



Work Site Evaluation and Investigation Policy

Scope and Purpose

Workplace evaluations and investigations are an important function in attaining a workplace that is free from occupational injuries, illnesses, harassment, and violence at About Staffing and all its affiliate clients work sites. Regular and impromptu evaluations and investigations will take place to monitor the effectiveness of the health and safety program and keep employees safe.

This policy is intended to ensure that About Staffing is proactive in identifying and evaluating the safety of a workplace to reduce and eliminate hazards for the safety and protection of people supported, employees, contractors, visitors, and the general public. About Staffing will do everything possible to ensure that workplace evaluations are conducted in a timely fashion by the Safety Representative or a member of the Joint Health and Safety Committee (JHSC), ideally before the candidate arrives for assignment. The purpose of this is to identify, record and correct any deficiencies and enforce appropriate corrective action consistent with the Occupational Health & Safety Act and as About Staffing's policy.

Informal evaluations shall be conducted by About Staffing's Safety Representative and/or JHSC on an ongoing basis and may be done in conjunction with other business. Formal evaluations involving affiliate clients shall be conducted annually and documented by using the "Site Evaluation Procedure."

In addition to About Staffing's evaluations and hazard assessments; affiliate clients are required to conduct regular formal, documented evaluations in accordance with their in-house Occupational Health and Safety (OHS) Program, or ensure the evaluation is conducted by a qualified designate.

Definitions

Hazard:

Any real or potential situation, condition, practice, behaviour, act, or thing that can cause injury, illness, adverse health effects, death, or damage to or loss of equipment, property, or the environment.

Hazard Assessment:

An evaluation focused on identifying, recording, and correcting any real or potential condition, practice, behaviour, act, or thing that can cause injury, illness, adverse health effects, death, or damage to or loss of equipment, property, or the environment.

Work Site Evaluation/Inspection:

A process to examine compliance with established policies and procedures for workplace evaluations. Often in conjunction with a formal hazard assessment and performed at client sites.

Investigation:

A formal process elected when a hazard, violent act, injury, etc. has been identified and brought forward to the JHSC. Incidents that have generated a complaint, 'near miss', or refusal of work require a formal investigation with 24 hours of incident.

Near Miss:

An incident where no property was damaged and no personal injury was sustained, but where given a slight shift in time or position; damage and/or injury easily could have occurred.

Procedures

About Staffing and its JHSC is committed to regular formal and informal evaluations, investigations, and hazard assessments. The JHSC will schedule and conduct regular formal evaluations. Informal evaluations can be done during meetings with affiliate clients and can elect to include members of their internal OH&S team.

In the event of an injury or work refusal, affiliate clients are to be included in the investigation process to ensure their compliance of About Staffing's Health and Safety Program, ensuring a timely resolution to any hazards at play.

Work refusals

Under section 5(a) of the OHS Act, workers must use reasonable care to protect their own health and safety, and that of other persons at or near the work site, while they are working. This may require that the worker does not perform the work. Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right. Review "Refusal to Work Policy" for an in-depth understanding.

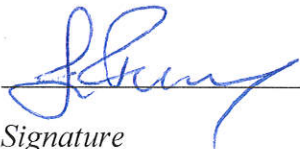
Corrective Measures

Any evaluations, hazard assessments, or investigations will be reviewed regularly at JHSC meetings, which occur the first Friday of each month.

About Staffing is committed to ensuring safe workplaces and as such will provide its affiliate clients with insights and recommendations for any corrective measures required on any identified hazards or potential hazards.

Written recommendations made to affiliate clients will have a date of expected resolution. Follow up on recommendations made are to be expected. About Staffing will ensure the appropriate actions are taken to safeguard the protection of all people supported, employees, contractors, visitors, and the general public.

*Failure to produce the appropriate corrective measure may result in termination to the service agreement made.



Signature

June 8, 2023
Date