

Health and Safety Policy

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Originating Department	Human Resources
Policy Owner	Human Resources – Dana Cioffi-Tagliabue
Executive contact:	CHRO

Teranet Inc. reviews this policy annually to ensure relevancy and legislative compliance. Teranet Inc. reserves the right to change or amend this policy at any time at its discretion.

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Purpose

Teranet’s foremost concern is for the safety and wellbeing of its employees. In fulfilling this commitment, Teranet will provide and maintain a safe and healthy work environment for all employees in compliance with legislative requirements and industry standards. Teranet will review all policies as they relate to Health and Safety on an annual basis and will update procedures accordantly with the support of our Joint Health and Safety Committees (JHSC) / Workplace Safety and Health Committee (WSHC).

All employees share equally in the responsibility for reducing accidents and the time lost by performing their duties in a safe and healthy manner as prescribed by the Teranet Health and Safety Policy. Failure to comply with company health and safety requirements will result in progressive disciplinary action up to and including termination.

Injuries and costly property damage losses can be controlled through good management systems and practices, combined with active employee involvement and co-operation.

Applicability

Company		Employee Type	
✓	Teranet Inc. (TI) Salaried (includes Foster Moore Canada)	✓	Regular Full Time - Salaried
✓	Teranet Inc. (TI) Union	✓	Regular Full Time – Hourly
✓	Teranet CMS Corporation	✓	Fixed Term (Have End Date)
✓	Teranet Manitoba (TMB) Salaried	✓	Regular Part Time
✓	Teranet Manitoba (TMB) Union	✓	Contingent Workers
✓	TeraServ Trivandrum India		

*See separate Glossary [InTeranet > Employee Information > Teranet Glossary] for definitions of terms.

**If your employment is covered under the terms of your Collective Agreement, you should also refer to the agreement for any information related to this topic.

The foregoing entities will be collectively referred to as “Teranet” in this policy.

Health and Safety Cooperation

Responsibilities

It is everyone's responsibility to observe and promote safe work practices and a healthy workplace.

All Supervisors (People Leaders) have the responsibility to see that everyone works safely, and that safe and healthy work conditions are maintained. Safety training will be provided for all employees. Unacceptable health and safety performance will not be tolerated. The success of our accident prevention and loss control program depends on the support and commitment of everyone.

All employees are expected to observe safety rules, use protective equipment provided, and immediately report any hazardous conditions or injuries to the appropriate manager. Anyone not observing safety rules will be subject to corrective disciplinary action.

You will not be discriminated against or disciplined for reporting a legitimate safety concern or hazard, or for refusing work that you believe to be unsafe.

Joint Health and Safety Committee/Workplace Safety and Health Committee

The Joint Health and Safety Committee (JHSC) or Workplace Health and Safety Committee (WSHC) is an advisory group of employee and management representatives. The JHSC/WSHC meets at least once every three months to discuss health and safety concerns, review progress, and make recommendations.

The Committee's main purpose is to identify hazards, such as substances, procedures, working conditions, or anything else that may endanger employees' health and safety, make recommendations to the employer and employees as well as be consulted on matters related to health and safety in the workplace. To a large extent, this purpose is achieved by carrying out workplace inspections, holding regular meetings and listening to employee health and safety concerns.

Employees are encouraged to notify the Committee of their health and safety concerns after reporting to their supervisor. Your identity will remain confidential, and you will not be discriminated against or disciplined for coming forward.

Hazard Identification

Accident/Incident Reporting

If you are involved in any type of occupational injury or illness, you must report the situation immediately to your manager and make arrangements to complete an accident investigation form right away. This form assists us in determining basic causes of accidental injury and illness so that we can improve working practices and prevent a recurrence.

All accidents/incidents are investigated by the Joint Health and Safety Committee and management. Let your manager know as soon as possible if the injury or illness requires medical attention or will prevent you from performing your work.

Workplace Inspections

The Teranet workplace is examined on a regular basis to identify potential and actual hazards associated with buildings, equipment, environment, fire hazards, processes and practices. The inspection also identifies any hazards that require attention and recommends corrective action. Among the hazards that will be identified are:

- unsafe conditions
- unsafe behaviours
- health hazards
- non-compliance with regulations

Under the terms of provincial legislation, these inspections are conducted by the worker member of the Joint Health and Safety Committee / Workplace Safety and Health Committee. Any hazards noted are recorded on an inspection form that is filed with the department supervisor or manager, and the Committee. Subsequent inspections will report on action taken to alleviate these hazards.

Work Refusal

Teranet recognizes and respects the right to refuse work or to do particular work where a worker has reason to believe that performing the task is likely to endanger themselves or another worker.

Teranet will provide a consistent process for responding appropriately to work refusals. All work refusals are investigated by the Joint Health and Safety Committee and management. Let your manager know as soon as possible if a potential safety hazard will prevent you from performing your work.

Operational Controls

Work Area Management

It is your responsibility to help keep our work area tidy and safe. This responsibility includes the following rules:

- Ensure that corridors, doorways, stairs and fire exits are accessible.
- Do not run in corridors and be careful when approaching corners and opening doors.
- Do not permit flammable material to accumulate where it could create a fire hazard. Report broken or malfunctioning equipment promptly to your supervisor or a manager.
- Keep the floor around your work area clean, which includes recycling and garbage bins.
- Keep filing cabinet drawers closed.

Remember, a clean and safe workplace is everyone's responsibility.

Working from Home Safely

The following actions should be taken into consideration when engaging to work from home:

- Ensure you have all the required equipment to do your job efficiently and safely.
- Ensure you have an ergonomically correct workstation. It must be adjusted according to employee height, reach, among other factors.
- Maintain the same level of housekeeping as you would in a Teranet office environment.
- Continually monitor for any hazards that could cause injury or illness by frequently inspecting your work area.

Please refer to the Workforce Model & Work Styles Policy.

Respect in the Workplace

Please refer to the Respect and Dignity in the Workplace Policy.

Education and Training

All new employees will receive instructions on job safety, fire hazards and training as well as will be warned of workplace hazards to health and safety in accordance with the provisions of legislative standards. Job hazards and safety procedures will be fully explained before you begin work. All People Leaders have the responsibility for properly training the employees reporting to them, ensuring that everyone works safely, and maintaining safe and healthy working conditions.

Emergency Measures

Building Security

Only authorized entrances and exits for entering and leaving the building should be used by authorized Teranet personnel. Any back doors or lock-up facilities are to be kept locked unless in use. Keys, lock combinations or security swipe cards will be distributed to authorized personnel as appropriate.

All company property such as keys, lock combinations and security swipe cards must be returned when an employee leaves Teranet. If you see someone in an area that is not open to the public or anyone in any off-limits area, or anyone acting in a suspicious manner, please contact your manager immediately.

Fire

If there is a fire creating an emergency situation, the safety of Teranet employees and customers or clients will be given top priority over all other assets. The following tips are important to remember:

- Follow your fire drill Protocols.
- If you have not been updated on the procedures, please refer to Health and Safety section on Teranet's Intranet.
- Remove anyone in immediate danger.
- Keep calm and direct everyone away from the emergency scene.

A Fire Drill takes place on an annual basis. All employees are required to participate in the Fire Drill and are expected to evacuate the building as per the evacuation procedures. For those employees unable to leave the building unassisted special arrangements will be made in these circumstances. *Reach out to your floor's fire warden for more information.*

Power Failure

Every department should keep a fully operational flashlight in a central location that is easily accessible and in plain sight. The following actions should be taken as calmly as possible:

- Escort any clients or customers to the front door.
- Contact the appropriate company to restore power (this should be done by the senior-most manager or the chief maintenance person).
- Remain in your offices or workstations until power is restored or you are given instructions.

Broken Windows or Doors

The following actions should be taken as calmly as possible:

- Direct everyone away from the area which may have broken glass, splinters or falling glass fragments.
- Notify your manager immediately or send another employee to do so.
- Arrange for maintenance to clean the area as soon as possible.

First Aid

Designated first aid trained representatives who hold a valid First Aid certificate and have direct access to first aid supplies are onsite in all Teranet office locations when work is in progress. The number of first aid trained personnel is dependent upon the number of employees, level of hazards and travel time to medical facilities at a specific location. First aid supplies and first aid rooms can be found in all office locations. First aid kits are located on each floor beside the Health and Safety boards.

Teranet ensures that first aid kits and their contents are checked regularly, to ensure that all items are in good order in accordance with provincial regulation. A record of these inspections are maintained with the kits.

Evaluation

The effectiveness of this policy in risk mitigation and injury prevention shall be evaluated at least annually by reviewing legislation, maintaining injury/hazard statistics and management review of the data to determine effectiveness, and taking corrective actions. The content of this policy shall be reviewed at least annually, or where there is a change that can affect the policy's effectiveness.

Documents and Records

The content of this policy shall be reviewed at least annually, where there is a change that can affect the policy's effectiveness or where there is a change in circumstance in the workplace that pose a risk to workers. All records related to Teranet's health and safety program will be maintained.

Related Resources Available

- Health and Safety Policy Statement
- Respect and Dignity in the Workplace Policy
- Workplace Harassment Policy Statement
- Ergonomics Policy
- Communicable Disease Prevention Policy

- Workforce Model & Work Styles Policy Business Continuity Plan
- Infectious Disease Plan and Governance (contained in Business Continuity Plan)