	Document Title:	Document Number:	CCE_HR_009
	Health & Safety Policy	Process Owner:	Human Resources Manager
		Revision Number:	003
		Revision Date:	4/29/2024

Health & Safety Policy

This document serves to outline Markdom’s health and safety policy, including, individuals’ roles in maintaining and ensuring the success of the policy. This applies to all Markdom employees, contractors, suppliers, vendors and visitors and all facilities.

It is the responsibility of all employees of Markdom to uphold this policy and ensure it is followed. It is the responsibility of Human Resources to ensure that this policy is reviewed annually and remains adherent to Federal and Provincial Laws and guidelines as well as broader Markdom policies.


Markdom is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe and healthy work environment.

All managers, team leads and workers must be dedicated to the continuing objective of reaching zero injuries for all who enter our facilities. Markdom is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of its employees.

We are committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. Markdom will develop, implement and enforce policies and procedures that promote our objective.

Our Management Team ensures that every reasonable precaution will be taken for the protection of our employees and all who enter our facility by ensuring the following:

- Developing, implementing, and enforcing Markdom policies and procedures.
- Implementing and enforcing health and safety legislation, policies, procedures and practices and look for ways to continuously improve our Health and Safety Programs.
- Ensuring that employees are trained in safe work procedures, instruction, information, and use of personal protective equipment (PPE)
- Supporting the activities of the Joint Health and Safety Committee
- Ensuring that each hazard identification, risk management and incident investigation is investigated and that we take appropriate preventative actions.
- Reviewing all monthly workplace inspections and/or JHSC minutes and facilitate corrective action plans.
- Taking direct responsibility and accountability for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.

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- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Ensuring that all contractors, suppliers, vendors and visitors adhere to all relevant legislation, policies, procedures and practices
- Providing a work environment in which all workers are treated with respect and dignity.
- Workplace violence and/or harassment will not be tolerated from any person in the workplace

Every employee understands the importance of their participation in keeping our workplace safe and healthy. Adherence to safety legislation, policies, procedures and practices is a condition of employment for all workers. The following points summarize our employees’ commitments to health and safety:

- Actively participate in all required health and safety training and apply the knowledge that is learned.
- Complying with occupational health and safety policies, procedures, safety legislation and practices.
- Promptly reporting without fear of reprisal hazards, incidents, near-misses, as well as occupational injuries and illnesses to managers or HR, so they may be dealt with quickly.
- Using appropriate personal protective equipment as required.
- Performing their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting any acts of violence or harassment in the workplace.
- Learning the posted Emergency Plan detailing Markdom facilities procedures pertaining to: Fire, Weather, or Medical Emergency.


Joint Health & Safety Committee (JHSC) The OHSA sets out certain functions and powers that apply to the committee or representatives as a whole, and specific duties and powers that apply to worker members.

The committee’s key functions are to:

- identify hazards in the workplace through activities like workplace inspections, accident investigations and information analyses
- make recommendations to the employer on health and safety issues and on programs and procedures to improve health and safety.

Responsibilities and powers of the health and safety representative include:

- Identify workplace hazards
- inspect the workplace at least once a month consult on workplace testing

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- make recommendations to the employer
- investigate work refusals and serious accidents

We believe that conditions which can lead to injuries and illnesses are best addressed proactively by fostering an environment in which all parties work together to eliminate and control hazards.

- Employees that voice or identify a health and safety concern to management will not be subject to retaliation.
- Health and safety comments will be reviewed by Management and will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

Periodic auditing of our Health and Safety Management System will be undertaken to ensure its continued suitability and effectiveness and we will review this policy at least annually and revise it as often as is appropriate.

If each and every one of us puts safety at the heart of everything we do, together we can help ensure that our workplace is safe.

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RECORD OF REVIEWS

Date	Revision Description	Approved By	Revision Level
04/29/2018	Original revision / Published Company Policy	President – Joerg D.	001
04/29/2022	Removed the local EHS representative, increased the target to zero injuries and updated responsibilities.	HR Manager - Johanna Agaton	002
04/27/2023	Annual Revision	HR Manager - Johanna Agaton	003
04/19/2024	Added JHSC responsibilities Added HSMS statement	HR Manager - Johanna Agaton	004