

## **Policy Number 301-H**

### ***SUBJECT: Safety and Good Housekeeping***

“No job is so important; no task is so great that we cannot afford to take the time to do it safely”. Global Spectrum’s objective is to have a safe workplace where employees can work with a minimum risk of injury. Global Spectrum promotes and maintains a safe workplace. Safe work practices are of paramount importance to Global Spectrum. Your help is vital and essential for everyone’s protection. It is your responsibility to observe all established safety rules and regulations and to always use safe work methods or practices. The responsibility is to yourselves, your fellow workers, your clients and customers, as well as others in and around the work area.

All employees are required, as a condition of employment to comply with all Federal, Provincial, Municipal, and Global Spectrum safety and health standards. These include, but are not limited to, requirements defined by the Occupational Health and Safety Act (OSHA), Workplace Safety and Insurance Board (WSIB) and provincial laws. Willful negligence and/or failure to observe and follow established safety policy guidelines will result in disciplinary action up to and including termination of employment.

In keeping with this spirit, Global Spectrum asks that each of you follow the guidelines listed below:

- Work in a safe manner and create safe conditions for yourself and team members.
- Report all unsafe conditions or acts to your supervisor
- Immediately report all injuries to your supervisor
- Always observe prescribed safety procedures
- Immediately clean spills from the floor and place “wet floor” sign in position
- Know and practice that right and wrong way to lift or move anything
- Notify your supervisor of any known physical limitation you may have
- Always follow all safety signs and warnings without a question, and never remove them.
- Follow all designated safety procedures and wear all required personal protection equipment including safety glasses and hearing protection. If you have any questions regarding appropriate apparel or jewelry, please contact your supervisor
- Horseplay is not permitted
- Smoking is permitted only in designated areas
- Always wear your seat belt while operating a vehicle on Global Spectrum business.



**Personnel Policy Manual**

**Effective Date: 07/01/2012**  
**Policy Number: 301-H**  
**Original Policy Issue Date: 01/06/2000**

All forms of scrap, waste materials and debris, will be kept clear of the work area, including passageways, stairs, emergency evacuation routes, in and around buildings or other structures. All materials, supplies and equipment shall be arranged in an orderly fashion to eliminate congestion that would contribute to tripping or falling hazards and interfere with work performance. These guidelines do not include all Global Spectrum established safety rules. It is your duty as an employee to follow and obey all written and spoken safety rules for your own benefit as well as others.