



**Health, Safety and Environmental
Policies and Procedures**

Updated September 30, 2003

EMPLOYEE HEALTH AND SAFETY POLICIES

EWI Works continues to put workplace safety first. EWI Works has had an occupational health and safety program in place since the company began in 1991.

To date, EWI Works has had zero workplace accidents both on and offsite and is claim free with the Workers' Compensation Board in Alberta since beginning operations. EWI Works is also a member of the National Safety Council in the United States.

ONSITE SAFETY POLICIES

As an ergonomic consulting company, EWI Works provides a comfortable and safe work environment that reflects the current CSA office ergonomics guideline. Along with the provision of ergonomic equipment, work procedures have been set up to ensure the proper use of equipment and safe work practices for the office environment.

It is the responsibility of the employee to ensure he/she maintains the safety program through following all the outlined safety policies. Employees must report all potential safety hazards to administrative staff or management. In the event of an accident or incident onsite, all employees are required to contact the executive assistant at the main branch immediately. An accident report form is to be completed at the earliest convenience.

EWI Works aims to have an accident-free workplace by reasonably complying and communicating all health and safety legislation to its employees. It is the responsibility of management to identify safety needs, implement communication, provide training and supply personal safety equipment. In addition to regular staff meetings on the review of current and updated safety policies, communication bulletins are also distributed by email to all staff.

EWI Works' staff members are trained professionals in the field of ergonomics and occupational health and safety. Additionally, most staff members have completed a number of safety related training courses including administering emergency first aid training through the St. John's Ambulance course and various construction safety courses through the Alberta Construction Association. EWI Works also ensures that employees receive ongoing training and certification in areas required to safely carry out their particular job.

SAFETY POLICIES FOR OFFSITE WORK

EWI Works' employees must strictly adhere to the safety policies and procedures of all clients while conducting work at the client's site. Therefore, employees must familiarize themselves with the client's safety policies and procedures before arriving at the client's site.

Safety equipment such as fire retardant coveralls, safety gloves, steel-toed boots, hard hats and safety glasses are provided to all new employees by EWI Works. If employees require additional safety equipment to complete their job, EWI Works will contact the organization's health and safety department

to determine if the client will provide that equipment. If not, EWI Works itself will ensure that the employee is provided with the required safety equipment that meets industry standards.

All employees are to check in at least once daily when working offsite to inform the office of their personal safety or to discuss any issues that may arise in order to conduct the work.

Work Related Travel

All employees must check in daily when working out of town. This ensures that the head office is aware of the employee's safety and provides an opportunity for the employee to inform the office if there are any issues that need to be addressed regarding the job and/or safety issues. The employee can also retrieve any important messages, personal or business related.

Employees should never put themselves in a situation that could endanger his or herself or do something that they are uncomfortable with. When in doubt, employees are expected to always check in with the office for advice, an opinion, etc. and use their best judgment.

EWI Works does not expect employees to put themselves at risk during dangerous driving conditions regarding work related travel and therefore, employees are expected to exercise caution when driving in dangerous conditions. If the employee feels the conditions do not warrant work related travel, the employee is expected to contact the main office so other arrangements can be made, including postponement of the work.

EWI Works also requires employees to use personal safety practices regarding hotel stay (ensure that locks work on hotel doors and windows, etc). Employees are expected to use their best judgment and if he/she is uncomfortable with the room, EWI Works' main office should be contacted for other arrangements. In cases where the main office is unavailable, employees should make alternative arrangements themselves.

The head office is to be provided with copies of all travel documents, including flight times, hotel information, and a schedule as to where the employee is going to be during the day in case of an emergency.

All employees are to provide the head office with a photocopy of his or her passport information, driver's license and birth certificate.

ENVIRONMENTAL AND COMMUNITY INVOLVEMENT

EWI Works has taken steps to develop policies that strive to improve the environment and support the community in which it operates. All offices have established paper, cardboard and bottle recycling programs. In order to reduce paper, many documents are completed in first drafts and proofread in electronic format. All printer ink cartridges are returned to the manufacturer for recycling.

EWI Works believes in giving back to the community. The organization as a whole and its staff members are actively involved in various community programs and charities to improve the community and assist those in need. Such charity organizations include: Salvation Army; Food Bank donations; involvement and donations to the Stollery Children's Hospital; and Santa's Anonymous.