- Check the equipment and immediate area for hazards before removing his/her lock.
- Locks may not be removed by anyone other than the worker who placed it on the switch.
- If a person goes home without removing his/her lock and tag, the Group or Area Leader will call him/her at home and have him/her return to the plant to remove his/her lock. There will be no call in pay for this situation.

Working with Electricity

1. No employee other than authorized personnel (i.e. Electricians and Millwrights) shall work on electrical equipment
2. Do not make electrical repairs or change fuses unless you are specifically authorized to do so
3. Consider all electrical lines to be live until you know otherwise by proper test methods
4. Avoid contact with live equipment unless absolutely necessary
5. Take all possible precautions if it is necessary to work on live equipment
6. Do not open disconnect switches controlling 115 volts or more unless authorized to do so. Before opening the line services by the disconnect switch, be sure it is not under a load
7. Ground all portable tools by using a three pronged plug
8. Avoid contact with live lines, particularly while standing in water or on damp surfaces
9. Do not remove ground wires from any electrical equipment
10. Never close a switch without knowing the circuit, or the reason the switch was left open
11. Do all wiring in the code-approved manner
12. Never stand directly in front of a disconnect switch when closing or opening

13. Before working on an electrical line, switch gear or electric drive; follow these procedures:
 - Notify the operator of machinery in use that the circuit is to be serviced
 - Stop the machine by using the button controlling the equipment
 - Open and lock the disconnected switch on the line-side nearest the operating button
 - Place a danger tag beside the lock. The tag must show the date, time, and identify you as the person placing the danger tag
 - Place a lock and tag on the switch controlling the equipment to be serviced. If more than one individual or group is working on the equipment, the senior member of each group is responsible for doing this
 - Check the lock by attempting to start the unit at the local start switch. If it does not start, it is properly locked out. Remove locks and danger tags when work is completed. This is your responsibility if you attached them.

Guarding Machinery

All our machines are equipped with guards in compliance with the regulations under the Occupation Health & Safety Act (OHSA), of Ontario; we will endeavour to constantly improve these safety devices which provide maximum protection for machine operators. **It is against the law to deliberately remove, alter or circumvent the safeguards.**

Keep guards in place at all times when equipment is being used.

1. Remove machine guards only after permission is received from your Area Leader and only when the machine is shut down
2. Replace guards properly as soon as repair is finished or greasing and oiling is completed, making sure that all guards are correctly adjusted before starting or testing a machine.
3. Manual cleaning, oiling, repairing or adjusting shall only be done while machinery or hand tools are shutdown and locked out.
4. Report immediately any machinery or machine guard that appears to be defective
5. Do not remove "DANGER TAGS" placed on machinery or equipment.



Subject: Heat Stress Policy

Effective Date: June 01, 2008

Replaces: June 14, 2004

Approval:

Purpose:

The purpose of this policy is to establish a consistent company wide policy to ensure that employee's health and wellness needs related to heat stress are considered through awareness, training and appropriate company procedures.

Scope:

This policy applies to all people working at Marwood and/or under the direct supervision of Marwood. This includes, but not limited to, fulltime and probationary employees, students, temporary workers, contract workers, off site workers, etc.

Related Forms:

Heat Index Guide (MOL Recognized).....	F0246
Heat Stress Hazard.....	F0277
Heat Monitoring Log.....	F0278

Responsibilities:

Management:

- Will ensure this policy is communicated to all employees in May of each year.
- Will take the necessary steps to ensure processes and buildings are designed and operated in such a way as to capture heat in the winter months and expel heat in the summer months so as to maintain a suitable work environment. The opening of surrounding doors is not an acceptable method to reduce heat in the plant. This allows the escape of noise into our community and allows foreign material

such as dirt or dust into our processes. For security, and other reasons, all efforts are to be made to keep all doors closed when not in use.

- Will designate the plant into zones. Each zone will be monitored and reacted to separately.
- Will ensure that temperature and humidity monitoring equipment in each zone is functional and calibrated.
- Will ensure that the signs and symptoms of heat stress are posted throughout the summer months. Posting are to include this policy the Heat Index Guide, Heat Stress Hazards, and plant zone map as a minimum.
- Will provide sufficient drinking water available to all employees.

Area Leaders:

- Will ensure fans are suitably located and in good working order and shut off when not in use.
- Will ensure plant doors are kept closed when not in use.
- Will ensure that the best efforts are taken to maintain that production processes do not stop during heat breaks.
- When temperatures are above 28 Degrees Centigrade, the Area Leader, or their designate, will monitor and document the heat index of each zone each hour throughout the shift on the Heat Monitoring Log. If the heat index remains in one of the danger categories for 1 hour then appropriate action is to be taken as outlined on the heat index guide.

Employees:

- Employees are required to become familiar with the posted information.
- Workers are to be familiar with the Heat Stress Hazards and should they feel that they may be suffering the effects of heat stress are to stop working immediately and notify their supervisor right away.
- Employees are to drink enough water to remain hydrated throughout the work day.
- Employees with specific medical conditions that may reduce heat tolerance are required to report such conditions to the Plant Area Leader.

Policy:

- See Heat Index Guide.



Subject: WHMIS Policy

Effective Date: April 1, 2010

Replaces: November 19, 2003

Approval: 

Purpose:

Marwood Metal Fabrication Ltd. believes in a working environment that is at all times safe and healthy for every person. The Workplace Hazardous Materials Information System (WHMIS) is a national and provincial system designed to ensure that all persons in our workplaces are properly informed about any hazardous materials (known as controlled substances or products) being used. In Ontario, WHMIS legislation also includes physical hazards; noise, vibration and radiation.

Scope:

This policy applies to all Marwood employees at all locations. This includes full time, term/contract, part time and temporary employees.

Definition:

Material Safety Data Sheet (MSDS) - a technical document that must be provided by the manufacturer/supplier of a controlled and uncontrolled product. The MSDS summarizes the health and safety information available for the controlled/uncontrolled substance or product as well as first aid measures to be taken should an exposure occur.

Responsibilities:

Employer:

Senior Management will ensure workplace WHMIS regulatory compliance.

Plant Managers/Managers and Group Leaders:

Management/Group Leaders must ensure that all labelling, MSDS's, training and workplace activities requirements are complied to. The Facilities Manager is to be advised on any use of a new chemical, material, substance or product. Prior to use a MSDS must be supplied to the Facilities Manager for a Health and Environment Hazard Assessment review. Refer to the Product Approval Form F0297 in the HR Intranet Forms Section.

Facilities Manager (Chief Emergency Leader):

The Facilities Manager is responsible for the WHMIS, HWIN and other relevant reporting requirements. Senior Management, Management/Group Leaders and HR Manager will be advised on compliance issues.

Employees:

Employees are responsible to inform their Group/Team Leader or a member of the JHSC if the MSDS is missing or if a WHMIS workplace label becomes illegible. A new label can then be obtained from the Maintenance Group Leader and printed for use immediately. No person shall remove or deface a label or other identification prescribed for a controlled product.

Other Requirements:

Any use of an unauthorized WHMIS regulated chemical, material, substance or product in the workplace may result in appropriate progressive discipline.

Each Plant's first aid room has a binder containing current MSDS's for each controlled or uncontrolled product. Group/Team Leaders must ensure that all of their employees are aware of the location of this binder and that it is accessible to all workers at all times. All MSDS's are also available on the MMF Intranet HR/Plex site. The Chemical Spills and Materials Inventory Reference is also available on the HR Intranet Environmental section.

Training:

All new employees require WHMIS training and re-training annually (or sooner if newly acquired substances necessitate specific WHMIS training). Records will be maintained within the Human Resources HRIS Plex system.



Subject: Health, Safety &
Environmental Policy

Effective Date: August 1, 2011

Replaces: January 1, 2011

Approval:

Scope:

This health, safety and environmental policy applies to the Canadian operations of Marwood Metal Fabrication Limited.

Policy:

Marwood Metal Fabrication Limited will adopt safe, healthy and environmentally responsible processes throughout its operations to produce high quality automotive stampings and assemblies that meet or exceed customer expectations.

To meet this objective, Marwood will develop and maintain a Health, Safety & Environmental Management System that is committed to worker health & safety, regulatory compliance and the prevention of pollution.

The Marwood Health, Safety & Environmental Management System will

- set standards for health, safety & environmental performance.
- communicate the standards to employees and contractors.
- audit compliance with the standards.
- implement corrective actions when non-compliance is discovered.
- be ISO 14001 and OHSAS 18001 compliant.
- be reviewed regularly by the senior management team to ensure effectiveness and continuous improvement.



Subject: Emergency Preparedness

Effective Date: January 1, 2012

Replaces: January 1, 2007

Approval:

Policy

Marwood Metal Fabrication Ltd. will identify potential emergency situations that could adversely affect its employees, operations or customers and develop procedures to address these potential emergency situations.

Scope

This policy and related procedures apply to the following potential emergency situations at Marwood's Canadian operations:

- Injury
- Emergency Evacuation
- Chemical spill

1. INJURY

The nature of the injury will determine the response procedure as follows:

First Aid

Injured worker

- In case of injury, contact a Team Leader, Group Leader or other trained first aid attendant.
- Proceed to the first aid room and receive treatment as required.
- Participate in completing the First Aid report.
- Inform your Group Leader or supervisor when treatment is complete.
- Return to work or modified work.

First Aid attendant

- Provide first aid as required.
- Complete a first aid report

Group Leader / Supervisor

- Arrange modified work (up to 7 calendar days) as required for the injured worker.

Medical Aid

If the injury is more serious and requires off-site treatment by a medical professional, the response procedure is as follows:

Injured worker

- Receive first aid.
- Discuss the severity of the injury with your first aid attendant and determine if medical aid is required.
- Take a medical aid package with you to the hospital.
- Receive medical aid.
- Return to work with the completed medical aid form. If medical aid treatment is completed after your shift ends, then return the form to your supervisor at the start of your next scheduled shift.
- Participate in the accident investigation with your group leader or supervisor.
- Return to work or modified work.

First Aid attendant

- Provide first aid as required.
- Discuss the severity of the injury with the injured worker and determine if medical aid is required.
- Complete a first aid report

Group Leader / Supervisor

- Arrange transport to the hospital via taxi. Call an ambulance (ie 911) if you believe taxi transport is not appropriate.
- Provide the injured worker with a medical aid package and ask the worker to return the package to you as soon as treatment is completed.
- Contact the Health, Safety & Environmental Advisor or Director of Human Resources immediately with preliminary details of the injury.
- Complete an accident investigation and send a copy of the completed report to the Health, Safety & Environmental Advisor.
- Arrange modified work (up to 7 calendar days) as required for the injured worker.

Health, Safety & Environmental Advisor

- Complete a Form 7 report and submit to WSIB.
- Assist with modified work placement as required.

Critical Injury or Fatality

A "critical injury" means an injury of a serious nature that,

- i) places life in jeopardy,
- ii) produces unconsciousness,
- iii) results in substantial loss of blood,

- iv) involves the fracture of a leg or arm but not a finger or toe,
- v) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- vi) consists of burns to a major portion of the body, or
- vii) causes the loss of sight in an eye.

In the case of a critical injury, the response procedure is as follows:

First Aid Attendant

- o Provide first aid as required.

Group Leader / Supervisor

- o Call an ambulance (ie 911) to transport the injured worker to the hospital.
- o Tape-off the accident scene and ensure it is not disturbed prior to investigation by a Ministry of Labour Inspector.
- o Contact your Plant Manger or Departmental Manager .
- o Contact the Director of Human Resources or the Health Safety & Environmental Advisor.
- o Call the Ministry of Labour Contact Centre at 1-877-202-0008 and give verbal notification of the accident.
- o Notify a JHSC Worker Member about the accident.
- o Complete an accident investigation with the JHSC Worker Member and send a copy of the completed report to the Health, Safety & Environmental Advisor.

Health, Safety & Environmental Advisor

- o Notify the Regional Director of the Ministry of Labour, in writing, about the accident within 48 hours.
- o Complete a Form 7 report and submit to WSIB.
- o Assist with modified work placement as required.

2. EMERGENCY EVACUATION

The nature of the emergency will determine whether personnel are evacuated to the internal or external meeting point at each plant. Emergencies such as fire or a natural gas leak will require an external evacuation while a power outage or weather emergency will require an internal evacuation.

Plant location	Internal meeting point	External meeting point
P2 – 35 Townline	Laundry Area	Flag Pole
P3 – 101 Townline	Lunchroom	Flag Pole
P4 – 105 Spruce St.	Lunchroom	Flag Pole

Emergency Evacuation Procedure

Sound the alarm - the plant manager or a group leader will sound the alarm and direct personnel to evacuate to the internal or external meeting point as determined by the nature of the emergency.

Orderly shutdown -All personnel must shutdown their equipment in an orderly manner and then proceed to the assigned meeting point.

Headcount – the plant manager or a group leader will take a headcount to ensure all personnel, including contractors and visitors, are accounted for.

Corrective Action – the plant manager or a group leader will take the appropriate corrective action which may include calling 911, the natural gas utility or the Facilities Manager.

Remain at the meeting point – all personnel must remain at the meeting point until given the “all clear” signal to return to the plant or otherwise given permission to leave the meeting point.

All Clear – the plant manager or a group leader, working in conjunction with emergency services or the Facilities Manager, will determine when it is safe to re-enter the plant and give the “all clear” signal.

Annual Testing – the Facilities Manager will coordinate and document testing of the Emergency Evacuation procedures at each plant on an annual basis.

3. CHEMICAL SPILL

The following substances are used or present in sufficient quantity at Marwood that they could cause environmental harm if spilled to the natural environment.

- Lubricating oil
- Drawing oil
- Diesel fuel

The procedures detailed below must be followed to respond to a spill of any of the above noted substances.

Contained Spill

A spill that is contained within a building or on an exterior hard surface should be cleaned using one of the spill containment & cleanup kits available at each plant. Saturated absorbent material should be placed into a drum or the spill kit container.

The Facilities Manager should be contacted to arrange safe disposal of the saturated absorbent material.

Uncontained Spills to Land

Uncontained spills to land should be cleaned up using the spill containment & cleanup kits available at each plant. Saturated

absorbent material should be placed into a drum or the spill kit container.

The Facilities Manager should be contacted to arrange safe disposal of the saturated absorbent material.

If all of the spilled material cannot be recovered, then the Ministry of Environment must be notified by calling the Spills Action Centre at 1-800-268-6060

Uncontained Spills to Sewer

Uncontained spills to the sewer system should be cleaned up using the spill containment & cleanup kits available at each plant. Saturated absorbent material should be placed into a drum or the spill kit container.

The Facilities Manager should be contacted to arrange safe disposal of the saturated absorbent material.

If all of the spilled material that enters the sewer system cannot be recovered, then the Ministry of Environment must be notified by calling the Spills Action Centre at 1-800-268-6060. In addition, the Oxford County Engineering Department must be notified by calling (519) 539-9809.

4. NEWS MEDIA COMMUNICATION

All news media questions and requests for interviews should be directed to a member of the senior management team.