



# Health and Safety Policy Manual

Authorized by:

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Altech Security Integration Inc.



## Presidents Message on Health & Safety

Altech Security Integration Inc. is committed to establishing and maintaining an incident free work environment to protect our clients and employees. This begins with detailed planning for safe execution and benefiting from constructive dialogue with employees, clients and all parties involved in our work. An injury and accident-free workplace is our goal and every reasonable precaution will be taken to protect our workers.

Our safety culture is deeply rooted in our overall business strategy and is our number one priority. Our managers are equipped with the training, experience, knowledge and authority to manage our projects safely. It is the responsibility of our managers to take all reasonable precautions to protect the health and safety of the workers within their areas of operation, and ensure that workers comply with the Occupational Health & Safety Act (OHSA) and associated regulations and guidelines. We also commit to regularly upgrading and investing in our equipment to ensure that our teams work efficiently, cleanly and safely.

Safety should never be sacrificed for production. Our employees and managers live up to our values of respect, integrity, learning and collaboration; values which worker safety is at the core.

A handwritten signature in black ink, appearing to read "M. Yelavich", written in a cursive style.

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## Table of Contents

Health & Safety Policy Statement .....	1
Job Hazard Analysis and Working at Customer Premises.....	2
Emergency Response and First Aid.....	4
Accident Reporting, Incident Investigation and Corrective Action.....	6
Hazardous Substances / WHMIS.....	7
Manual Handling/Lifting .....	8
Noise at Work .....	9
Occupational Driving .....	10
New Employee Training and Orientation.....	11
Personal Protective Equipment (PPE) .....	12
Safety Guidelines for Hand Tools .....	13
Electrical Safety.....	15
Working at Heights.....	16
Company Rules, Regulations and Disciplinary Action .....	19
Health and Wellness .....	21
Workplace Violence and Harassment Policy.....	23
Receipt of booklet .....	24

# Health & Safety Policy Statement

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It is the policy of Altech Security Integration Inc. to ensure the health, safety and welfare of its employees, and of those who could be affected by their undertaking. In accordance with requirements of the Occupational Health and Safety Act, and other applicable legislation, the company will undertake the assessments and instigate reasonable and practical arrangements to ensure:

- Places of work are maintained in a safe condition.
- Working environments are safe and without risk to health.
- Work equipment, tools and systems of work are safe and without risk to health.
- Information, instruction, training and supervision are provided to ensure the health and safety of its employees and that of persons who may be affected by their work activities.

Altech Security Integration Inc. will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of creating, enforcing and reviewing policies that eliminate the possibility of injury and illness. Managers have a key role in maintaining these standards and should regard their Health and Safety responsibilities toward persons under their direction, with equal importance to that of maintaining customer service levels and profitability.

The effective implementation of this policy will require the co-operation of employees at all levels. All employees are reminded that they have specific responsibilities to:

- Ensure the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.
- Use equipment in accordance with the instructions and training provided.
- Report any work situation, which is considered to pose a serious threat or danger.
- Co-operate with their employers to comply with any statutory requirement placed upon them.
- Report any matter where it is considered that the safety arrangements in force fail to reduce risk to an acceptable level.

# Job Hazard Analysis and Working at Customer Premises

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The purpose of our Job Hazard Analysis is to identify, control or eliminate potential or actual dangers in a job or task. Both management and employees are responsible for ensuring all work is safely planned; the Job Hazard Analysis will assist in determining firstly, what are the steps in the job; secondly, what are the potential hazards in the job; and finally, what are the protective measures for the safety of our worker(s) assigned to do the non-routine work.

First, required jobs and steps that the project will require must be identified. Once the basic steps have been recorded, potential hazards must be identified at each step. This is based on observation of the job, knowledge of accident and injury causes, and personal experience.

To identify potential hazards, the supervisors and employees may use questions such as these (this is not a complete list):

- Can any body part get caught in or between objects?
- Do tools, machines or equipment present any hazards?
- Can the worker make harmful contact with objects?
- Can the worker slip, trip or fall?
- Can the worker suffer strain from lifting, pushing or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic or caustic substances?
- Are there dusts, fumes, mists or vapours in the air?

## **Eliminate or control the hazards identified.**

- **Eliminate the hazard:** choose a different process, modify an existing process, substitute with less hazardous substance, improve environment (ventilation), modify or change equipment or tools.
- **Contain the Hazard:** If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.

*Eliminate or control the hazards identified continued...*

- **Contain the Hazard:** If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.
- **Revise Work Procedure:** Consideration might be given to modifying steps that are hazardous, changing the sequence of steps or adding additional steps (such as locking out energy sources).
- **Reduce the Exposure:** These measures are the least effective and should only be used if no other solutions are possible. One way to minimizing exposure is to reduce the number of times the hazard is encountered.
- **Communication of Job Hazard Analysis to Workers:** When the Job Hazard Analysis is completed, the results must be communicated to all workers who are, or who will be, performing the job. The job hazard analysis must be discussed by the employees performing the job to ensure that all the basic steps have been noted.

Being aware of the surroundings also helps to eliminate uncertainty. We encourage all of our employees to take time to walk around the workplace and get a feel for their surroundings before starting any work. Employees are to report any problem areas immediately. If areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to the supervisor on site. The supervisor will assess the situation and take necessary steps to correct the problem.

# Emergency Response and First Aid

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- Should an injury occur, it is essential that first aid be administered immediately followed by proper medical treatment if necessary.
- Determine the required response, such as rescue, fire fighting, or evacuation. Refer to Altech Security Integration Inc. emergency numbers form.
- First aid kits are available in all company installation vehicles and available at each workplace.
- Transportation of an injured worker to a hospital, doctor's office or worker's home will be provided by a supervisor when necessary.

## **Procedures for Rescue of a Worker Suspended in a Safety Harness**

The rescue of a worker who has fallen and is being suspended in his/her safety harness needs to be undertaken as quickly as possible for several reasons:

- The worker may have suffered injuries during the fall and may need medical attention.
- Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in "suspension trauma."
- The suspended worker may panic if they are not rescued quickly.
- The event that led to the fall may create additional risks that need to be addressed.

## **General Suspended Safety Harness Rescue Procedures:**

### **If Elevating Work Platform is available on site:**

- Bring it to the site and use it to reach the suspended worker.
- Ensure that rescue workers are protected against falling.
- Ensure that the EWP has the load capacity for both the rescuer(s) and the victim.
- If the victim is not conscious, 2 rescuers will be probably be needed to safely handle the weight of the victim.
- Position the EWP platform below the worker and disconnect his lanyard when it is safe to do so.
- Treat the victim for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

**If no Elevating Work Platform is available:**

- Where possible, use ladder(s) to reach the victim.
- Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
- If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 rescuers may be needed.
- If worker is suspended from a lifeline, where possible, move the suspended victim to an area that can be safely reached by the ladder(s).
- If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim's harness.
- Other rescuers should lower the victim while he/she is being guided by the rescuer on the ladder.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

# Accident Reporting, Incident Investigation and Corrective Action:

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The prime objective of accident investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Accidents can rarely be attributed to a single cause. Work environment, job constraints, and supervisory or worker experience can all play a part. These factors must be examined to determine what role each had in causing the accident.

Altech Security Integration Inc. requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Supervisors will report the accident promptly to management. Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

## **Reporting and Investigation Procedure:**

### **Procedure:**

1. Employee reports a work-related accident.
2. Administer first aid as required.
3. Arrange for transportation for injured employee to medical treatment if required.
4. Eliminate the hazard if possible or guard the accident scene if worker is critically injured.
5. Management investigation of the cause of the accident and report findings in the Accident/Incident Report form. Once cause is determined, corrective action is recommended and communicated to all relevant parties.
6. Once corrective action is taken, implementation is monitored.

## Hazardous Substances / WHMIS:

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Employees should avoid the need to use hazardous substances wherever possible. Where the use of hazardous substances cannot be avoided, employees are required to undertake assessments to ensure controls are provided that maintain employee exposure at safe levels. Managers are responsible for ensuring that all hazardous substances used by their employees or at locations under their control are identified and entered onto a register. The information contained on safety data sheets should be used when undertaking assessments of the exposure of employees when using substance identified on the register. Managers are responsible for ensuring that the precautions deemed necessary are brought to the attention of employees and are adhered to at all times.

- All hazardous substances in use should be recorded in the register.
- Safety data sheets should be obtained for all substances identified on the register.
- Information issued to employees regarding the safe use of hazardous substances should be recorded.

## Manual Handling/Lifting:

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Employees should avoid the manual handling/lifting of loads where possible. Where manual handling/lifting can not be avoided, assessments of the task should be undertaken to ensure appropriate precautions have been taken to prevent injury. Regardless of the weight, all manual handling activities have the potential to cause harm. The following procedure should be observed when lifting any loads:

- Plan the lift before you start, how will you grip it, where have you got to take it, what route will you take, is the route free of obstructions, where and how will you put it down.
- Stand close to the load, place the feet apart with leading leg forward for balance.
- When lifting items from below waist height bend the legs, not the back.
- Get a firm grip, keep your arms inside the boundary formed by the legs.
- Evaluate the weight of the load and the centre of gravity.
- Only continue with the lift if you are sure that you can lift, carry the lower the load safely.
- Lift slowly using your leg muscles to stand and keep the load close to your body.
- Do not jerk or twist the body whilst lifting, carrying or lowering the load.
- Put the load down slowly, using your leg muscles if the load is to be lowered.
- Adjust the load only after you have put it down.

Seek assistance if a load is too heavy or bulky to lift safely on your own. Do not attempt to lift a load on your own if you feel it is not within your capacity to do so safely.

## Noise at Work:

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High noise levels can permanently damage hearing. The danger depends on how loud the noise is and exposure period. The damage builds up gradually and employees may not notice changes from one day to another, but once damage is done there is no cure. Where risk assessment identifies a requirement for the issue and wearing of hearing protection Altech Security Integration Inc. shall issue the equipment. Employees shall be advised of the hearing protection zones at their work locations.

- Reduce noise exposure as far as is reasonably practicable by means other than hearing protection.
- Make employees aware of the risk of noise induced hearing loss and make available appropriate hearing protection.
- Designate mandatory hearing protection zones and enforce the use of hearing protection where necessary.

# Occupational Driving:

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Altech Security Integration Inc. is committed to safeguarding the health, safety and welfare of its employees and other persons who may be at risk from, or come into contact with, any of the company's business activities by achieving a cycle of continuous improvements in road safety performance. This approach is underpinned by a proactive and positive road safety culture. Management, employees and those working on behalf of the company are reminded that they have a duty and responsibility to manage work activities in line with this policy by:

- Ensuring that they are compliant with all relevant, applicable legislation and other requirements pertaining to the management of work related road safety.
- Gathering and analysing key safety and risk data on your vehicles, trips or collisions.
- Setting and communicating clear road safety objectives.
- Ensuring that road safety is considered in any projects and investment decisions.
- Monitoring performance, learning from accidents and incidents, and reporting all significant accidents and incidents to the Board.

Employees are expected to practice safe driving habits and follow all rules of the road. Safe driving habits include:

- Be familiar with your vehicle and its limitations and be aware if it is not operating properly.
- Everyone must wear seat belts when in operating any equipment fitted with a seat belt.
- Always come to a complete stop and make sure that you are aware of your surroundings.
- If it is a busy area or there is poor visibility, get out of your vehicle and survey your surroundings when reversing.
- Make sure you check your blind spots when changing lanes. Look over your shoulders and in your mirrors regularly.
- Driving requires your full attention. Avoid distractions!!! Do not adjust the radio, or other controls, eat or drink, or touch cell phones while driving.
- Allow other drivers space and do not engage in road rage type behaviours.
- Slow down and you will also be able to observe your surroundings more easily, taking note of cyclists, pedestrians, and other vehicles.
- Park your vehicle carefully. Avoid leaving it in a space that is likely to block traffic or create a blind spot. When exiting the vehicle look both ways before stepping out and away from your vehicle.

## New Employee Training and Orientation:

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All new employees of Altech Security Integration Inc. will read and review our company Health and Safety Policy with their manager. After completion the worker will sign the sheet at the end of the policy acknowledging acceptance and understanding of his/her obligations and responsibilities. The manager will complete the New Worker Orientation Checklist with the employee before they start working at the site. A copy of the signed Health and Safety Policy and New Worker Orientation Checklist will be submitted to be kept on file at the head office. In class topic specific health and safety training such as Working At Heights and Aerial Platform must be successfully completed before engaging in those activities to protect both themselves and those around them. Management is responsible for ensuring records of all completed training courses are maintained.

## Personal Protective Equipment (PPE):

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Employees are required to use personal protective equipment (PPE) where it is not possible to reduce the risk by other means. Personal protective equipment is provided to protect against a specified risk free of charge. Employees are provided with personal protective equipment appropriate to the general hazards associated with their work activities such as high visibility clothing, waterproof jackets, helmets, protective eyewear, respiratory protection, hearing protection and hand protection. Green Patch foot protection is not provided by Altech but is required on all job sites. Additional PPE such as fall protection equipment is provided where a risk assessment shows it is necessary to reduce a specified risk to an acceptable level. Employees are required to co-operate by wearing, storing and maintaining their PPE in accordance with the information and instruction provided and for reporting any defects with equipment to enable timely replacement or repair.

## Safety Guidelines for Hand Tools:

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Hand tools are non-powered tools including wrenches, pliers, hammers, hand saws, etc. Common hazards in regards to hand tools arise from misuse and improper maintenance. The following examples are common examples of misuse:

- Using a screwdriver as a chisel, causing the operator to lose control and resulting in the screwdriver projecting and striking another employee or tool.
- Using tools with handles that have splintered or cracked, e.g., a wood handle on a hammer.
- Using a wrench as a hammer.

### **The follow precautions must be followed when using a hand tool:**

- Select the right tool for the job.
- Inspected before each use and take out of service if defective.
- Impact tools such as wedges and chisels that have mushroomed or burred heads may shatter.
- A file without a handle could cause cuts, punctures and abrasions.
- When using a sharp-edged tool, work it away from your body and wear gloves.
- When using a screwdriver, secure the work in a vice, if possible (it is not safe to hold the screwdriver in one hand with the material being worked on in the other).
- Grasp pliers near the end of the handle, not close to the hinge.
- Wire cutters, take care that the wire ends do not cause injury. Wear eye and/or face protection.
- Use spark-resistant tools when working near flammable materials.
- Do not throw tools to another worker or onto a working surface.
- Do not carry tools in your hand when going up or coming down a ladder.
- Return tools to their proper place when not in use.
- Store sharp-edged tools separately from other tools.
- Use a tool kit or tool belt to carry tools. It is a dangerous practice to carry tools, especially if they are sharp or pointed, in your pocket.
- When working overhead, make sure that tools cannot fall to lower levels.
- Do not leave tools on overhead ledges, beams or windowsills.

## **Electric Power Tool Safety**

Power tools also pose hazards when they are not used properly. Depending on the type of power tool, several sources of power may be used such as electric, pneumatic, liquid fuel, hydraulic, and poweractuated. Workers must exercise the following precautions when using power tools:

- Avoid loose fitting clothes, ties, or jewelry such as bracelets.
- Keep a well-lit area when operating power tools.
- Before using a tool, inspect the cord and plug for signs of damage.
- Remove from service and tag out damaged equipment.
- Always use properly grounded tools - those with three pronged plugs or double insulated tools.
- Disconnect power from tools when not in use, before services, and when changing accessories.
- Always use Ground Fault Circuit Interrupters (GFCI)
- Wear appropriate personal protective equipment such as eye protection due to the danger from flying particles. Wear safety boots to protect against injury should the tool fall.
- Do not wear loose clothing or gloves with the hazard of entanglement in moving parts.
- Hold the tool firmly in both hands.
- Never use the cord to lift or lower an electric tool.
- Avoid hanging electric cords over nails or sharp edges to prevent damage to the cord.

## Electrical Safety:

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Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturer's recommended operating practices prior to using new electrical appliances, tools and equipment. Use the following guidelines to reduce the risk of personal injury.

- All electrical tools and appliances will be double insulated or have a three prong plug-in.
- Only qualified and authorized electricians are allowed to service and repair electrical appliances, tools and equipment.
- Prior to operating electrical powered tools and equipment, ensure that you are working on a dry surface.
- Tools with damaged cords, grounds and housing units are to be tagged "Out of Service" and sent for repair.
- Missing or damaged ground plugs of any appliance, tool or piece of equipment are to be repaired prior to use.
- Damaged extension cords shall be tagged "Out of Service", repaired or replaced as warranted.
- Always stand to the side of a service box when resetting a breaker.
- All electrical tools must be CSA approved.
- Disconnect power tools from power source before making adjustments. Defective equipment needs to be tagged "Out of Service" and removed.
- Tools with electrical arcing brushes should be removed when you feel any tingling during use.

## Working at Heights:

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Where possible the need to working at heights should be avoided. Managers shall undertake a general risk assessment where the need to work at height cannot be avoided. The assessment should ensure that:

- Access equipment to be used is suitable for it's intended use.
- Access equipment is maintained in safe condition, and regularly inspected by competent persons.
- Employees using access equipment are trained in it's use.
- Precautions are taken to protect access equipment from being struck by moving vehicles.
- Edge protection is provided for work places where persons could fall and suffer injury.
- Precautions are taken to prevent personas falling through fragile roofs or roof lights.
- Precautions are taken to minimise the effect of someone falling.
- Precautions are taken to protect persons below from falling materials.

Employees may only use access equipment if they have been trained and authorized to do so. Employees authorised to use access equipment should undertake pre-use checks of to ensure it is safe for use. Defective access equipment should be reported and withdrawn from use immediately.

### **Ladder Safety Policy**

When required the appropriate ladder will be used for the corresponding job and defective ladders will not be used. When hazards exist that cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding ladders will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees and the public. Never climb or stand on any "makeshift" devices such as chairs, barrels, drums or boxes. The safe use of ladders requires careful attention to all details of maintenance and use.

#### **Follow these safe practices when using a extension/straight ladder:**

- Select the proper ladder (it should be equipped with safety feet suitable for the surface on which it is going to be used).
- The use of industrial type platform ladders is recommended. Standing or working on the top step of standard ladders is extremely dangerous.
- Never use a stepladder as a straight ladder. Always open the legs completely and lock the braces.

**Follow these safe practices when using a extension/straight ladder:**

- Select the proper ladder (it should be equipped with safety feet suitable for the surface on which it is going to be used).
- The use of industrial type platform ladders is recommended. Standing or working on the top step of standard ladders is extremely dangerous.
- Never use a stepladder as a straight ladder. Always open the legs completely and lock the braces.
- Inspect the ladder before use. (Ladders with broken rungs, split side rails, worn or broken safety feet must be immediately removed from use, and repaired or destroyed).
- Never paint wooden ladders, as this will hide any defects. However, a clear non-slip preservative may be used.
- Always place the ladder one quarter of its working length away from the base of the structure to be mounted. Place its feet on a firm surface and secure it at the top so it cannot slide sideways.
- When climbing up or down ladders, any materials you need should be attached to your belt or hoisted separately. Do not carry anything in your hands.
- There should be only one person on a ladder at any time.
- Always face the ladder when climbing or descending.
- Clean muddy or otherwise slippery soles of shoes before mounting the ladder.
- Do not attempt to reach more than an arm's length in any direction from the ladder - Instead move the ladder.
- Never stand on a rung higher than the third from the top.
- Do not use metal ladders where there is a possibility of contact with electrical conductors.
- When a job is finished, remove the ladder to the ladder rack or storage area. When carrying a short ladder, raise the front end to prevent striking anyone who may be in front of you or coming around a corner. Ladders more than 3 meters (10 ft.) in length should be carried by two persons.
- When workers on ladders could be endangered by ground traffic, a guard should be stationed and signs posted to direct people away from the area.

## Stepladders

Many of the rules for straight ladders apply to stepladders. Never use a stepladder as a straight ladder. Only company provided step ladders with side rails are permitted for use, which provide safer support and a more stable working surface. Be sure to lock the stepladder – spread the legs to their limit and ensure the braces are locked.

## Elevating Work Platforms

- An elevating work platform should only be operated by workers who have been instructed in the machine's operation and have their trained operator card present onsite at all times.
- Inspection is to be done on a daily basis, as per manufacturer's instructions.
- All workers on an elevating work platform are to wear a harness and lanyard at all times.
- Elevating work platforms are only to be used on working surfaces for which the machine was designed.
- Elevating work platforms are to be used up to but not exceeding the maximum rated working loads. All loading is to be evenly distributed.
- No overhanging load is to be lifted on a elevating work platform.
- All equipment is to have alarms and emergency controls.
- When an elevating work platform is used to lift materials, ensure that the materials are firmly secured to the platform.
- Do not place makeshift platforms, such as boxes, or access equipment, such as ladders and scaffolds, on an elevating work platform to gain access to areas above.
- An elevating work platform shall not be driven in a raised position.
- The platform on an elevating work platform shall not be extended by any means other than an extension device from the manufacturer.
- Planks or similar platform materials shall not be used to bridge a gap between elevating work platform and other work areas.
- Elevating work platforms shall not be used in high wind conditions.
- Elevating work platforms shall not be used for pulling, pushing and/or dragging materials.
- When not in use, elevating work platforms are to be turned off.

# Company Rules, Regulations and Disciplinary Action:

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Since our safety program already contains assignments of responsibility, safe work practices, safe job procedures, and regulations to control behaviour, rules have been kept to a minimum. Action shall be taken every time a rule is violated, and not only when some loss occurs because of the violation of rules.

## General Rules

- Wear appropriate personal protective clothing and equipment (where and when required).
- Report all substandard acts, conditions, and near-miss incidents.
- Report all injury or damage incidents/accidents immediately.
- Perform all work following safe work practices and safe job procedures.
- Maintain good housekeeping in your work area.
- Operate all vehicles and mobile equipment in accordance with site rules and applicable legislation.
- No possession or consumption of alcohol or illegal drugs while at the work site.
- Arriving or remaining at work when your ability to perform the job safely is impaired may result in disciplinary action.
- No possession of weapons.
- No fighting, horseplay, or practical jokes.
- No theft or vandalism.
- No damaging, disabling or interfering with safety, fire-fighting or first-aid equipment.

## Regulations

There are numerous other regulations which affect the safety of employees:

- Highway Traffic Act
- Electrical Codes
- Building Codes
- Municipal Bylaws
- Environmental Protection
- Transportation of Dangerous Goods

## **Discipline Policy**

Addressing disciplinary issues can be a very sensitive and stressful process for most managers, supervisors and employees. However, if disciplinary issues are avoided or handled poorly, it can lead to serious consequences such as injury, property damage or fatality. At Altech Security Integration Inc. we do not view discipline as a form of punishment but as a rule or system of rules governing conduct or activity in order to eliminate unsafe circumstances.

## **Disciplinary Program**

The main objective of our disciplinary program is to ensure that rules and safe work practices are taken seriously by all employees and are followed. Where disciplinary action is deemed to be appropriate, it shall be conducted in a timely manner. Trying to correct unsafe behaviour by waiting only allows the behaviour or habit to become more ingrained. Discipline shall be kept as positive as possible and not used in a punitive or negative way. Remember that the goal is to correct the problem, action, or behaviour of the person. The type of discipline shall fit the severity of the misconduct and shall be conducted in private.

## **Disciplinary Program Process**

In order to ensure effectiveness and fairness of the program all of the following five steps must be addressed with equal importance:

1. Review of disciplinary policies and procedures.
2. Investigation of accusations and infractions.
3. Determining and reviewing disciplinary action.
4. Documenting Disciplinary action and program enforcement.
5. Conducting the disciplinary meetings and promoting safe work practices and compliance to regulatory requirements.

## Health and Wellness:

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Altech Security Integration Inc. is committed to promoting the health, safety and wellness of its Employees, Contractors and the public. Altech Security Integration Inc. recognizes and accepts the responsibility to provide Employees with a safe, healthy and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. Being Unfit for Duty or under the influence of Drugs or Alcohol can have serious adverse impacts on the workplace. Workplace accidents resulting from Impairment can also result in liability under workplace safety legislation, and corporate and personal liability under the Criminal Code (Canada).

All Employees and all Contractors providing services to Altech Security Integration Inc. are expected to report to work and remain Fit for Duty throughout their shift and when designated on-call. The following are strictly prohibited while on Altech Security Integration Inc property, operating company owned vehicles or equipment, or sponsored or supported events and when representing Altech Security Integration Inc. or conducting company business:

- Consuming or being under the influence of Drugs or Alcohol;
- Possessing, distributing, offering or selling Drugs, Drug paraphernalia or Alcohol;
- Being Unfit for Duty as a result of consuming or improperly using any Medication;
- Possessing prescription Medication without a legally obtained prescription; and
- Distributing, offering or selling prescription Medication.

Altech Security Integration Inc. has established this Policy in order to balance our respect for individuals with the need to maintain a safe work environment. Violations of this Policy will result in disciplinary action up to and potentially including termination of employment or termination of services.

### **Fatigue**

Fatigue is the state of feeling very tired, weary or sleepy resulting from insufficient sleep, prolonged mental or physical work, or extended periods of stress or anxiety.

Acute fatigue results from short-term sleep loss or from short periods of heavy physical or mental work. The effects of acute fatigue are of short duration and usually can be reversed by sleep and relaxation.

Fatigue is regarded as having an impact on work performance and can; reduce mental and physical functioning, impair judgement and concentration, lower motivation, slow reaction time, and increase risk-taking behaviour.

**In addition to lack of sleep, the following are factored that may affect fatigue:**

- Individual physical fitness. Generally, better fitness allows us to stay alert better; this is why soldiers and professional athletes train for physical fitness.
- Endurance, how accustomed the individual is to level of workload or task demands. Our level of energy and resistance to fatigue are increased when we are experienced at meeting task demands.
- Environmental conditions such as temperature, humidity, altitude, amount of light, and noise affect fatigue levels. If the weather is hot and humid, we tend to be drowsy; bright light and noise tend to keep us awake; thinner air at high mountain altitudes makes us tire more easily.
- Working on tasks nonstop can easily result in fatigue faster than if the work is intermittent, the workers control the pace, or there are breaks.
- Time of day the task is performed. The mid-afternoon and the very early morning make performing more difficult. This is because of the natural effects of "circadian" rhythms.
- The kind of task being performed. Tasks that demand constant attention (like driving) can cause fatigue faster than self-paced work, in which a person can stop and take rest breaks at will.
- How hard we work, and whether the work is continuous or intermittent can make a big difference.

## Workplace Violence and Harassment Policy :

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Altech Security Integration Inc. is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means: engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workers are encouraged to report any incidents of workplace harassment to their manager. Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.



## Receipt of booklet :

**Please retain this signed page at the site of review.**

I have received the Altech Security Integration Inc. Health and Safety Manual and I undertake to familiarize myself and comply with the general safety hazards and rules included, and also with the safety requirement of Altech Security Integration Inc. If there is a safety concern that is not covered in this booklet, I understand it is my responsibility to contact my supervisor or company representative for clarification.

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Managers Name (print): \_\_\_\_\_

Managers Name (signature): \_\_\_\_\_