



Health and Safety Policy

Fen's Market Inc. acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease due to accidents or incidents is a continuing objective. We make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and that active participation at all levels helps ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the wellbeing and productivity of our employees, and we strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties to maintain a safe and healthy work environment. Fen's Market Inc. complies with all applicable workplace health and safety legislation.

Guidelines

Communication

Fen's Market Inc. encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern are not subject to reprisal or retaliation.
- Health and safety comments are reviewed by human resources and management initiates an investigation into each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous if so desired.

Responsibilities

Employers must:

- Provide appropriate personal protective equipment (PPE), maintain it in good condition, and ensure it is used correctly;
- Provide information and instruction related to all real and potential workplace hazards to workers, advise workers of results of occupational health and safety reports, provide competent supervision, and take every reasonable precaution to protect the health and safety of all workers.

- Review all health and safety related policies annually, make revisions where necessary, and develop and maintain a program to implement the policies;
- Communicate and cooperate with the health and safety representative, directors, and any other legislatively required party on matters related to workplace health and safety;
- Post a copy of this policy and a copy of the OHSA in the workplace;
- Adhere to any legislative requirements related to biological, chemical, and physical agents in the workplace, such as maintaining records, monitoring levels and exposure, and providing instruction and training; and
- Provide appropriate training programs related to occupational health and safety.

Supervisors must:

- Always promote a safe and healthy workplace and take every precaution to protect the health and safety of workers they supervise;
- Use or wear PPE appropriately and when required, and ensure workers use and wear PPE appropriately and when required; and
- Advise workers of any real or potential hazards or dangers to their health and safety the supervisor is aware of, and when required provide written instruction on procedures to maintain a healthy and safe workplace.

Employees must:

- Work in compliance with all occupational health and safety policies and procedures;
- Report all missing or defective PPE, any contravention of the OHSA the worker becomes aware of, and the existence of any real or potential hazards they discover in the workplace to their supervisor or the company;
- Use appropriate PPE as required;
- Never remove or alter any PPE without providing an adequate replacement or alternative; and
- Never operate any equipment or work in a way that could endanger themselves or another worker, and never engage in pranks or unnecessary boisterous conduct while in the workplace.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Health and Safety Policy of Fens Market Inc. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____