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Acronyms Page

1. Area Manager - AM
2. Assistant General Manager – AGM
3. Joint Health and Safety Committee – JHSC
4. Human Resource Manager - HRM
5. Manager on Duty - MOD
6. Ministry of Labour – MOL
8. FMI LP by its General Partners FMI
9. Regional Director of Operations - RDO
10. Restaurant General Manager – RGM
11. Restaurant Management Team – RGM, AGM & SM
12. Return to Work – RTW
13. Shift Leader – SL
14. Shift Manager – SM
15. Safe Operating Procedures - SOP
16. Team Member – TM
17. Workplace Compensation Board - WCB
18. Workplace Safety and Insurance Board – WSIB
Section 1 – Health and Safety Policy
HS1.1 Health and Safety Policy

Purpose
FMI is committed to providing a safe and healthy work environment for its employees, guests, visitors and contractors. We will endeavour to ensure that the measures and procedures prescribed by the Provincial Occupational Health and Safety Act, Regulations and other relevant Legislation concerning Health and Safety are met. This includes establishing and maintaining programs to identify and appropriately control workplace hazards; providing for Joint Health and Safety Committees and Health and Safety Representative to identify and address workplace hazards and workplace Health and Safety issues; providing appropriate tools and equipment; and providing suitable training to employees concerning workplace Health and Safety.

Responsibilities
Everyone at FMI is responsible for working safely and reporting all unsafe or unhealthy work conditions. All employees are required to work in compliance with Health and Safety Legislation. All employees must practice proper work procedures, use or wear the equipment, protective devices or clothing that the Company requires to be used or worn and observe all of FMI’s Health and Safety Regulations in order to ensure our Health and Safety as well as the Health and Safety of our guests, visitors and contractors.

Employees have a duty to familiarize themselves and work in compliance with FMI policies and procedures, and to report all injuries and unsafe conditions to their Supervisor or Manager.

Supervisors and Managers have an obligation to ensure that employees work in a safe manner and with the protective devices, measures and procedures required by FMI policies and procedures. This includes advising employees of the existence of any potential or actual danger to their Health and Safety of which the Supervisor or Manager is aware. Supervisors and Managers must also take every precaution reasonable in the circumstances for the protection of employees.

Contractors and Subcontractors undertaking to perform work for FMI must, as part of their contract, comply with all relevant workplace and environmental Health and Safety statutes and to meet or exceed the Company’s safety program requirements.

I trust that all of you will join in a personal commitment to Health and Safety as a way of life.

FMI
Chief Operating Officer

Jan 2012
Section 2 – Roles and Responsibilities
HS2.1 Employer Responsibilities and Accountabilities

Includes: Chief Executive Officer (CEO) & Vice President (VP), per Regional Director of Operations (RDO), Area Manager (AM), and Restaurant General Manager (RGM)

Purpose
In Canada, there are legislated obligations that must be met by employers. In assuring that all obligations are met and by having a comprehensive Health and Safety Program, the Employer is meeting the requirements of Due Diligence in the workplace.

Policy
The CEO per RDO/AM shall exercise their responsibilities in accordance provincial legislation.

Duties of the CEO per RDO/AM
The employer shall ensure that,

a. the equipment, materials and protective devices as prescribed are provided;
b. the equipment, materials and protective devices provided by the employer are maintained in good condition;
c. the measures and procedures prescribed are carried out in the workplace;
d. the equipment, materials and protective devices provided by the employer are used as prescribed, and
e. A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

Without limiting the strict duty imposed by the above, the employer shall,

a. provide information, instruction and supervision to a worker to protect the health or safety of the worker;
b. in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
c. when appointing a Supervisor, appoint a competent person;
d. acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
e. afford assistance and co-operation to a committee and a Health and Safety representative in the carrying out of the committee and the Health and Safety representative of any of their functions;
f. only employ in or about a workplace a person over such age as may be prescribed;
g. not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
h. take every precaution reasonable in the circumstances for the protection of a worker;
i. post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
j. prepare and review at least annually a written occupational Health and Safety policy and develop and maintain a program to implement that policy;
k. post at a conspicuous location in the workplace a copy of the occupational Health and Safety policy;
l. provide to the committee or to a Health and Safety representative the results of a report respecting occupational Health and Safety that is in the employer’s possession and, if that report is in writing, a copy of the portions of the report that concern occupational Health and Safety; and
m. Advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational Health and Safety.

An employer may appoint himself or herself as a Supervisor where the employer is a competent person.

An employer shall,
a. establish an occupational health service for workers as prescribed;
b. where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
c. keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
d. accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
e. notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
f. monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
g. comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
h. establish a medical surveillance program for the benefit of workers as prescribed;
i. provide for safety-related medical examinations and tests for workers as prescribed;
j. where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
k. where so prescribed, provide a worker with written instructions as to the measures and procedures to be take for the protection of a worker; and
l. Carry out such training programs for workers, Supervisors and committee members as may be prescribed.
HS 2.2 Managerial Responsibilities and Accountabilities

Includes: All Managers & Supervisors

Purpose

RGM drives the Health and Safety performance in the workplace resulting in FMI achieving a healthy and safe operation.

Policy

The RGM shall exercise their responsibilities in accordance with provincial legislation. They will be held accountable for their responsibilities and an annual performance review will evaluate their success.

Responsibilities

A Supervisor shall ensure that a worker,

a. works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

b. Uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.

A Supervisor shall,

a. advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the Supervisor is aware;

b. where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

c. Take every precaution reasonable in the circumstances for the protection of a worker.

In addition:

Responsibilities include hands-on activities of:

1. Perform Monthly Workplace Inspections with the JHSC/Health and Safety Representative. Inspection is to be led by the Worker Member of JHSC/Health and Safety Representative.

2. Conduct Monthly Safety Information Sessions – safety talks, staff training etc.

3. Conduct Incident Investigations as required.

4. Ensures workers and contractors are using appropriate protective equipment and safe procedures as they work.

5. Correcting substandard acts or conditions as required using FMI’s progressive discipline policy when necessary.

6. Review First Aid treatment records for any worker injured in their restaurant as per the Return to Work Policy in Section 12.

7. Ensuring PPE and equipment is properly maintained and used in their restaurant as per the Standard Operating Procedures (SOP).

Communication
RGMs are to be made aware of their responsibilities at the time of hiring by the Area Manager and re-communicated on an annual basis.

Training
1. RGM will review annually their responsibilities.
2. RGM must take all pertinent training when working ‘hands-on’ in a department in the workplace.

Evaluation/Accountability
An annual performance review to measure the individual’s performance will be performed by the Area Manager.
HS2.4 Worker Responsibilities and Accountabilities

Includes: All Hourly and Salary Team Members

Purpose
Workers are expected to comply with the Health and Safety initiatives of FMI and violations will result in disciplinary action. The progressive disciplinary process is uniformly enforced for all employees of FMI.

Policy
All workers shall perform their duties in accordance with provincial legislation which shall be taught to them upon hire. They will be held accountable for their responsibilities and an annual performance review will evaluate their success.

Responsibilities
A worker shall:

a. work in compliance with the provisions of this Act and the regulations;

b. use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;

c. report to his or her employer or Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

d. Report to his or her employer or Supervisor any contravention of this Act or the regulations or the existence or any hazard or which he or she knows.

No worker shall,

a. remove or make ineffective any protective devices required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

b. use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

c. Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Communication
Workers are to be made aware of their responsibilities at the time of hiring through orientation and re-communicated on a regular basis.

Training
Workers must take all required training in their department within the required timelines.

Evaluation/Accountability
An annual performance review will be performed by the Restaurant General Manager (RGM).
HS2.5 Health & Safety Disciplinary Policy

Purpose
The purpose of this policy is to outline offences to all employees, including Management, that are considered intolerable or “zero tolerance” at FMI.

Policy
The following conduct is absolutely forbidden at FMI, for which disciplinary action up to and including termination may be taken:

1. Disregard of safety rules and practices that could jeopardize your Health and Safety or that of another worker.
2. Fighting with, threatening, or intimidating another worker, horseplay, or use of abusive language.
3. Engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
4. Possession, drinking of, or being under the influence of alcohol or use, purchase, transfer or possession of an intoxicating substance (i.e. illegal drugs), or reporting to work under the influence of same.
5. Violation of lockout and/or guarding procedures.
6. Not wearing of required personal protective equipment.

Procedure for Progressive discipline process

The progressive discipline action is at the discretion of the RGM in consultation with the HR Manager and is to be applied fairly and equally to all workers.

Communication
The Health and Safety Disciplinary policy is to be communicated to employees at orientation and is given to the Team Member through the Team Member Handbook.
HS2.6 Contractor Responsibilities and Accountabilities

Purpose
Provides control of all workplace activities by requiring all persons performing work at the site to comply with the same Health and Safety standards.

Policy
Any contractors working at FMI on a project/work involving the additions, alteration or maintenance of FMI buildings, grounds or services infrastructure must comply with the responsibilities and accountabilities.

Responsibilities
1. Contractors are required to read, sign and agree to comply with the requirements of this Policy before any work commences. (Form HS2.6a)
2. Contractors must provide a WSIB/WCB Clearance Certificate (must be current, every sixty days).
3. Contractor will ensure the Health and Safety of their workers. Any worker not working safely and/or not wearing appropriate personal protective equipment will be removed from the restaurant.
4. Contractor will provide qualified workers with appropriate training for work to be performed and provide FMI with proof of training
5. Contractor will ensure all work performed in accordance with governing legislation/regulation/industry standards.
6. Contractor is in possession of all necessary licenses, permits, registrations and insurance required.
7. Contractor will immediately notify Management of any potential hazards associated with the work to be performed.
8. Contractor will ensure that their workers are aware of FMI Emergency Procedures, including First Aid stations, emergency exits and emergency numbers.

Communication
Contractors will be notified in writing prior to commencement of work of this policy and a WSIB clearance certificate will be requested at that time.

Training
The contractor will warrant that all of their workers have been appropriately trained for the work they are to perform at FMI.

Evaluation/Accountability
1. A current WCB/WSIB Clearance Certificate will validate worker coverage.
2. The Contractor will sign prior to commencement of work, agreeing to the responsibilities of this policy and their accountability for the Health and Safety of their workers provided to them by the individual requesting the work. (Form HS2.6a)
3. Any employee of FMI observing un-safe work practises by the contractor and/or their workers shall report this to RGM/AM for immediate corrective action which could include removal from the premises and cancellation of the contract.
HS2.6a Contractor Safety Agreement

Description of Job/Work Contracted to Perform

Name of Contractor: _________________

Responsibilities:

- Contract must provide a valid/current Workplace Safety & Insurance Board Clearance Certificate.
- Contractor will work in compliance with the Occupational Health & Safety Act and Regulations.
- Contractor will work in compliance with FMI’s Health and Safety policy manual.
- Contractor will ensure the Health and Safety of their workers. Any worker not working safely and/or not wearing appropriate personal protective equipment (example Slip and Oil Resistant Shoes) will be removed from the workplace.
- Contractor will provide qualified workers with appropriate training for work to be performed.
- Contractor is in possession of all necessary licenses, permits, registrations and insurance required.
- Contractor will immediately notify Management of any potential hazards associated with the work to be performed.
- Contractor will ensure that their workers are aware of Emergency Procedures, including First Aid stations, Emergency Exits and Emergency Numbers.

Health and Safety Evaluation of Contractor at Completion of Job/Project

| Has a current Workplace Safety & Insurance Board Clearance Certificate been provided? | Yes | No |
| Have all those working onsite at a FMI location been trained in WHMIS, Lock out, Safe Lifting, and all other safe operating procedures pertaining to the work that is to be completed? | Yes | No |
| Have all those working on site at a FMI location been given proper PPE to use and instruction on how to use it appropriately? | Yes | No |
| Have all those working on site at a FMI location been given instruction on how to recognize and report unsafe acts and conditions? | Yes | No |

Date: _______________  Contractor’s Signature: ____________________________

Date: _______________  Signature of Person Requesting the Work: _______________
HS2.7 Visitor Responsibilities

This policy will provide protection to employees, visitors and customers alike since visitor activities are controlled by FMI to prevent workplace related injuries and illnesses. A visitor is someone who enters the restaurant for purposes other than employment or dining/food pick up. Examples of visitors are; suppliers, contractors, food delivery workers, etc. The following outlines the procedure for visitors in the restaurant. (Form HS2.7a)

1. All visitors must report to the MOD (restaurants) or the Receptionist (RSC) upon arrival and present proper ID.
2. All visitors must report to the MOD (restaurants) or the Receptionist (RSC) before leaving.
3. All visitors must be escorted by a FMI employee.
4. All visitors must wear applicable personal protective equipment, as prescribed by FMI and the Provincial Regulations.
5. All visitors must remain in designated areas.
6. All visitors must immediately report any illness or injury suffered while at FMI.
**HS2.7a Visitor Health and Safety Notice**

Visitor: A person(s), temporarily entering the workplace and who may be admitted to areas generally off limits to the public. A visitor is usually on business but not under contract.

Dear Visitor:

As a visitor to our workplace today we ask that you read our Visitors Health and Safety responsibilities listed below. If you have any questions about your responsibilities while in our workplace please ask. Please sign-in below the notice indicating that you have read the Visitor Health and Safety Notice, that you understand your responsibilities and that you agree to be compliant.

**Responsibilities:**
- All visitors shall read the Health and Safety Notice for Visitors and sign-in.
- Visitors will be **escorted** into areas of the workplace, which are generally off limits to the general public.
- Visitors shall wear personal protective equipment (Slip and Oil Resistant Shoes), as required, in certain areas of the workplace.
- Visitors shall report illness/injury suffered during the visit to person visiting, who will follow procedures set out in Company policy.
- In the event of illness/injury an investigation shall be performed as set out in the injury/incident investigation policy.

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Section 3 – Posted Materials
HS3.1 Posted Health and Safety Materials Policy

Purpose
Having Health and Safety information available to the employees of FMI is essential to an effective Health and Safety program. This policy outlines what materials are posted and available to the employees. Reports posted should be copies as opposed to originals.

Policy
In accordance with the Occupational Health and Safety Act (OHSA) and FMI Health and Safety program, the following materials will be made available to all employees:

- FMI’s Occupational Health & Safety Policy date in current year.
- Joint Health and Safety Committee Member (JHSC)/Health and Safety Representative name(s).
- Qualified First Aider(s) name(s) and Department.
- Qualified First Aiders Certificates.
- WHMIS Regulation
- Material Safety Data Sheets.
- First Aid Regulation 1101.
- Emergency Services and Numbers.
- Applicable Reports including:
  - JHSC/Health and Safety Representative workplace inspections.
  - JHSC meeting minutes.
  - Health and/or safety assessments/survey (if given)
  - Ministry of Labour/WCB orders (if given)

Provincial Specific Items that need to be posted (if applicable/available for your province):

- Guide to the Occupational Health & Safety Act
- Regulation 851, Industrial Establishments.
- Ministry of Labour Employment Standards Poster
- Form 82 – In Case of Injury at Work Poster.

The information will be posted for employees each restaurant’s Health & Safety Bulletin Board. The content of the materials will be reviewed as outlined in the monthly workplace inspection but can be audited with the Checklist for Posted Material (Form HS3.1a) to ensure that the information is current.
HS3.1a Checklist for Posted Health and Safety Materials

A designated health and safety board is one way for you to demonstrate with our team members that restaurant safety is critically important. To help you organize your Restaurant’s Health and Safety Board here’s some items that shall be posted.

A cork board has been provided for you to designate the Health & Safety required postings;

- FMI Health and Safety Policy 2010 (it’s a yellow sheet of laminated paper)
- H & S Committee names or H & S Representative name
- Joint Health and Safety Committee Minutes (if applicable)
- Monthly workplace inspections
- Emergency contact numbers
- First Aiders’ Names and Certificates (or copies of certificates) must be posted after training
- First Aid booklet
- OSI flow chart for reporting accidents
- Inspection reports from WCB/WSIB/CSST
- WCB/WSIB posters inside your kit must be posted on or beside the board
  - Atlantic provinces don’t require a poster
- Provincial Occupational Health & Safety Act
  - Each province has their own. Some provinces’ Act may be too big to affix to the wall, therefore keep one on hand in the office indicating on board where the Act can be found. (Alberta & BC’s Act can be found on the public folders, under “Health & Safety”).
  - For the smaller versions, tie on a string and affix to the wall near the bulleting board/wall area. (Place in a Ziploc bag to keep it cleaner).
- Ontario only: “Guide to the Occupational Health & Safety Act:”

“Nice to Haves” but not legislated:

- Banners ("Health & Safety Board", “Monthly Inspections”, “Reports”, “First Aid Certificates”)
- First Aid Kit location – if first aid kit is not in the immediate vicinity
- MSDS sheets location – if MSDS sheets are not in the immediate vicinity
- First Aid poster
- CPR poster
Section 4 – Hazards & Threats
HS4.1 Emergency Equipment Policy

Purpose
Elements of emergency preparedness include controlling hazards, developing an evacuation plan and establishing a fire-prevention and suppression program. In order to do so there is specific equipment needed and required by law.

Policy
The Joint Health and Safety Committee/Health and Safety Representative will be given instruction in emergency equipment inspection methods. During their monthly workplace inspection, they will inspect and if required replace emergency equipment. FMI shall have installed and available, as a minimum, all emergency equipment as legislated in municipal/provincial Codes and Regulations.

Equipment Required:

- Exit and Emergency Lighting
- Fire Extinguisher
- Fire Alarm Pull Stations
- Fire Hoses
- Fire Suppression System
- Heat & Smoke Detectors
- First Aid Kit
- Eye Wash Stations

Responsibilities
Chief Executive Officer/Vice President, per Regional Director of Operations and the Area Manager shall:
1. For the purposes of FMI, both all-purpose extinguishers and grease/oil extinguishers will be used throughout the facility.
2. Access municipal/provincial Fire Codes to ensure the proper number of extinguishers (light hazard occupancy) required based on the square footage of the restaurant.
3. Evaluate restaurant modifications that may have affected the correct selection, adequate number, and appropriate location of emergency equipment.
4. Ensure emergency equipment users are provided with proper training.
5. Ensure the Management and the JHSC/ Health and Safety Representative are provided with proper emergency equipment inspection training.

Each Restaurant Shall:
1. Post and maintain in their workplace a copy of the Floor Plan.
2. Maintain first aid stations are stocked with all required materials.
3. Ensure all emergency exits are free of obstruction.
4. Ensure emergency equipment is available for use.
5. Ensure access to emergency equipment is not obstructed.
6. Ensure employees reporting to them know the Emergency Evacuation program.
Joint Health and Safety Committee/Health and Safety Representative

1. All fire extinguishers are to be inspected monthly by the JHSC/Health and Safety Representative for filling requirements.
2. All first aid stations shall be inspected monthly by the JHSC/Health and Safety Representative.
HS4.2 Emergency Evacuation Plan Policy

Purpose
The first function of an Emergency Evacuation Plan is the sequential and safe evacuation of all personnel and others in the restaurant during an emergency. Its purpose is to ensure the Health and Safety of all occupants and to minimize the damage to property.

Policy
1. The Emergency Evacuation Plan shall apply to all emergency response situations, (fire, gas leak, power failure, severe weather conditions, chemical spill, crime prevention, workplace violence, terrorism attack, explosion) as all situations will have the potential for evacuation.
2. The RGM shall be responsible for the development of the Emergency Evacuation Plan. Safety duties are assigned to the Supervisory staff (e.g. Wardens) in accordance with Provincial Legislation.
3. The Emergency Evacuation Plan shall include all workplace floor plans with exit routes for all employees, employee assembly points, assigned responsibilities, Emergency Evacuation Response Plan and the Emergency Response Coordinator Checklist. (Form HS4.2a) The Emergency Evacuation Plan will be made available for the local Chief Fire Official upon request.
4. The Emergency Evacuation Plan shall be placed into a binder labelled Emergency Evacuation Plan and stored in a location approved by the RGM.
5. Floor Plans shall be prominently posted and maintained on each workplace floor area of the building.
6. Duties for Supervisory staff/wardens, as described in the Emergency Evacuation Plan, shall be given to all Supervisory staff/wardens. Training shall be provided as necessary and reviewed annually. All employees will be informed of their workplace Emergency Evacuation Plan during their Orientation.

Procedures
1. Upon hearing the alarm, employees are to exit the building via the nearest safe exit, in a calm, safe, but quick manner. Never ignore an alarm!
2. Each employee will review their work location at the start of each shift, to ensure they are aware of the location of the nearest exit door and an alternate exit.
3. After exiting the building, each employee will find his/her way to the meeting place as designated on the evacuation plan. If the meeting place is not safe, then use the alternate meeting place as designated on the evacuation plan.
4. The MOD will perform a head count; let them know you are safe or if you require medical attention.
5. All employees will remain outside of the building until the “all clear” notice is received from the MOD.
6. In the event, that it is unsafe to return to work, all employees will be advised by the MOD. Do not leave the premises without authorization.
7. A post-evacuation assessment must be done including RGM, MOD and JHSC/H&S Rep to identify problems in the evacuation plan. Remedial measures can then be taken.

Responsibilities
The MOD will be the Emergency Response Coordinator.
The Emergency Response Coordinator is responsible for:
- Calling 911 and confirm that emergency personnel are responding.
- Informing employees of actual emergency and to take the Roll Call, including visitors.
- Informing responding emergency personnel and police:
  - Unaccounted employees from Roll Call.
  - Emergency location in the building.
  - Type of emergency.
  - Any other known hazards.
  - Perform a post evacuation assessment.

If there is another Manager at the restaurant, he/she will be the Wardens.
The Warden is responsible:
- During an emergency evacuation they will report to the designated place of assembly to:
  - Assess if medical treatment is required for their employees.
  - Account for visitors during the evacuation.

Joint Health and Safety Committee/Health and Safety Representative will perform an Emergency Evacuation drill annually. Results of this drill will be recorded in the JHSC meeting minutes and reviewed during the next JHSC meeting; any concerns requiring follow up will be addressed by the Emergency Response Coordinator.
### HS4.2a Emergency/Fire Alarm Evacuation Coordinator’s Checklist

<table>
<thead>
<tr>
<th>Have You?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoned 911 and informed Fire Department of situation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gathered personnel information from Wardens?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has everyone been accounted for?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmed all wardens have reported?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported to Fire Chief the fire location and size and type of fire?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported any Hazards, if any?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HS4.2b Emergency Evacuation Response Plan
(Post in conspicuous location)

IF YOU HEAR THE EVACUATION/FIRE ALARM

1) LEAVE the building immediately by way of the nearest available emergency exit.
2) DO NOT stop to collect valuables or other personal belongings.
3) GO directly to the designated place of assembly for roll call and report to your Manager or Supervisor.
4) DO NOT leave the designated place of assembly until told to do so by the Emergency Response Coordinator or Warden.
5) DO NOT attempt to re-enter the building until permission has been given by the Emergency Response Coordinator.

IF YOU DISCOVER A FIRE

“Trained and competent personnel who are sure that fighting the fire is reasonable may do so, but are not required to respond. All other personnel upon hearing the alarm should respond by following the Emergency Response Plan below”.

1) LEAVE the area of the fire immediately.
2) CLOSE the door to the area behind you. This will help contain the fire.
3) PULL the nearest RED FIRE ALARM PULL STATION as you leave.
4) DO NOT stop to collect valuables or other personal belongings.
5) GO directly to the designated place of assembly for the roll call and report to your Manager or Supervisor.
6) INFORM the Warden of the fire location, size, hazards, etc.
7) DO NOT leave the designated place of assembly until told to do so by the Emergency Response Coordinator or the Warden.
8) DO NOT attempt to re-enter the building until permission has been given by the Emergency Response Coordinator.
HS4.3 Hazard Recognition and Assessment Policy

Purpose
This policy outlines the process that FMI uses to recognize and assess Health and Safety hazards in the workplace. The hazard assessment is completed by the Health & Safety Manager at the RSC and given to Health & Safety Representatives and RGMs at each restaurant.

Policy
FMI will identify hazards associated with all occupations and jobs or common hazards in the workplace using the Hazard Assessment Form. The completed Hazard Assessment Form is supplied to each restaurant and can be found in this H&S Policy Binder. (Appendix H)

Note: A hazard is something with potential to cause harm or injury.

Each identified or recognized hazard will be assessed for its loss potential (using Form HS4.3a), and Health and Safety controls will be put into place to ensure that activities can be performed with maximum safety. Safe Operating Practices and/or training have been developed and are located in the Standards Binders. Safe Operating Practices must be implemented for all tasks.

Procedure
Recognizing Hazards
1. The RGM/AGM with the JHSC/Health and Safety Representative will review the supplied Hazard Assessment from RSC and verify the hazards identified, assess of the hazard, identify the restaurant’s current controls in place, and make recommendations for additional controls to eliminate or reduce the hazard.
2. For any new or additional work processes, equipment, or jobs that are not captured on the Hazard Assessment, the RGM/AGM with the JHSC/Health and Safety Representative will use the Hazard Reporting and Response Form and send it to the H&S Manager for review if any issues are found. If the new or additional work process, equipment or job is a system wide change, the Management Team at the RSC who is responsible for the will fulfill the above responsibilities.
# HS 4.3a – Hazard Assessment Worksheet

## Workplace Hazard Analysis Form

**INSTRUCTIONS**

**STEP 1:** Complete this form—columns A – H. Print clearly. Use additional forms if necessary.

Refer to Resource Guide for definitions, completed examples and additional information.

Refer to back of form for the instructions on completing columns C – G.

**STEP 2:** Determine the Control(s) for the hazard and complete the Controls Action Plan.

Refer to the Resource Guide. Attach Controls Action Plan to this form. (For Workplace Specific Hazard Certification Training, use the Action Plan at the end of each Hazard Training Module.)

## Assess

**Risk Evaluation**

(See back of form)

<table>
<thead>
<tr>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
</table>

**Control**

**Current Controls**

<table>
<thead>
<tr>
<th>H</th>
</tr>
</thead>
</table>

- Identify things in place now which control eliminate or reduce the exposure to the hazard such as guards, procedures, checklists, training, signage, personal protective equipment, etc.

To complete Step 2: Determine Controls Action Plan – refer to the Resource Guide.

## Recognize

<table>
<thead>
<tr>
<th>A – Work Process, Work Area or Job</th>
<th>B – Potential Hazard Description</th>
</tr>
</thead>
</table>

- List either a process (e.g., machine), a work area (e.g., kitchen) or a job (e.g., cashier). Do your homework—look at history, reports, documentation, talk to employees, etc.

- Ask yourself… What could happen while doing this task? Do falls, cuts, burns, electrocution, workplace illnesses, injuries, etc. Identify the potential hazard or incident. A hazard is something with the potential to cause harm or injury. Consider all contributing factors (PEMS: People, Environment, Materials, Equipment).

---

**Location/Dept.:** ___________________________ **Completed By:** ___________________________ **Dates:** ___________________________
Instructions: Risk Assessment:

Columns C & D - Exposure & Occurrence: Select the description (1-6) below that best matches the frequency of exposure and likelihood of occurrence of the hazard.

<table>
<thead>
<tr>
<th>C. Likelihood of Exposure</th>
<th>D. Likelihood of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Continuous</td>
<td>1 - Very likely (has happened/is expected)</td>
</tr>
<tr>
<td>2 - Frequent (daily)</td>
<td>2 - Likely (possible - it could happen)</td>
</tr>
<tr>
<td>3 - Occasional (once per week)</td>
<td>3 - Rare (seldom but possible)</td>
</tr>
<tr>
<td>4 - Unusual (once per month)</td>
<td>4 - Very rare (very seldom but possible)</td>
</tr>
<tr>
<td>5 - Rare (few per year)</td>
<td>5 - Very unlikely (slight possibility)</td>
</tr>
<tr>
<td>6 - Very rare (yearly or less)</td>
<td>6 - Practically impossible</td>
</tr>
</tbody>
</table>

Exposure (1-6) + Occurrence (1-6) = Probability (A-E)

Column E - Probability is the combination of likelihood of exposure and the likelihood of occurrence. Locate the number (1-6) down the left side of the chart that describes the likelihood of exposure and the number that describes the likelihood of occurrence across the top of the chart. The box where they meet (A-E) is the probability rating.

Column F - Determination of Risk is the combination of probability of an injury/illness and the potential consequences if it should occur e.g., loss to people, property or environment. Select the description (1-5) below that best matches the consequences, if an accident should happen involving the hazard.

<table>
<thead>
<tr>
<th>E. Probability</th>
<th>F. Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - common or repeating occurrence</td>
<td>1 - fatality or permanent disability, significant loss</td>
</tr>
<tr>
<td>B - known to occur, or &quot;it has happened&quot;</td>
<td>2 - serious injury or illness with lost time or other loss</td>
</tr>
<tr>
<td>C - could occur, or &quot;I've heard of it happening&quot;</td>
<td>3 - moderate injury or illness with lost time, or other loss</td>
</tr>
<tr>
<td>D - not likely to occur</td>
<td>4 - minor injury or illness without lost time, or other loss</td>
</tr>
<tr>
<td>E - practically impossible</td>
<td>5 - no injury or illness, lost time or other loss</td>
</tr>
</tbody>
</table>

Column G - Risk Rating is the number where the Probability letter meets the Consequences number, on the above chart. The Risk Rating (H, M, L) helps determine the priority for determining controls.

<table>
<thead>
<tr>
<th>Probability</th>
<th>Consequences</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

HIGH = 1 – 6
Serious or significant hazard -- a high priority for immediate controls or elimination.

MEDIUM = 7 – 15
Moderate hazard -- medium priority for controls as soon as possible.

LOW = 16 – 25
Minor hazard -- lower priority for controls after higher priorities.
HS4.4 Hazard Reporting and Response Policy

Purpose
This policy outlines the hazard reporting process for employees of FMI.

Policy

**Definition:** For the purpose of this policy, a hazard is defined as anything that can cause injury or illness to people, or damage to property. A hazard may occur from what people do or from their working conditions.

It is the duty of all employees to report hazards to their RGM/AGM/SM. This should be done using the Hazard Reporting and Response Form (Form HS4.4a) following the procedure below. All hazards will be identified as major, moderate or minor as defined here, and will be dealt with in priority sequence.

Procedure
Upon the discovery of a hazard, any employee of FMI must proceed in the following manner:

A. Verbally report the hazard immediately to the RGM/AGM/SM.
B. Alert any nearby team members of the hazard.
C. The MOD will evaluate the hazard and takes appropriate actions. If both parties are not satisfied a worker member of the Joint Health and Safety Committee/Health and Safety Representative would be contacted immediately.
D. If actions are still not sufficient, complete the Hazard Reporting and Response Form indicating whether the hazard is minor, moderate, or major and submit it to the RGM, AM and FMI’s H&S Manager.
E. Those notified will review all Hazard Reporting and Response Forms and monitor any actions/responses that require follow-up within 21 days depending on the severity.

- **Major hazards** are defined as those with a high risk potential. They are serious or significant hazards, and should receive high priority for immediate controls or elimination, e.g. not wearing PPE, structural issues with the building, broken equipment
- **Moderate hazards** are defined as those with medium risk potential and require controls as soon as possible, e.g. improper storage of goods (e.g. heavy items on top shelf); using a milk crate as a step ladder, boxes blocking a doorway or electrical panel
- **Minor hazards** are defined as those with low risk potential and require controls after any higher priority hazards have been addressed, e.g. entrance mats are curled up
HS4.4a - Hazard Reporting Form

Hazard Reporting Form
Fax to: Prizm Health & Safety 416.650.0682

1. All hazards should be immediately reported to the store’s RGM.
2. If the hazard is not corrected, this form is to be used to report any unrecognized, uncontrolled, or continuing safety issues to Senior Management.
3. Senior Management will investigate the safety issue to determine appropriate actions and controls and respond within 21 days.
4. The form can be submitted anonymously, if desired. Employees are advised that it is illegal for an employer to take any action against an employee in reprisal for exercising their rights to report safety issues.

Employee Name: ___________________ Employee Phone #: __________
Store Number (Required): __________
Date hazard was identified: __________

Description of unsafe condition or practice:

Suggestion for improving safety:

Has this matter been reported to your H&S Rep? Yes No Date: __________
Has this matter been reported to your RGM? Yes No Date: __________
Has this matter been reported to your AM? Yes No Date: __________

FOR OFFICE USE ONLY

Action taken to ensure workplace health and safety:

Action to be taken by (name): __________________________
Action to be taken before (date): ________________________

A copy of this report has been given to:

☐ RGM
☐ AM
☐ RDO
☐ HR Manager
☐ Health & Safety Manager

***All forms are to be retained at the restaurant for 3 years.***
HS4.5 Housekeeping Policy

Policy
FMI is committed to providing a safe and healthy work environment for its employees, contractors, visitors and customers. The intent of this policy is to ensure that employees, as part of their daily tasks, keep their workplace orderly and recognize the correct and incorrect ways of housekeeping safety in order to prevent injuries to themselves, co-workers, guests, visitors and contractors.

General Information
Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter or spills is accepted as normal, then other more serious Health and Safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; keeping halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention. Effective housekeeping is an ongoing operation: it is not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

Poor housekeeping can be a cause of accidents, such as:
- Tripping over loose objects on floors, stairs and platforms/loading docks.
- Being hit by falling objects.
- Slipping on greasy, wet or dirty surfaces.
- Striking against projecting, poorly stacked items or misplaced material.
- Cutting, puncturing, or tearing the skin of hands or other parts of the body on sharp materials that are projecting or left lying around.

To avoid these hazards, a workplace must "maintain" order throughout the workday. Although this effort requires a great deal of Management and planning, the benefits are many.

Employer:
FMI will provide awareness and education materials to all workers to aid in implementing proper housekeeping practices.

RGM/AGM:
1. Implement and enforce a daily housekeeping routine using CHAMPS checklists.
2. Ensure all workers are assisting with maintaining a safe and orderly workplace and assign responsibilities for the following:
   a. Clean up during the shift.
   b. Day-to-day clean up.
   c. Waste disposal.
d. Removal of unused materials.
e. Inspection to ensure clean up is complete.

3. Lead by example (e.g., always clean up after completing a task and identify and tidy up housekeeping hazards, or make arrangements to have someone come in and do so).

4. Lead daily workplace inspections (CHAMPS checks) at restaurants level.

**Joint Health and Safety Committee/Health and Safety Representative:**

The Joint Health and Safety Committee or Health and Safety Representative will:

1. Monthly, inspect the workplace to ensure a safe and healthy environment. (Form HS8.1a)
2. Make recommendations to the Employer on how to eliminate, control or reduce hazards or risks that increase the likelihood of an accident resulting from poor housekeeping. Use Hazard Reporting procedure (HS4.4) when necessary.
3. Involve employees, as needed, in inspections.

**Employees:**

Employees will:

1. Assist with maintaining a safe and orderly workplace (i.e. always clean up after completing a task and identify and inform Management of housekeeping hazards) and complete housekeeping responsibilities as assigned.
2. Report anything that may be a hazard or risk factor that would cause or contribute to an accident to the MOD.
3. Take part, when requested, in a workplace inspection and advise of any housekeeping hazards.
4. Ensure the proper slip/oil resistant shoes are worn at all times when at work and visiting the restaurants.

The final element of the housekeeping program is inspection. It is the only way to check for deficiencies in your program so that changes can be made. Please use the CHAMPS checklist and the Health and Safety Workplace Inspection checklist as general guidelines.
HS4.6 Injury/Illness Reporting

Purpose
Reporting of injury and illness allows the Restaurant Management Team to implement corrective actions to eliminate potential for other injuries.

Definition
Injury – an event that results in physical harm to an employee.
Illness – a deviation from the normal healthy state of the body.

Policy
All incidents of illness and injury are to be reported using the prescribed procedure.

When to Report
All incidents of illness and injury are to be reported immediately to the RGM/AGM. It is the RGM/AGM’s responsibility to report the accident to the claims management company within 24 hours. Any delay in reporting must be explained.

<table>
<thead>
<tr>
<th>Severity</th>
<th>Details</th>
<th>Examples</th>
<th>When to investigate?</th>
<th>Forms to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious &amp; Major</td>
<td>Includes all injuries where the team member:</td>
<td>Went to see physiotherapist because his/her back was sore from a slip &amp; fall.</td>
<td>ASAP</td>
<td>- Injury Investigation Report</td>
</tr>
<tr>
<td></td>
<td>- Sought medical attention by a doctor, physiotherapist, etc.</td>
<td></td>
<td></td>
<td>- Call claims management company to report</td>
</tr>
<tr>
<td></td>
<td>- Lost time from work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Had a Critical Injury</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>Includes all injuries that resulted in:</td>
<td>Cut finger using vegetable slicer.</td>
<td>Upon giving first aid</td>
<td>- First Aid Report Log</td>
</tr>
<tr>
<td></td>
<td>- first aid being given at the restaurant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- no other medical aid sought or lost time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Near Miss</td>
<td>Includes all incidents that did not result in an injury, but if allowed to continue can cause serious injury or equipment damage.</td>
<td>Cooker is leaking oil. Team member slipped but did not injure themselves.</td>
<td>ASAP</td>
<td>- Injury Investigation Report</td>
</tr>
</tbody>
</table>

Who to Notify:
Internal
- RGM/ Immediate AGM/Human Resources if the result is loss time so that an appropriate person is assigned to manage the claim.
- If an incident investigation is required the JHSC/Health and Safety Representative to be notified as soon as possible.
External

- The Claims Management Company for all injuries.
- For a critical or severe injury immediately notify the appropriate governing body (see Critical Injury chart (Form 4.6a and Policy HS8.1 – Accident Investigation) and FMI’s Health & Safety Manager.

Treatment
Treatment is to be administered as the first step. Treatment should only be given by a First Aid trained individual. A determination is made depending upon the severity as to first aid, or if medical treatment is required. If a worker requires medical treatment transportation is provided to the nearest facility. If the worker is to go home transportation is provided, if required. In all cases that seem to be minor it is wise to consider medical treatment when there has been a loss of blood, strain, pull, twist or a fall. (Minor cuts; abrasions etc require first aid only.) The First Aiders have been trained to identify when further treatment is required.

Recording
All records are to be completed as soon as possible and kept in the restaurant for 3 years as well as a copy in the employee file. Copies are to be made available to treating physician (if requested), WSIB/WCB (required) or the Ministry of Labour (for critical injuries or if requested).

Follow-Up
Any required follow-up from incident investigation or recommendations to be reported to RGM or through the Hazard Report Form.(Form 4.4a)
# HS4.6a - Critical/Serious Incidents Summary by Province

<table>
<thead>
<tr>
<th>Province</th>
<th>Critical Accident</th>
<th>Must Report To</th>
<th>Time Frame</th>
</tr>
</thead>
</table>
| British Columbia  | 1.) Serious injury to or the death of a worker;  
2.) Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation;  
3.) Involved the major release of a hazardous substance, or  
4.) Was an incident required by regulation to be reported. | WorkSafe BC Prevention Officer                      | Immediately  |
| Alberta           | 1.) An injury or accident that results in death;  
2.) An injury or accident that results in a worker’s being admitted to a hospital for more than 2 days,  
3.) An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,  
4.) The collapse or upset of a crane, derrick or hoist;  
5.) Or the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure. | Director of Inspection                               | Immediately  |
| Manitoba          | 1.) In which a worker is killed;  
2.) A worker suffers an injury resulting from electrical contact,  
3.) Unconsciousness as the result of a concussion,  
4.) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot, amputation of an arm, leg, hand, foot, finger or toe,  
5.) Third degree burns,  
6.) Permanent or temporary loss of sight,  
7.) A cut or laceration that requires medical treatment;  
8.) Asphyxiation or poisoning;  
9.) The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation; an explosion, fire or flood;  
10.) An uncontrolled spill or escape of a hazardous substance;  
11.) The failure of an atmosphere-supplying respirator. | Director of Inspection (Manitoba Labour and Immigration) | Immediately  |
<table>
<thead>
<tr>
<th>Province</th>
<th>Criteria</th>
<th>Reporting Authority</th>
<th>Reporting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario</td>
<td>1.) Places a life in jeopardy, 2.) Produces unconsciousness, 3.) Results in substantial loss of blood; 4.) Involves the fracture of a leg or arm but not a finger or toe; 5.) Involves the amputation of a leg, arm, hand or foot but not a finger or toe; 6.) Consists of burns to a major portion of the body; 7.) causes the loss of sight in an eye</td>
<td>Ministry of Labour</td>
<td>Immediately</td>
</tr>
<tr>
<td>Quebec</td>
<td>1.) Death of a worker; 2.) Serious injury to a worker as probably to prevent him from performing his work for ten consecutive working days; 3.) Serious injuries to several workers as probably to prevent them from performing their work for one working day; 4.) material damage valued at $50,000.00 or more</td>
<td>Commission de la santé et de la sécurité du travail</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>1.) Fire or accident at the workplace that occasions bodily injury to an employee; 2.) Accidental explosion at the workplace, whether any person is injured or not; 3.) A person is killed from any cause or is injured from a cause in a manner likely to prove fatal</td>
<td>Director of Occupational Health &amp; Safety</td>
<td>24 Hours</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>1.) When a person is injured in a manner that causes or may cause a fatality, loss of limb or occupational disease, or that requires or may require hospitalization; 2.) Accidental explosion or exposure to a biological, chemical or physical agent, whether any person is injured or not</td>
<td>Workplace Health, Safety and Compensation Commission (WHSCC)</td>
<td>Immediately</td>
</tr>
</tbody>
</table>
HS4.7 Lockout System

Purpose
Through implementation and enforcement of the use of lockout procedures workers are less likely to suffer injury/illness while performing work activities.

Definition of Lockout
A method to ensure that a machine or process that is shut down for maintenance or other procedure so that it is secured against accidental movement for the duration of the procedure.

Policy
When a repair of a piece of machinery is necessary, proper lockout procedures shall be implemented for the protection of the worker.

Potential Energy Sources within the Workplace:
FMI machinery only uses electrical and machinery energy systems. Any piece of equipment that contains moving parts (such as the KFC Krusher machine as well as the Hot and Spicy Marinator) shall be locked out prior to cleaning and maintenance as well as when the equipment requires contractor service and repair. All equipment which does not have moving parts shall be locked out prior to conducting any service or repair.

General Procedures
- Only those trained in lockout procedures shall lock out equipment.
- RGM or AGM shall provide training about specific lockout systems and procedures in their department.
- All electrical equipment, machinery and pressure systems shall be locked out prior to conducting any service or repair.
- An authorized MOD will attach a locking device and tag. The Manager must then sign, date and attach the warning tag(s) to each plug.
- The MOD who applied the lock will maintain control of the key and complete Lockout Record. (Form HS4.7a)
- When an external service technician comes to repair the machine, the MOD must remove the lock that belongs to the store and the technician must use their own lockout products.
- If the MOD that has applied the lock must leave the job prior to completion (shift change), their key must be kept in a safe location. The next Manager must be given instruction as to where the key is and keep control of the key for that shift.
- When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed. When equipment is all clear for operation, remove all locks.
- Lockout training is provided at initial job training.
- An adequate supply of locks, tags, keys and notices will be provided by the RGM.
<table>
<thead>
<tr>
<th>Worker</th>
<th>Date</th>
<th>Time</th>
<th>Reason for Lockout</th>
<th>Location</th>
<th>Authorized Signature</th>
<th>Person in Charge</th>
<th>Worker</th>
<th>Date</th>
<th>Time</th>
<th>Authorized Signature</th>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
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HS4.8 Musculoskeletal Disorder Awareness Program

Policy
FMI is committed to providing all employees with a safe and healthy workplace. FMI is committed to focusing attention on employees’ overall wellness and, in particular, educating employees about the risks of musculoskeletal disorders and ways to avoid them. The purpose of this policy is to create awareness and education of the growing prevalence of Musculoskeletal Disorders (MSD) in the workplace. Prevention is the primary focus of this policy and program.

General Information
A Musculoskeletal Disorder (MSD) is defined as an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue. The term MSD is not a medical diagnosis, rather an umbrella reference to various types of injuries. An MSD may be referred to as repetitive strain injury, cumulative trauma disorder, or repetitive motion injury. Examples of Musculoskeletal Disorders include: back pain, tennis elbow (lateral epicondylitis), shoulder strains, tendonitis, and rotator cuff syndrome. Causes or aggravations of these types of injuries are found in sports, household activities, and activities of daily living, work and recreational stressors.

Responsibilities
Employer:
FMI will:
- Provide awareness and education materials to all employees to aid in the prevention of MSDs.
- Ensure that all employees are using safe work practices through training on SOPs and safe lifting procedures.
- Improve its knowledge of measures to reduce MSDs.
- Review injury statistics quarterly with the Executive team to identify high risk work duties and areas for MSDs. This information is to be passed down to RDOs and AMs.

RGM/AGM/SM:
The RGM/AGM/SM will:
- Ensure all employees perform their tasks in a safe manner and make corrections as necessary.
- Lead by example (i.e. always direct and perform work in a safe manner).

JHSC/Health and Safety Representative:
The JHSC/Health and Safety Representative will:
- Regularly inspect the workplace to ensure a safe and healthy environment.
- Be educated on MSDs and prevention ideas.
- Make recommendations to the Employer on how to eliminate, control or reduce hazards or risks that increase the likelihood that employees may develop an MSD.
• Involve employees, as needed, in inspections.

**Employees:**

Employees will:

• Ensure that the safe work practices they use include good ergonomics and other measures that prevent MSDs.
• Report anything that may be a hazard or risk factor that would cause or contribute to an MSD to their RGM. Use Hazard Reporting procedures (HS4.4) when necessary.
• Take part, when requested, in a workplace inspection and advise of any ergonomic hazards.
HS4.9 Personal Protective Equipment (PPE)

Purpose
This policy outlines the use of Personal Protective Equipment (PPE) at FMI.

Policy
FMI will provide for, and ensure the training and usage of all PPE. It is the duty of all employees to use this PPE as required, according to the Safe Operating Practices of Equipment (found in our Standards Manual), Team Member Handbook, and the Material Safety Data Sheets for all chemicals. It is RGM/AGM/SM responsibility to ensure that this equipment is properly maintained, and that employees are using it correctly.

PPE Requirements
Footwear
All employees must supply and wear slip-resistant footwear.

Gloves
All FMI employees engaged in a work practice that has the potential to damage the hands, fingers and/or wrist must wear the proper gloves to prevent this type of injury. The type of gloves available to employees include, but are not limited to, heat and/or cut resistant gloves and chemical resistant gloves. Refer to the MSDS’s for the chemicals used in your workplace to verify the type of hand protection that is required.

Aprons
The types of aprons supplied and available to employees include, but are not limited to, heat and chemical resistant.

Eyewear
CSA-approved face shield is supplied and must be worn:
- When using chemicals that may be airborne or splashed into one’s eyes.
- Whenever using a tool or performing a task that increases danger to the eyes.
- When specified in the MSDS for any chemicals used within the restaurant.
- When draining, filtering, and transporting hot oil.

Replacement Process
The following steps should be taken to ensure that the appropriate Personal Protective Equipment is always available:
- RGMs must check equipment during regular inspections and order replacements when supplies are low.
- Employees are to inform RGM when supplies are low or in disrepair and PPE is needed.
- Health & Safety Reps must review footwear and PPE condition as part of monthly workplace inspections.
## Priszm's Essential PPE Guide

<table>
<thead>
<tr>
<th>What is it?</th>
<th>When do you use it?</th>
<th>Other Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face Shield</td>
<td>1.) When filtering and transporting oil. 2.) When pouring chemicals into containers or buckets.</td>
<td>Clean each time you use it. Replace the visor when necessary.</td>
</tr>
<tr>
<td>Yellow Apron</td>
<td>1.) When filtering and transporting oil.</td>
<td>Disposable aprons are not an alternative. When working with the oil, the yellow apron is heat resistant and necessary.</td>
</tr>
<tr>
<td>Slip Resistant Footwear</td>
<td>All the time - no exceptions!</td>
<td></td>
</tr>
<tr>
<td>Green Nitrile Gloves</td>
<td>1.) Anytime when you are working with the chicken cookers. This includes: dropping and removing chicken, stirring the oil and cleaning. The drain hook must also always be used to lower and remove cook basket from cook pot, and to install and remove heat plate and collector</td>
<td>These gloves must be cleaned and sanitized inside and outside daily. When working with the cookers, two pairs of gloves should always be used: one pair when dropping the raw chicken, and one pair when pulling out cooked chicken.</td>
</tr>
<tr>
<td>Silicone Mitt</td>
<td>1.) Transporting any hot materials. 2.) Cleaning the grill. 3.) Removing items from the microwave.</td>
<td>Silicone mitts should be used, not towels or cotton oven gloves. Silicone mitts should be washed and sanitized daily. This is an approved Priszm item and can be ordered from Lumeco. (Item #k210 - $18.60 each)</td>
</tr>
<tr>
<td>Vinyl Disposable Glove</td>
<td>1.) When using any chemical.</td>
<td></td>
</tr>
</tbody>
</table>
HS4.10 Process Modification or Equipment Purchasing Policy

Purpose
All machinery, equipment and tools purchased for use, or processes that undergo modification at FMI, will meet prescribed health, safety and ergonomic standards under all conditions of use.

Policy
All equipment, structure, protective element or process that is constructed, installed or modified will be reviewed to ensure that it meets the provincial requirements. These items will be reviewed during design, purchase, construction and installation phases.

In addition
- The items will be assessed for suitability before purchase with regards to initial integrity, the place where the item or process will be used and the purpose of its use by purchasing agent.
- Main activities will be reviewed to establish if hazardous situations exist by purchasing agent
- Controls will be devised and implemented to ensure healthy and safe use by all authorized employees by AM/RDO and H&S Manager
- Information, instruction and training will be provided to all employees as described in the standard operating procedure for the process or equipment by RGM/AM
- Maintenance and inspection processes will be implemented by RGM

Employer Responsibilities
The Employer will ensure that workers are protected during the use of any equipment, structure, protective element or process in the workplace.

When purchasing any equipment or service, the purchasing agent will ensure that it conforms to local, provincial and federal regulations, as outlined in the Provincial Regulations, the Environmental Protection Act, local municipal by-laws, and current CSA standards.

Worker Member of the JHSC/Health and Safety Representative
A Worker Member of the Joint Health and Safety Committee will be invited to attend at the beginning of any equipment testing, or during the construction and/or installation stage of the process.

Members of the JHSC/Health and Safety Representative will be given copies of any floor plans, structural drawings, equipment specifications, or any other technical report so that they may make recommendations regarding the safe operation, installation or modification of equipment.
RGMs/AMs
Senior Management will ensure that any employee-related issues are identified prior to the purchase or installation of any equipment, with respect to the safety risks associated with the equipment.

External Contractors
Prior to the initial start-up of any equipment or process, ensure that they meet the relevant requirements under the Regulations for Industrial Establishments Section 7 Pre-Start Up Reviews.

Pre-Start Up Review:
A Pre-Start Up Review is required in the following circumstances which may be applicable to FMI:

<table>
<thead>
<tr>
<th>Item</th>
<th>Circumstances</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Flammable liquids are located or dispensed in a building, room or area.</td>
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</tbody>
</table>
| 2    | Any of the following are used as protective elements in connection with an apparatus:  
1. Safeguarding devices that signal the apparatus to stop, including but not limited to safety light curtains and screens.  
2. Barrier guards that use interlocking mechanical or electrical safeguarding devices. |
| 3.   | Materials, articles or things are placed or stored on a structure that is a rack or stacking structure. |
| 7    | The construction, addition, installation or modification related to a lifting device |

The Pre-Start Up Review will include participation from the following:
- Certified Members of the JHSC/Health and Safety Representative.
- RGM, directly responsible for the operators of that equipment, or process, and
- An experienced operator of the equipment or process.

During the review, the following activities will be performed and documented on the Pre-Start Up Health and Safety Review Form (Form HS4.10a):
- Review of the new/modified main activities to determine whether hazards exist.
- If a hazard is identified, controls must be developed and implemented.
- If a major hazard is identified then Safe Operating Practices are to be developed by FMI’s Training department and listed in the Standards Manual
- Employee training is required for either operational or hazard control purposes.
HS4.10a Pre-Start Release Form

<table>
<thead>
<tr>
<th>Step</th>
<th>Item</th>
<th>Completed By:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirm Pre-Start Health and Safety requirements with Operator Instructions</td>
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<tr>
<td>2</td>
<td>Check the shipment for all parts to the equipment against the purchase order</td>
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<td>3</td>
<td>Ensure that a copy of the operator manual remains with the equipment</td>
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<td>4</td>
<td>Choose a designate who knows the most about the equipment or tool</td>
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<td>5</td>
<td>Assign a storage area (where applicable)</td>
<td>Location</td>
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<tr>
<td>6</td>
<td>Installation of permanently mounted machinery</td>
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<td></td>
<td>Electrical installation</td>
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<td>Hydro inspection confirmation</td>
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<td>Pneumatic installation</td>
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<td>Other</td>
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<td>7</td>
<td>Confirm start requirements from user manual</td>
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<td>8</td>
<td>Determine training requirements</td>
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<td>9</td>
<td>Choose the employees who will be trained and thus able to use the machine/equipment</td>
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<tr>
<td>10</td>
<td>Prepare operator work instruction</td>
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<td></td>
<td>Pre-operational checklist</td>
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<td></td>
<td>Standard operating practices</td>
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<tr>
<td>11</td>
<td>Have the designate test the functionality of the equipment or tool</td>
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<td>12</td>
<td>Joint Health and Safety Committee/Health and Safety Representative review and sign off</td>
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<tr>
<td>13</td>
<td>Hands on training to occur (where applicable)</td>
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<td>14</td>
<td>Add to Preventive Maintenance Section 9 Form</td>
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Notes

*** All forms to be retained for 3 years at restaurant level***
**HS4.11 Refusal to Work Policy**

**Purpose**
This policy outlines the procedures that a worker should follow in the case of a refusal to work due to a dangerous circumstance. This policy applies to all employees of FMI, inclusive of RGMs and AGMs.

**Policy**
Any worker has the right to refuse work where they feel their own, or someone else’s Health or Safety is in danger. The procedures listed below and on the flow chart (see Form HS4.11a) apply.

**Procedure**
In the case of a “refusal to work” the worker must:

**Step One**
- Report the issue stating a “work refusal” or “refusal to work” situation is occurring to:
  - to the RGM or an AGM/SM, and
  - to FMI’s Health and Safety Manager and
  - JHSC/Health and Safety Representative,

  The worker must give a reason they feel the work is unsafe.
- The situation is then investigated by the RGM, and if applicable in the presence of the JHSC - Worker Management Representative, to determine if there is agreement that there is a Health and Safety issue.
- If there is agreement, corrective action will be taken to fix the problem and the worker returns to work.
- If there is no agreement, or if the corrective action is not sufficient, and the worker still feels that he or she has reasonable grounds for a work refusal, FMI’s Health & Safety Manager is to be contacted.

**Step Two**
- If all attempts to rectify the work refusal have failed, then the RGM notifies the Ministry of Labour inspector that there is a work refusal underway.
- The worker will be assigned other reasonable duties until an inspector can visit and a decision about the situation is provided.
- Another worker may be assigned to do the task, but they must be informed of the current work refusal in the presence of the Health & Safety Representative or the JHSC – Certified Worker Representative.
- The Ministry of Labour Inspectors decision may be written and if so, the decision is to be posted in the workplace.
- If there are no reasonable grounds for the work refusal, the worker will be required to return to his or her regular duties.
HS4.11a Refusal to Work Flowchart

Worker refuses to work, believes work endangers health or safety

Worker reports issue to a manager

Manager investigates in presence of worker and worker safety rep or JHSC member

Does manager agree that the situation endangers health and safety?

YES

Manager takes corrective action

The worker returns to work

NO

According to H&S Rep/ JHSC, does worker have reasonable grounds to believe work endangers health or safety?

YES

MOL/WCB Inspector called in

Worker may be assigned reasonable alternative work

Inspector investigates in presence of worker, employer and worker representative

Written decision

Corrective action if ordered

NO

The worker returns to work
**HS4.11b Employer’s Report of Safety-Related Refusal to Work**

<table>
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<tr>
<th>Name and position of employee(s):</th>
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<tr>
<td>Date:</td>
<td>Time refusal reported:</td>
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<tr>
<td>Reasons reported for refusal: (include full details of nature of alleged hazard and when first noticed; attach statements of Supervisor and workers)</td>
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<tr>
<td>Supervisor Refusal was Reported to:</td>
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<tr>
<td>Name of H&amp;S Representative called: (or reason for unavailability)</td>
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<tr>
<td>First-stage investigation results: (include full details of conditions observed, concerns noted and steps taken to remedy)</td>
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<td>Time second-stage refusal reported:</td>
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<tr>
<td>Reasons reported for second-stage refusal: (full details)</td>
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<td>Time inspector/officer contacted: (include office contacted)</td>
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<tr>
<td>Alternative work or other directions given refusing employee(s): (include results)</td>
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<tr>
<td>Inspector/Officer details: (full details of officer/inspectors findings -- attach report or orders issued, and any remedial action taken)</td>
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<tr>
<td>Other employee offered the same work: (attach that worker's signed statement of being advised of the refusal):</td>
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<tr>
<td>Details of any continuing refusal: (include reason given)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person Completing this Report:</th>
<th>Date:</th>
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HS4.12 Working Alone Policy

Purpose
This policy outlines the procedures that employees of FMI must follow anytime they are working alone or in isolation. It has been developed to ensure that any employee working alone or in isolation has ability to summon assistance if needed.

Definitions
**Working in Isolation:** An isolated working space in which an individual is working alone or has no contact with another individual(s) for an extended period of time; thereby limiting their ability to summon assistance in the event of injury, illness, violence or other emergency.

Policy
(Refer also to the Cash and Securities Violation Policy in FMI’s LP Security Manual).

Management
It is the responsibility of all Managers and Supervisors of FMI to ensure that:
- All employees required to work in isolation do so in a safe and consistent manner.
- All employees have a method of communication in the event of emergency.
- All employees are accounted for i.e. ‘check-ins’ are completed for extended periods of isolation.
- Proper enforcement of this policy is followed.

Employee
It is the responsibility of every employee to:
- Follow all working in isolation procedures.
- Advise RGM/AGM when they are working in an isolated environment.
- Ensure communication devices are in good working condition (batteries charged).

Disciplinary action will be taken with any person failing to follow any component of this policy.

Standards
This procedure has been designed to exceed all expectations under the general duty clause as part of the Canada’s Health & Safety Regulations.

Procedure
Where employees are working after hours or in a remote location employees must:
1. Notifying the MOD of expected work commencement and completion.
2. Undertake all personal security measures e.g. lock doors, walk in well lit areas.
3. Request security personal escort if available.
4. Where employees travel in isolation they must:
   a. Provide detailed information regarding their proposed location and expected time of return to their MOD.
b. Should staff be delayed beyond the expected return time, staff will call their MOD to indicate their expected return time.

5. If the staff member has not returned at the expected time and the MOD is not called, then the Supervisor will try to locate the individual, first by telephone, then by other means.

6. FMI will provide staff required to work in isolation as part of their daily job, an adequate and reliable communication system (cell phones etc.).

7. For staff working in isolation as a non routine task - their MOD will communicate on a regular basis with them for the duration of the task (check-ins).
HS4.13 Workplace Violence and Harrassment Policy

Purpose

To ensure that employees at FMI have a work environment that is free of violence or harassment of any kind, whether it arises from other employees or customers visiting the store.

Definitions

Harassment
Harassment is a form of discrimination and is defined as any unwelcome comment or conduct that is prohibited grounds of discrimination under The Canadian Human Rights Act and Provincial Human Rights legislation. Harassment is prohibited on the basis of:

- Race
- Place of Origin
- Colour
- Ancestry
- Sex
- Gender
- Ethnic Origin
- Citizenship
- Sexual Orientation
- Age
- Record of Offences
- Family Status
- Marital Status
- Disability
- Political Opinion
- Creed

Harassment includes deliberate or unintentional gestures, comments, racial slurs, questions, representations or other behaviours that the harasser should reasonably know are unwelcome by the recipient.

Sexual Harassment

Sexual harassment is deliberate and/or unsolicited verbal comments, or physical contact of a sexual nature that is unwelcome by the recipient. Sexual harassment, by definition, is coercive, one-sided and both males and females can be victims. Sexual harassment can also be directed towards persons of the same sex. Behaviours of sexual harassment include:

- Sexually suggestive gestures, and unwelcome requests or invitations for sex
- Placing a condition of sexual nature on employment or any opportunity for training or promotion
- Derogatory or degrading remarks towards members of one sex or one sexual preference group
- Taunts, insults, or sexist jokes that humiliate
- Unwelcome remarks, jokes, innuendoes, or taunts about a person’s body or attire.
- Persistent questions regarding a person’s sex life or personal life
- Offensive communication including telephone calls, text messages, letters, emails and faxes.
- Display of sexually offensive material, including pictures, sayings, posters, calendars, photos on screen savers or mobile phones, and graffiti
Personal/Psychological Harassment

Personal/Psychological harassment refers to interaction or conduct creating an unacceptable or offensive work environment. It includes behaviours such as, but not limited to:

- Yelling
- Loss of temper over minor issues
- Expression of opinion in an obscene manner
- Humiliating, offensive, foul and/or obscene language
- Belittling and demeaning remarks or behaviour
- Repeated threats of dismissal, or other severe punishment for no reason
- Leaving offensive messages by letter, fax, email, or phone
- Persistent and unjustified criticisms
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm

Workplace Violence

Workplace violence is defined as exercising physical force or an attempt to exercise physical force against an employee that causes or could cause physical injury to the employee. It includes behaviours such as, but not limited to:

- Threatening behaviour
- Verbal or written threats
- Verbal abuse
- Physical attack

Policy

If any employee engages in workplace violence or harassment, which includes threats, an investigation will take place immediately. The employee involved will face disciplinary action which may include immediate termination.

Management

It is the responsibility of all Managers and Supervisors of FMI to ensure that:

- All acts of workplace violence and harassment incidents are thoroughly investigated
- Proper enforcement of this policy is followed

It is the intent of management that no one associated with FMI should ever feel threatened by any employee’s actions or conduct.

If workplace violence or harassment has taken place, one or more of the Managers will carry out an investigation using the Workplace Violence and Harassment Reporting Form. All reports will be investigated and information will be kept confidential, to the extent possible.
results of the investigation will be communicated to the complainant and the accused as soon as possible, no later than 3 weeks from the time the complaint was made.

The appropriate corrective action will be determined by the Restaurant General Manager. There will be no reprisal for any employee making a genuine complaint. However, if it is determined that a false accusation has been made in bad faith, appropriate measures will be taken.

**The Restaurant General Manager (RGM)'s responsibilities further include the following:**

- Ensure regular evaluation of the workplace violence and harassment prevention program (annually, after an incident or if circumstances change);
- Take corrective action and monitor the effectiveness of the program;
- Ensure risk assessments are undertaken as required;
- Inform staff and supervisor of the nature and extent of the risk of violence;

**Supervisor Responsibilities:**

Any supervisor/manager who observes workplace violence or harassment or is a victim thereof shall immediately report it to the Restaurant General Manager. At the discretion of the Restaurant General Manager, police may need to be contacted.

**The supervisor/manager responsibilities further include the following:**

- Comply with reporting, investigation and documenting procedures as outlined in the Workplace Violence Procedure;
- Facilitate ongoing discussion on workplace violence and harassment issues with staff, as required;
- Ensure that appropriate training and education in violence and harassment prevention procedures and response procedures is provided to staff;
- Instruct staff on procedures for prevention of violence;
- Report all incidents of violence and harassment
- Advise workers of available medical services including referrals.

**Employees**

Any employee who observes workplace violence or harassment or is a victim thereof shall immediately report it to the Restaurant General Manager or Supervisor. At the discretion of management, the police may need to be contacted, and a thorough investigation will take place.
The employee responsibilities further include the following:

- Attend education and training sessions when requested;
- Follow established procedures for the prevention and reporting of incidents of violence;
- Report all incidents of violence and harassment
- Provide input into incident investigations;
- Be aware of critical incident debriefing or trauma counselling services available.

Disciplinary action will be taken with any person failing to follow any component of this policy.

Procedures

1. One or more supervisors will carry out an investigation using the Workplace Violence Reporting Form. All reports will be investigated and information will be kept confidential, to the extent possible. The results of the investigation will be communicated to the complainant and the accused as soon as possible, no later than 3 weeks from the time the complaint was made.

2. The appropriate corrective action will be determined by the Restaurant General Manager and the Supervisor. There will be no reprisal for any employee making a genuine complaint. However, if it is determined that a false accusation has been made in bad faith, appropriate measures will be taken.

3. All employees who are subject to workplace violence also have the option of pursuing recourse through the provincial Human Rights Commission.

Procedures for Dealing with Workplace Violence

Identifying Risk Factors

FMI’s Loss Prevention Department has assessed and identified the following risk factors that could be associated with any of our workplaces. Controls of violence may include but are not limited to:

- High levels of work stress
- Environments where discrimination or harassment exists
- Working alone
- Interacting with violent customers/coworkers
- Frequent contact with the public
- Handling money
- Crowded, noisy areas
- Understaffed areas
To ensure these risks are recognized and controlled, each restaurant is instructed to carry a risk and control assessment to ensure we are minimize the threat of workplace violence in our restaurants. The Risk & Control Assessment is to be conducted by the RGM and Health and Safety Rep. Upon completion, the Area Manager must be review the assessment for each store to ensure that follow-up on high risk issues is in order.

Identifying a Potentially Violent Person

Signs that a person is potentially violent may include, but are not limited to:
- Their face is turning red or white
- Their expression is angry, sneering, or glaring.
- They are pacing, making nervous, repetitive, or violent movements, shaking, clenching jaw or fists, approaching too near, or perspiring heavily.
- They are using a loud voice and/or abusive language.
- Their breathing is shallow or rapid.
- If you notice these signs, TAKE ACTION. Get help from your supervisor immediately!

Communicating with a Potentially Violent Person*

- DO NOT confront the person by glaring or staring.
- Remain calm and use a calm manner.
- Speak slowly and clearly in a sure tone.
- Do NOT attempt complicated explanations during a tense situation.
- Ask the person to talk and pay close attention.
- DO NOT advise the person to relax or be calm.
- Use silence to placate the person
- DO NOT defy, criticize, insult, interrupt or patronize.
- DO NOT crowd the person. Allow them about 2 to 4 feet of space.
- DO NOT fight with the person. Leave the situation and if necessary, get help from the police.

Problem Solving with a Potentially Violent Person*

- Try to see the situation from the person’s point of view in order to figure out how to fix the problem.
- DO NOT take the situation lightly.
- Direct the person’s attention to the issue.
- Ask the person how to fix the problem.
- Be positive about criticism. If you agree with it, admit this. If you disagree, try to discuss the situation.
- DO NOT lie or make unreasonable commitments.
- Make minor requests, such as taking the discussion to a quiet area.
- Divide the problem into smaller chunks and deal with them one at a time.
- Be clear about the consequences of violence and provide other options.
• If the person is an employee, do not discuss discipline until the situation is more stable.
• DO NOT immediately turn down the person’s request.
• DO NOT try to negotiate with someone who is making threats. End the conversation calmly and if necessary, get assistance.

Responding to a Robbery*
• Try to keep calm.
• Do not be a hero. Hand over to a thief any cash or merchandise that they request. Simply respond to the thief as if they were your customer. Keep your conversation brief and to the point. Do not waste time responding to the thief and do not get into an argument.
• Listen very carefully to the thief’s requests and ask for the instructions to be made clear if necessary.
• Don’t give any more information to the thief than necessary. Only respond to questions when asked.
• It is best not to scare a thief. If you must move from one location to another, ask the thief if it is OK to do so. If another employee is out of site of the thief, make his/her whereabouts known.
• Do not get into an altercation, physical hitting, use a weapon of any sort or run after a thief.
• When the thief leaves the store, try to remember what they looked like—height, physical features, approximate age and so forth.
• Also, try to identify what vehicle the thief is driving and what direction they were going.
• When the thief has left, activate the alarm system and ensure the door is locked.
• Finally, contact the police and give them a full report.
### Workplace Violence and Harassment Reporting Form

<table>
<thead>
<tr>
<th>Employee</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Date of Report:</td>
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<tr>
<td>Work Address:</td>
<td>Date of Incident:</td>
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<tr>
<td>Job/Position:</td>
<td>Day of Week of Incident:</td>
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<td>Department/Section:</td>
<td>Time of Incident:</td>
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<tr>
<th>Age: □ Male □ Female</th>
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What were you doing at the time of the incident?

<table>
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<th>Offender(s)</th>
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<tbody>
<tr>
<td>Name(s):</td>
<td>Name(s):</td>
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<tr>
<td>Address(es):</td>
<td>Address(es):</td>
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</table>

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<tr>
<th>Age: □ Male □ Female</th>
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</table>

Description:

Relationship between employee and offender (if any):

- □ co-worker
- □ patient
- □ client
- □ student
- □ member of public
- □ other (specify)________

Other details (e.g. use of drugs or alcohol, possession of a weapon):

Apparent motive:

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<th>Witness(es)</th>
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<td>Name:</td>
<td>Name:</td>
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<td>Address:</td>
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Section 5 – Safety Representatives and Safety Committees
HS5.1 Health and Safety Representative Terms of Reference

The Terms of Reference is an agreement between the Health and Safety Representative and FMI that sets out the structure, functions, operating procedures, and a method of resolving issues. This agreement incorporates the concept of the Internal Responsibility System and is based upon the corporate philosophy of FMI, including the Health and Safety Policy.

Purpose of the Health and Safety Representative

- To act as an advisory person whose function it is to promote the maintenance of a safe work environment that enhances the health, safety and well being of all employees. The Representative shall be an auditor of the overall Health and Safety system for that restaurant location.

Objectives of the Health and Safety Representative

- To support and reinforce the Internal Responsibility System at FMI.
- To identify, evaluate and recommend strategies that will prevent or resolve workplace Health and Safety concerns.
- To provide ongoing dialogue between the RGM and employees on Health and Safety issues.
- To perform all functions in a manner that respects confidentiality of workplace parties and/or issues.
- To assist with and to support the integration of Health and Safety into FMI business practices.

Composition and Term

- The Health and Safety Representative is a full-time hourly Team Member, who does not hold any Managerial functions and is selected by the employees through an election process.
- The Health and Safety Representative represent the employees at the workplace where the number of workers regularly exceeds five (5) and is less than twenty (20).
- New members will receive an orientation from the previous Representative when possible.

Duties

- Identify workplace hazards and ensure that the responsible/appropriate RGM/AGM/SM follows up on action items. If follow up is not successful, the action item will be raised with the Area Manager.
- Conduct monthly workplace inspections using the Workplace Inspection Report. The previous month's inspection report will also be used as a tool to follow up on previously identified items. Serious hazards requiring immediate action will be brought to the attention of the RGM/AM at the time of the inspection.
- Encourage communications amongst FMI employees and Restaurant Management Team regarding Health and Safety.
• Promote best practices in Health and Safety.
• Review accident/incident/investigation reports.
• Consult on and review all information pertaining to workplace Health and Safety, including methods and results of any evaluations or tests.
• Accompany MOL inspectors on workplace inspections, review reports and recommend appropriate actions; attend work refusals as required.
• Consult on workplace industrial hygiene testing strategies and have the option to be present at the commencement of such testing.
• Review the WHMIS information including Material Safety Data Sheets.

Recommendations
If issues are not able to be resolved by the RGM to the satisfaction of the H&S Representative, the Representative can issue a formal recommendation to Senior Management, utilizing the Hazard Reporting Form (Form HS4.4a). These recommendations will be submitted to the AM and FMI’s Health & Safety Manager.

Paid Education Leave for Health and Safety Representative
According to legislation in certain provinces, representatives are entitled to training that is relevant and subject to the approval of the Area Manager. Speak to the H&S Manager to obtain more information.

Payment
The Health and Safety Representative will be provided adequate paid work time to carry out their responsibilities and training.
H&S Rep - Monthly Review

Restaurant #: ___________________________ Date: ___________________________

1. Attendance

Worker Representative: Name: ___________________________ Signature: ____________

Management Representative: Name: ___________________________ Signature: ____________

Guest: Name: ___________________________ Signature: ____________

2. Safety Talk

This month's Safety Talk topic was: ___________________________________________

The Safety Talk information was: (check if completed)

☐ Posted on the H&S Bulletin Board
☐ Reviewed by H&S Rep
☐ Spoken about with team members on (date) __________________ by (name) ____________

3. Review Previous Inspection Report

All items must be addressed within a 3-month period.
Escalate issues to your Area Manager when appropriate.
If issues are not addressed, please contact Prism's Health & Safety Advisor at 416-739-2962.

<table>
<thead>
<tr>
<th>Date first discussed</th>
<th>Item Description</th>
<th>Required Action Needed</th>
<th>Person Responsible for Completion</th>
<th>Target Completion Date</th>
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4. Current Incidents Review

Review any employee incidents that happened since the last meeting. Records and information of employee incidents can be found in the First Aid log, or in the Accident Reports. Also, keep in mind any situations that happened that almost resulted in an accident/injury. Do NOT use names of workers when describing the accident.

<table>
<thead>
<tr>
<th>Date of Accident</th>
<th>Description</th>
<th>Preventative Actions Taken/Still Required to be Taken</th>
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5. Review of Monthly Workplace Inspections

Any substandard condition noted on the Monthly Workplace Inspection Report must be fully addressed with a target completion date.

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>Item Description</th>
<th>Required Action Needed</th>
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6. New Hire Training & Orientation

List all new workers since the last meeting and confirm that they have received the following training.

<table>
<thead>
<tr>
<th>Name, Position</th>
<th>WHMIS</th>
<th>Safe Lifting</th>
<th>Fire &amp; Emergency</th>
<th>PPE</th>
<th>Introduction to H&amp;S Rapes</th>
<th>Other</th>
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</table>
7. Other Issues


8. Workplace Inspections

Worker Member Conducting Next Monthly Inspection: 
Manager who will accompany worker member for Inspection: 
Date of Next Scheduled Inspection: 

RGM has conducted Quarterly Workplace Inspections for current year: 
(check if completed)
- □ January
- □ July
- □ April
- □ October

9. Final Details

Distribution of Copies of Workplace Inspection Report:
- □ H&S Binder
- □ Post on H&S Bulletin Board
- □ Area Manager

***For any questions of issues regarding Health & Safety, please contact Priszm’s Health & Safety Advisor at 416.739.2962.***
HS5.2 Joint Health and Safety Committee Terms of Reference

For restaurants that have 20 or more regular staff

The Terms of Reference is an agreement between the Joint Health and Safety Committee (JHSC) and FMI that sets out the structure, functions, operating procedures, and a method of resolving issues. This agreement incorporates the concept of the Internal Responsibility System and is based upon the corporate philosophy of FMI, including the Health and Safety Policy.

Purpose of Committee

- To act as an advisory body whose function it is to promote the maintenance of a safe work environment that enhances the health, safety and well-being of all employees. The committee shall be an auditor of the overall Health and Safety system.

Objectives of the Committee

- To support and reinforce the Internal Responsibility System at FMI.
- To identify, evaluate and recommend strategies that will prevent or resolve workplace Health and Safety concerns.
- To provide ongoing dialogue between the RGM and employees on Health and Safety issues.
- To perform all functions in a manner that respects confidentiality of workplace parties and/or issues.
- To assist with and to support the integration of Health and Safety into FMI practices.

Structure of Committee

Composition and Term

- The committee is composed of a minimum of at least one (1) Manager and one (1) full-time Team Member.
- The committee will have two (2) Co-Chairs, one (1) representing the employee members, and one (1) representing Management.
- New members will receive necessary JHSC reference materials/training to perform their role.

Selection of Committee Members

- The RGM shall appoint Management members.
- FMI employees who do not exercise Managerial functions are responsible for the selection of their members through an election process. Notice of vacancies will be communicated to all staff and eligible candidate's names will be forwarded to the employee Co-Chair for inclusion in the voting process. Volunteering is encouraged.
- Employee Co-Chair shall be selected by the worker representatives on the committee.
- Terms of office shall, to the extent practicable, be staggered to allow for continuity.

Duties of Members
Co-Chairs
• Ensure that a meeting schedule is developed and accessible to all employees.
• Arrange for special speakers/resource specialists.
• Ensure that the responsible/appropriate Manager will follow up on action items and shall track completed actions in the Management Log. If follow up is not successful, the action item will be raised with the RGM/AM.

Members
• Attend at least 75% of meetings on an annual basis, and endeavour to stay apprised of proceedings from any meetings missed.
• Review minutes and complete requested assignments within the identified timelines.
• Participate in workplace inspections on a rotational basis (worker members only).
• Recording and preparation of minutes will be shared among committee members. The committee will schedule the timetable.
• A standard format for the minutes will be used, listing items, brief discussion notes and action points.
• Posting of names and work locations of JHSC members (accessible to all employees).

Operating Procedures
Meetings and Business Matters
• Meetings will be held at minimum on a quarterly basis. An initial meeting will be scheduled at the beginning of the year. A yearly schedule of meetings will be determined and posted with the minutes on the Health and Safety Bulletin Board. (Form HS5.2a)
• The meeting must meet the minimum numbers of members required by provincial legislation. (See Form5.2b)
• There should always be equal or more worker members in a meeting the management members.
• Minutes shall be kept of all meetings of the JHSC. (Form HS5.2a)

Approval and Posting of Minutes
The JHSC minutes will be reviewed and approved prior to posting on the Health and Safety Bulletin Board. The approval process is as follows:
• Minutes are prepared by the appointed JHSC member at the time of the meeting.
• Each committee member will review the minutes and provide feedback/comments/corrections or suggestions at the time of the meeting.
• The appointed JHSC member will revise the minutes at the meeting if necessary.
• Any outstanding unresolved items will be noted from the minutes and deferred to the next meeting for resolution.
• The appointed JHSC member will post a copy of the minutes and the monthly workplace inspection on the Health and Safety Bulletin Board.
• After they have been posted on the Health and Safety Bulletin Board, they are to be maintained on file for at least three years in the restaurants Health & Safety Binder.
Functions of JHSC

Prevention:
- Encourage communications amongst FMI employees and Management regarding Health and Safety.
- Promote best practices in Health and Safety.
- Identify trends that will proactively address emerging Health and Safety issues.

Workplace Inspections:
- At least one Worker Rep accompanied by an Employer Rep (when possible), will complete a monthly inspection of the restaurant using the Monthly Workplace Inspection Checklist and Report (Form HS8.1a). The previous month's inspection report will also be used as a tool to follow up on previously identified items. Serious hazards requiring immediate action will be brought to the attention of RGM at the time of the inspection.
- The completed Workplace Inspection Reports will be reviewed and discussed in each quarterly JHSC meeting. Items requiring corrective action will be assigned to JHSC members, staff members and/or Manager(s) as appropriate, with follow-up by the JHSC. If follow up is not successful, the action item will be raised with the AM. Decisions from the RGM/AM will be provided to the JHSC for discussion at the next meeting and subsequent inclusion in the minutes.

Accident/Incident Investigation:
Ensure prescribed requirements provincial legislation are carried out as required.
- Review all incidents and investigate if deemed warranted by the Co-Chairpersons.
- Review all accident/incident/investigation reports.

Recommendations:
- The JHSC will make sound, supportable recommendations to the RGM, clearly identifying and defining problems and/or concerns.
- The JHSC can issue a formal recommendation to Management at anytime, utilizing the Hazard Reporting Form. (Form HS4.4a)
- All recommendations are to be in writing and forwarded from the JHSC to the RGM via the Management Representative.
- These recommendations will be submitted through the Co-Chairs of the Joint Health and Safety Committee to the RGM.
- Urgent or imminently hazardous situations will be reported directly to RGM for immediate intervention.
- It is the JHSC’s responsibility to remain in contact with the RGM to reconcile any Health and Safety hazards or concerns.
**Other:**
- Consult on and review all information pertaining to workplace Health and Safety from the Employer, including methods and results of any evaluations or tests.
- Accompany MOL inspectors on workplace inspections, review reports and recommend appropriate actions.
- Attend work refusals as required.
- Consult on workplace industrial hygiene testing strategies and have the option to be present at the commencement of such testing.
- Review all pertinent reports (WSIB/WCB, hygiene, ergonomic, etc).
- Review the WHMIS information including Material Safety Data Sheets.
- Address any Occupational Health and Safety matters the committee deems appropriate.

**Certification Training (Ontario only)**
By law, at least two members of the JHSC (one Manager, one employee) must be certified by an approved WSIB Provider. Certification is divided into two parts, Level One (Core Health and Safety Training) and Level Two (Workplace Specific Training).

**Paid Education Leave for JHSC Members**
JHSC members are entitled to training that is relevant to the operation of the JHSC, subject to the approval of the AM at FMI.

**Payment for JHSC Business**
JHSC members will be provided adequate paid work time to carry out their committee responsibilities.
# Monthly JHSC Meeting Minutes

Restaurant #: ___________________ Date: ___________________

## 1. Attendance

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Worker Representative</td>
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<tr>
<td>Management Representative</td>
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<td>Guest</td>
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For any restaurant with 20-50 restaurant employees, 2 Representatives must be present at the meeting: 1 Worker Representative & 1 Management Representative.

## 2. Safety Talk

This month's Safety Talk topic was: __________________________

The Safety Talk information was: (check if completed)
- [ ] Posted on the H&S Bulletin Board
- [ ] Discussed in the JHSC Meeting - Presented by __________________
- [ ] Spoken about with team members
  - (date) __________________ by (name) __________________

## 3. Review Previous Meeting Minutes

All items must be addressed within a 3-month period.
Escalate issues to your Area Manager when appropriate.

If issues are not addressed, please contact Prizm's Health & Safety Advisor at 416-739-2962.

Previous minutes read by: __________________

### Outstanding Items from Previous Minutes

<table>
<thead>
<tr>
<th>Date first discussed</th>
<th>Item Description</th>
<th>Required Action Needed</th>
<th>Person Responsible for Completion</th>
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4. Current Incidents Review
Review any incidents that happened since the last meeting. Records and information of incidents can be found in the First Aid log, or in the Accident Reports. Also, keep in mind any situations that happened that almost resulted in an accident/injury. Do NOT use names of workers when describing the accident.

<table>
<thead>
<tr>
<th>Date of Accident</th>
<th>Description</th>
<th>Preventative Actions Taken/Still Required to be Taken</th>
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5. Review of Monthly Workplace Inspections
Any substandard condition noted on the Monthly Workplace Inspection Report must be fully addressed with a target completion date.

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6. New Hire Training & Orientation
List all new workers since the last meeting and confirm that they have received the following training.

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<thead>
<tr>
<th>Name, Position</th>
<th>WHMIS</th>
<th>Safe Lifting</th>
<th>Fire &amp; Emergency</th>
<th>PPE</th>
<th>Introduction to HS/SI/RPs</th>
<th>Other</th>
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</table>
7. Other Issues

8. Workplace Inspections

Worker Member Conducting Next Monthly Inspection: 
Manager who will accompany worker member for inspection: 
Date of Next Scheduled Inspection: 

RGM has conducted Quarterly Workplace Inspections for current year:  
(check if completed)  
☐ January  ☐ July  
☐ April  ☐ October

9. Final Details

ALL 4 DATES MUST BE COMPLETED

Date & Time of Next Meeting: 
Date & Time of Following Meeting: 
Date & Time of Following Meeting: 

Distribution of Copies:  
☐ H&S Binder  
☐ Post on H&S Bulletin Board  
☐ Area Manager

For any questions of issues regarding Health & Safety,  
please contact Priszm’s Health & Safety Advisor at 416.739.2962.

***This record must be kept onsite for 3 years.***
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Location</th>
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<tbody>
<tr>
<td><strong>Worker Co-Chair:</strong></td>
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<td><strong>Management Co-Chair:</strong></td>
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<td><strong>Worker Members:</strong></td>
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<tr>
<td><strong>Management Members</strong></td>
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* indicates certified member

For more information, Contact: ______________________________

Location/Department: ______________________________
Section 6 – Training
HS6.1 Education & Training

Purpose
Training is an essential part of our Health and Safety program, providing employees with the knowledge and practices to stay safe in the workplace.

Policy
FMI will deliver training to employees depending on their position or tasks. Some training programs will be delivered to all employees, while others will be position or task specific.

The training program will be reviewed by Management on an annual basis to incorporate legislative changes and address changes to equipment or processes. The training needs for each job category will be reviewed, as will employee training records (particularly those of new employees, and transferred or promoted employees).

Training Matrix (Appendix C)
All employees will receive our Health and Safety training upon hire (see HS6.2 Orientation). Annual updates of WHMIS, roles & responsibilities as well as other chosen policies and procedures will also be required of both Management and hourly team members as directed by the Health & Safety Manager.

All training records and tests are to be retained at the restaurant location and/or in the employee file which is kept at the restaurant location.
HS6.2 Health & Safety Orientation Policy

PURPOSE
The purpose of workplace Orientation is:

- To introduce the FMI Health and Safety Program to new and returning workers.
- To ensure that all workers are aware of FMI’s commitment to worker health and safety, to lay the groundwork for desired attitudes, and required skills and knowledge.
- To review the workers’ training requirements and to ensure that they receive proper training before commencing work.

STANDARDS/ PROCEDURES
The following persons shall participate in the Team Member Training System:

- All new hires – regardless of position or title
- Any worker returning to work after an absence of greater than 1 year
- All Students (including both paid and co-op students)
- All workers being promoted to a new position
- Any workers hired on a contract basis

Components of the training will include:

- Health and Safety Board
  - Health & Safety Policy
  - Posted Materials
  - First Aid Kits
- Standards and Procedures for:
  - Injury/Illness and Incident Reporting
  - Hazard Reporting
  - Emergency Plans & Equipment
  - Personal Protective Equipment
  - Hand Washing
- Job/Task Specific Training
- Workers Rights and Responsibilities
- WHMIS

The worker, led by the Manager delivering the training, must complete the 4-Step process and be certified through using the Team Member training certification card for each topic. Upon completion of all the components of the orientation, the checklist must be dated and signed and placed in the workers training file.

REFERENCE: TMT Training Cards (Specifically 4a, 4b, 5a & 5b)
Section 7 – First Aid
HS7.1 First Aid Policy

Policy
FMI will protect the health, safety and well-being of its employees. The Company will ensure that any person injured or ill in the workplace shall be provided with the utmost care, and prompt and proper first aid will be administered by a certified First Aid Attendant. FMI will provide properly stocked first aid kits, and will keep a record of all first aid treatment and advice.

First Aid Station
The first aid station will be located within quick and easy access of all employees. The first aid station is equipped with a first aid kit, which is located in a central area. The first aid kit will be adequately stocked, as per provincial regulations. The kit shall contain, as a minimum, the following:

<table>
<thead>
<tr>
<th>First Aid Item</th>
<th>BC</th>
<th>AB</th>
<th>ON</th>
<th>NS</th>
<th>NB</th>
<th>MB</th>
<th>QC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdominal Dressing</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adhesive Tape, Waterproof</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Alcohol Wipes</td>
<td>24</td>
<td>10</td>
<td>20</td>
<td>24</td>
<td>36</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Bandages (2cm x 7.5cm)</td>
<td>100</td>
<td>50</td>
<td>24</td>
<td>24</td>
<td>50</td>
<td>32</td>
<td>25</td>
</tr>
<tr>
<td>Barrier Devices (O2 Inlet)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blankets (Foil)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold Compress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Compress Dressing/Bandage (10cm x 10cm)</td>
<td>12</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Conform Bandages (2&quot;)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Cotton Tip Applicators (7.5cm)</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crepe Compress/Pressure Dressing (15cm x 10cm)</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Crepe tension bandage 7.5cm</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elastoplast Roll (3&quot;)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Eye Shield/Dressing</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>First Aid Pocket Guide (Bilingual)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Forceps (9cm)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gauze Pads (10cm x 10cm) (Qty: 25)</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Gauze Pads (7.5cm x 7.5cm) (Qty: 25)</td>
<td>20</td>
<td>12</td>
<td>16</td>
<td>16</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Gauze Roll (10cm x 4.5m) (Qty: 2)</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Gauze Roll (2.5cm x 4.5m) (Qty: 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Gauze Roll (5cm x 4.5m) (Qty: 4)</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gel Burn Dressing (10cm x 10cm)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pairs of disposable surgical gloves</td>
<td>6</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Pins (Assorted)</td>
<td>48</td>
<td>8</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Scissors (9cm)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Splint Padding</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telfa Pads (Non-Adherent) (Qty: 100)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Tensor Support Bandage (3&quot;)</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Tongue Depressors, unwrapped</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Triangular Bandage with Pins</td>
<td>6</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Tubular Finger Bandage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Waste Bag (60cm x 60cm)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire Splints (30cm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Stretcher and Blankets Requirements (RSC Only)
At the RSC, one stretcher and two blankets are provided in the Wellness Room on the first floor.

First Aid Training
FMI offers first aid training as outlined in this policy. At a minimum, FMI will ensure that at least one (1) Certified First Aider will be available during every shift. A First Aider will work in a close proximity of the first aid station. A list of Certified First Aiders, along with a copy of their current certification and certification expiry date, will be posted on the Health and Safety Bulletin Board.

Reporting Requirements
The First Aid Attendant will be required to record all treatment given to an employee (Form HS7.1b). If the injury/illness be serious enough that medical attention is required, an Injury/Illness Incident Report shall be completed and sent to the Area Manager, HR Manager, H&S Manager and Claims Management company (See Policy HS4.6). The First Aid Attendant shall record in the First Aid Log the circumstances surrounding the incident as described by the injured employee.
Specifically, the report must include:
- The date of the injury.
- Time of the injury.
- The nature.
- Description of the treatment given.

Inspection Requirements
Every month, the Worker Representative of the JHSC or the Health and Safety Representative shall inspect the first aid kit, and the equipment in the first aid station to ensure that the kit is adequately stocked with supplies and that the First Aid Incident Log is being filled out.

The Worker Representative of the JHSC or Health and Safety Representative shall initial the inspection record attached to the first aid kit every month (Appendix I). If there are any supplies or deficiencies identified, it will be noted on the Monthly Inspection Record and the kit will be restocked within a reasonable time period. The inspection schedule and person responsible shall be defined according to the inspection schedule determined by the JHSC or the Health and Safety Representative.

Transportation of Injured Worker
Should any person at FMI become injured or ill on the premises, the following procedures shall be followed to ensure that the person is safely transported to their desired destination, according to the following procedure.
Transportation Procedure

- If in the judgment of the First Aid Attendant in charge, ambulance service is not warranted, the first aid attendant using an approved taxi service or other suitable means shall arrange transportation. If there is a charge incurred for this, it shall be paid from the restaurant.
- The first aid attendant in charge may accompany the injured worker to medical attention/home if required. His/her duty is to provide first aid assistance on the journey and reassure the injured worker.
- If in the judgement of the First Aid Attendant in charge, ambulance is necessary, but the injured worker refuses, the injured worker must sign the Transportation Refusal Record (Form7.1a).
HS7.1a Transportation Refusal Record

Transportation Refusal

I, _____________________ (name of employee) am refusing transportation home/medical treatment.
Signed______________________________________ (worker) ______________________ (date)

If in the opinion of the First Aider, a medical emergency exists, the First Aider should call 911 and request an ambulance. The ambulance attendants are trained and equipped to handle medical refusal.
### First Aid Incident Log

<table>
<thead>
<tr>
<th>Time &amp; Date of Incident</th>
<th>Injured Worker’s Title &amp; Name (don’t use names)</th>
<th>Description of Injury</th>
<th>Explanation of incident (Include witness names and incident location)</th>
<th>Treatment provided</th>
<th>First Aid Rep’s Name</th>
<th>Preventative Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:15:32 12/12/13</td>
<td>Cook</td>
<td>Inj. Cut &amp; Gash</td>
<td>While taking out the garbage, cut hand on container lid</td>
<td>None: X First Aid at Restaurant: Went to Hospital/Clinic: Reported to CSI</td>
<td>Joe Smith</td>
<td>Put plastic covering on area of the sharp container lid.</td>
</tr>
<tr>
<td>8:00:00 1/1/14</td>
<td>Bartender</td>
<td>Inj. Slab</td>
<td></td>
<td>None: First Aid at Restaurant: Went to Hospital/Clinic: Reported to CSI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00:00 1/1/14</td>
<td>Bartender</td>
<td>Inj. Slab</td>
<td></td>
<td>None: First Aid at Restaurant: Went to Hospital/Clinic: Reported to CSI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00:00 1/1/14</td>
<td>Bartender</td>
<td>Inj. Slab</td>
<td></td>
<td>None: First Aid at Restaurant: Went to Hospital/Clinic: Reported to CSI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00:00 1/1/14</td>
<td>Bartender</td>
<td>Inj. Slab</td>
<td></td>
<td>None: First Aid at Restaurant: Went to Hospital/Clinic: Reported to CSI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 8 – Workplace Inspections
HS8.1 Workplace Inspections Policy

Purpose
To assess the quality of the workplace conditions, equipment and methods, the success of or need for safety programs initiatives, and the quality and adequacy or controls for substandard conditions/hazards in the workplace. This policy provides a procedure for ensuring that workplace inspections are conducted properly and are consistent. It also outlines the frequency which inspections should take place.

Scope
This standard applies to all areas of the workplace. Inspector refers to any FMI employee conducting the inspection. It does NOT refer to a government agency inspector.

Standards/Procedures

Workplace Inspections
1. Inspectors should prepare for the inspection by reviewing the following:
   i. Previous inspection reports to ensure previous issues have been resolved.
   ii. First Aid, Incident/injury reports.
   iii. Hazard Reports to help identify potential hazard areas.
2. The inspectors should prepare the following tools:
   i. Inspection Report.
   ii. Machinery and equipment records (if necessary to ensure that relevant items are examined) (Form HS8.1a, HS8.1b).
   iii. Materials records (if necessary as a reminder of which materials are present in the work area and how they are used and stored).
3. Inspections shall take place according to the following schedule:

<table>
<thead>
<tr>
<th>Person/Group Conducting Inspection</th>
<th>Frequency of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Worker Member of Joint Health and Safety Committee (JHSC) or the Health and Safety Representative</td>
<td>Monthly inspections (Form HS8.1a)</td>
</tr>
<tr>
<td>AGM/SM</td>
<td>Daily Champs List</td>
</tr>
<tr>
<td></td>
<td>Monthly Inspection (can be completed with the JSHC/Health and Safety Representative, as long as JHSC/Health and Safety Representative leads the inspection) (Form HS8.1a)</td>
</tr>
<tr>
<td>RGM</td>
<td>Quarterly Inspection (Form HS8.1b)</td>
</tr>
<tr>
<td>Area Manager (AM)</td>
<td>Annual Inspection (Form HS8.1c)</td>
</tr>
</tbody>
</table>
1. The inspection must be performed during normal working hours and observe employees on the job. The inspectors shall make contacts with employees and Managers to help identify workplace hazards. A minimum of one employee contact and activity observation should be conducted during each workplace inspection.

2. If a hazard or unsafe condition is observed while conducting the inspection, the hazard must be recorded on the Workplace Inspection Checklist and Report Form (Form HS4.4a) and reported to the RGM. If the hazard or unsafe condition is not rectified to the Inspector’s agreement, it should be elevated to the AM or H&S Advisor the using the Hazard Reporting Procedures and form. (See Policy Section 4 - Hazard Reporting). All major hazards require immediate response. The identified hazard, as well as any corrective action taken at the time of the inspection shall be noted on the Inspection Report or Hazard Report.

3. The inspector must complete and sign the Inspection Report and forward a copy, along with a copy of the Hazard Reporting and Response Form(s), if applicable, to: (1) RGM (2) JHSC/Health and Safety Representative (3) All parties which fall above that of the inspector on the "Frequency of Inspections" table above within one week of the date of the inspection.

4. All parties shall review the inspection report and take appropriate action. The JHSC/Health and Safety Representative shall provide recommendations to the Restaurant Management Team, if necessary (Form HS4.4a or 5.1a). The Restaurant Management Team must provide a written response within 21 days upon receiving the recommendation.

5. Any outstanding problems shall be discussed during the following Health and Safety meeting, whereby actions plan with a proposed dates for resolution will be established and recorded in the minutes of the JHSC.

6. Completed inspection reports shall be posted on the Health and Safety Bulletin Board.

Workers are required to perform a pre inspection on equipment as per Section 9 in our Company policies. When a pre-use inspection is required, as per the Preventive Maintenance Policy, use the standard pre-use inspection sheets to record pre-use inspection (Form HS8.1a, HS8.1b). Operators will inspect equipment as per the SOP/operators manual for said equipment. Pre-use inspection records are to be retained for 3 years.

If deficiencies are identified the equipment is be “locked-out” or removed from service till repaired. Equipment is returned to service when repairs are completed and the worker is notified of the full operational status.

Roles and Responsibilities
All Management, Supervisors, JHSC members or Health & Safety representatives are responsible for ensuring proper application of this policy.

Communication
This policy is told to Management, Supervisors and the JHSC/H&S Reps through orientation.

Evaluation
Compliance and effectiveness of this policy will be evaluated at least annually.
# Monthly Workplace Inspection Checklist

**Inspection Date:**

**Restaurant #:**

**H&S Rep (Hourly) performing inspection:**

**Inspection Time:**

**Other Rep (if applicable) performing inspection:**

### Smoking Policies & Procedures

- Smoking Restrictions adhered to per legislation
- "No Smoking" signs visible/posted per legislation

### WHMIS & Chemical Use

- All chemicals used have an MSDS that is no older than 3 years from its date of issue.
- MSDS are visible and accessible to all staff.
- WHMIS poster posted at dispensing area.
- Chemical storage area clean and tidy. Chemical boxes not on the floor.
- Dispensing area clean and neat. No broken equipment.
- All chemicals are in their property labelled containers.

### Personal Protective Equipment

- The following PPE is available and in good condition:
  - Heat resistant gloves
  - Splash protective gloves
  - Face shield
  - Splash goggles for chemicals
  - Disposable masks
  - All employees are wearing slip-resistant shoes.

### Restrooms (both customer and employee)

- Light bulbs are in working condition.
- Floors are clean and maintained.
- Facilities are in working order.

### First Aid Kits

- Kit is in good condition.
- First Aid usage log book is available. Supplies used are being documented.
- First Aid kit inspection sheet is inside the kit and contents are verified monthly.
- Eye wash unit is available and in good condition.

### Emergency Preparedness

- All fire extinguishers checked. (Date & initial on tag monthly)
- Outside contractor has inspected fire suppression system in the last 6 months
- No obstructions in front of fire extinguishers
- All fire exit doors tested to ensure proper function
- Fires exit doors are equipped with panic bars and are not locked/bolted
- Emergency exit lights are all working
- Emergency evacuation plan posted and accessible
- No combustibles within 3 ft of hot water tank, space heater or electrical panels.
- All product/supplies not piled within 18" of sprinkler heads

### Electrical

- All electrical switches and panels are accessible and free of obstructions
- All electrical panels are kept closed at all times
- Wiring properly secured to prevent trip hazards
- No extension cords, only power bars in good condition, free from being a tripping hazard.
- Outlets have maximum 4 plugs.
- Ventilation and exhaust fans in working condition.
- Exhaust fans are all working. Exhaust fans are all working.

### Kitchen & Work Stations

- Area and floor is maintained, clear of obstructions and clean.
- All equipment is maintained and clean.
- Only approved washing and cleaning chemical supplies are being used.
- Carts, tables, and bins are available to use to move heavy and awkward items.
- Area is well lit. No broken or damaged light fixtures.

### Supply & Storage Areas

- Roofs are clean, dry, and non-slippery.
- Roof is free of trip hazards.
- Shelving is sturdy and in good condition.
- All boxes and items stored securely with no chance of tipping.
- Heavier items stored at knee to waist level.
- Step stools or property sized ladders with non-skid feet are provided.
- Step stools or property sized ladders with non-skid feet are provided.
- Portable CO2 cylinders are upright, chained and secured at all times.
- Not stored in the furnace room.
<table>
<thead>
<tr>
<th>Dining Room (if applicable)</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance and exit maintained and cleaned</td>
<td></td>
</tr>
<tr>
<td>Seasonal mats available and maintained</td>
<td></td>
</tr>
<tr>
<td>Seating area in good order, maintained and clean</td>
<td></td>
</tr>
<tr>
<td>Tables in good condition, no sharp edges</td>
<td></td>
</tr>
<tr>
<td>Chairs in good condition, no sharp edges</td>
<td></td>
</tr>
<tr>
<td>Floor properly maintained</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health &amp; Safety Bulletin Board</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following items are posted on the H&amp;S Board:</td>
<td></td>
</tr>
<tr>
<td>Signed Corporate H&amp;S Policy dated in current year</td>
<td></td>
</tr>
<tr>
<td>Names and Certificates of those First Aid trained</td>
<td></td>
</tr>
<tr>
<td>Names of H&amp;S Representatives or JHSC members</td>
<td></td>
</tr>
<tr>
<td>Minutes from the JHSC meeting (most recent only)</td>
<td></td>
</tr>
<tr>
<td>Inspection Report (most recent only)</td>
<td></td>
</tr>
<tr>
<td>Provincial Compensation (WCB/WSIB/CSST) poster</td>
<td></td>
</tr>
<tr>
<td>Occupational Health &amp; Safety Act</td>
<td></td>
</tr>
<tr>
<td>Guide to the Occupational Health &amp; Safety Act</td>
<td></td>
</tr>
<tr>
<td>First Aid Requirements</td>
<td></td>
</tr>
<tr>
<td>WHMIS Regulations</td>
<td></td>
</tr>
<tr>
<td>Industrial Establishment Regulations</td>
<td></td>
</tr>
<tr>
<td>Emergency Telephone Numbers</td>
<td></td>
</tr>
<tr>
<td>Government reports from WSIB/WCB/MOL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hot Shortening / Hot Water</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortening greater than 110°F is drained/inoved only in the filter machine with all PPE</td>
<td></td>
</tr>
<tr>
<td>Solid shortening is melted into cooker/fryer using a cooking basket and all PPE</td>
<td></td>
</tr>
<tr>
<td>Cooking equipment in good condition, no sharp edges</td>
<td></td>
</tr>
<tr>
<td>Shortening is at a level line mark in all fryers and cookers</td>
<td></td>
</tr>
<tr>
<td>Filter machine hose is hung to drain after each use</td>
<td></td>
</tr>
<tr>
<td>Kitchen utensils are stored below the surface of cookers/fryers</td>
<td></td>
</tr>
<tr>
<td>Hook and glove are always used to raise/lower clamshell from cooker</td>
<td></td>
</tr>
<tr>
<td>Lid gasket seam faces back of cooker</td>
<td></td>
</tr>
<tr>
<td>Lid gaskets are all clean and in good working order</td>
<td></td>
</tr>
<tr>
<td>Hinges and locks are secure and in place on the re-thermalizer (Taco Bell)</td>
<td></td>
</tr>
<tr>
<td>Gloves are available and used when removing food packets from the re-thermalizer (Taco Bell)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Safety</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet floor signs are used and stored properly</td>
<td></td>
</tr>
<tr>
<td>Cabinet drawers are closed to not cause a hazard</td>
<td></td>
</tr>
<tr>
<td>Floor mats are not buckling</td>
<td></td>
</tr>
<tr>
<td>Stair landing are in good repair and not slippery</td>
<td></td>
</tr>
<tr>
<td>Lock Out/Tag Out materials are available and procedures are in use</td>
<td></td>
</tr>
<tr>
<td>Training documents are at store level for review</td>
<td></td>
</tr>
<tr>
<td>Equipment safety features are not by-passed</td>
<td></td>
</tr>
<tr>
<td>All knives are sharpened on a regular basis</td>
<td></td>
</tr>
<tr>
<td>Ceiling and tiles are in good repair</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H&amp;S Questions</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position of employee interviewed:</td>
<td></td>
</tr>
<tr>
<td>Do you know of any outstanding health &amp; safety issues?</td>
<td></td>
</tr>
<tr>
<td>Do you know where the designated meeting place is in case of an evacuation?</td>
<td></td>
</tr>
<tr>
<td>Do you know where the location of the nearest fire extinguisher? Fire exit? And pull station are?</td>
<td></td>
</tr>
<tr>
<td>Do you know where the MSDS sheets are located?</td>
<td></td>
</tr>
<tr>
<td>Do you know what WHMIS stands for?</td>
<td></td>
</tr>
<tr>
<td>Were you trained on all the equipment that you use?</td>
<td></td>
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<tr>
<td>What do you do if you have an injury at work?</td>
<td></td>
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<tr>
<td>Can you illustrate proper lifting techniques?</td>
<td></td>
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<tr>
<td>What are the major hazards that you encounter at this restaurant?</td>
<td></td>
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<tr>
<td>Do you ever observe people working unsafely? When &amp; How?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Restrooms (both customer and employee)</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light bulbs are in working condition</td>
<td></td>
</tr>
<tr>
<td>Floors are clean and maintained</td>
<td></td>
</tr>
<tr>
<td>Facilities are in working order</td>
<td></td>
</tr>
</tbody>
</table>

RGM Signature: ___________________________ Signature of H&S Rep: ___________________________

Please complete the attached Workplace Inspection Report for any items marked as "N" on the Monthly Workplace Inspection Checklist.
# Workplace Inspection Report

**Inspection Date:** ____________________________  
**Restaurant #:** ____________________________  
**H&S Rep (Hourly) performing inspection:** ____________________________  

**Inspection Time:** ____________________________  
**Other Rep (if applicable) performing inspection:** ____________________________

<table>
<thead>
<tr>
<th>Item and Location</th>
<th>Hazard Observed</th>
<th>Priority (M/S/C)</th>
<th>Recommended Action</th>
<th>By Date</th>
<th>Responsible Person</th>
<th>Action Taken</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*A priority level is assigned to the hazard to indicate the urgency of the corrective action required.  
A: Major -- requires immediate action  
B: Serious -- requires short term action  
C: Minor--requires long term action

RGM Signature: ____________________________  
AM Signature: ____________________________
### HS8.1c RGM – Quarterly Inspection

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Policy Ref.</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the Health and Safety policy posted on the bulletin board, dated &amp; signed within the calendar year?</td>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td>Do you have all required Health and Safety materials posted on your Health and Safety Bulletin Board?</td>
<td>3</td>
<td></td>
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<tr>
<td>3</td>
<td>Standard Operating Practices are in place - next to equipment or in a binder near the equipment?</td>
<td>4</td>
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<tr>
<td>4</td>
<td>Do you have an active JHSC or Health and Safety Representative?</td>
<td>5</td>
<td></td>
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<tr>
<td>5</td>
<td>Are all chemicals in the correct bottle and labelled correctly?</td>
<td>5</td>
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<tr>
<td>6</td>
<td>Are monthly inspections being performed by the hourly H&amp;S Rep?</td>
<td>5</td>
<td></td>
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<tr>
<td>7</td>
<td>Do you have a MSDS binder for products used with all sheets current within 3 years?</td>
<td>5</td>
<td></td>
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<tr>
<td>8</td>
<td>Are all first aid kits stocked and readily available to all employees?</td>
<td>7</td>
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<tr>
<td>9</td>
<td>Do you have trained First Aider available for each shift?</td>
<td>7</td>
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<tr>
<td>10</td>
<td>Are the First Aiders certificates posted?</td>
<td>7</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Are CHAMPS checks being performed as prescribed in your policy (daily or weekly)?</td>
<td>8</td>
<td></td>
<td></td>
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<tr>
<td>12</td>
<td>Are Managers performing their workplace inspections (with or without JHSC)?</td>
<td>8</td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>Are all injury and illnesses being reported on time and when necessary investigated?</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Are eye stations accessible, maintained and functioning properly?</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Are all fire equipment checked monthly?</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>16</td>
<td>Are all emergency exits clearly marked free from obstructions?</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Are all ladders secured when not in use?</td>
<td>4</td>
<td></td>
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</tbody>
</table>

Any additional observations while walking around:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Any required Corrective Action:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Evaluator’s Signature: ________________________  
Date: ________________________  
JHSC/H&S Safety Rep Signature: ________________________  
Date: ________________________
## HS8.1b Area Manager Annual Inspection

### Area Manager Annual Inspection

| Restaurant #: _______________ | Date of Inspection: _________________ |

Instructions: Each item is to be checked and in the 3rd column indicate with one of the following symbols the level of compliance.

- X – Needs Improvement
- Y – Meets Compliance
- N/A – Not Applicable

<table>
<thead>
<tr>
<th></th>
<th>A. Housekeeping</th>
<th>X, Y, N/A</th>
<th>Corrective Action</th>
<th>Action by Whom</th>
<th>Date</th>
<th>Corrections Completed</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Good housekeeping/CHAMPS list is maintained to minimize accidents.</td>
<td>X, Y, N/A</td>
<td></td>
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<tr>
<td>2</td>
<td>Storage areas uncluttered and orderly.</td>
<td>X, Y, N/A</td>
<td></td>
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<tr>
<td>3</td>
<td>Excess packaging, boxes and garbage are removed on a regular basis.</td>
<td>X, Y, N/A</td>
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<tr>
<td>4</td>
<td>Wastebaskets and garbage containers are placed to avoid tripping hazards.</td>
<td>X, Y, N/A</td>
<td></td>
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<tr>
<td>5</td>
<td>Floor surfaces are secure and free of hazards or posted “wet floor” if wet</td>
<td>X, Y, N/A</td>
<td></td>
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<tr>
<td>6</td>
<td>Cleaning fluids are stored in appropriately labeled containers that are kept in well-ventilated areas.</td>
<td>X, Y, N/A</td>
<td></td>
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<tr>
<td>7</td>
<td>Washroom areas are clean and adequately supplied</td>
<td>X, Y, N/A</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>8</td>
<td>Lunch room and beverage service areas are clean.</td>
<td>X, Y, N/A</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Floors are clear of pencils, bottles, electrical and phone cords, projections, object / protrusions or any other tripping hazard.</td>
<td>X, Y, N/A</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Aisle clearances to be adequate for two way traffic and for unobstructed access</td>
<td>X, Y, N/A</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>B. Furnishings and Equipment</th>
<th>X, Y, N/A</th>
<th>Corrective Action</th>
<th>Action by Whom</th>
<th>Date</th>
<th>Corrections Completed</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Furnishings, equipment and electrical appliances are arranged to obtain maximum safety and use of installed facilities such as overhead lighting, wall outlets, telephones and other services.</td>
<td>X, Y, N/A</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Tools and equipment are in good condition and electrically grounded.</td>
<td>X, Y, N/A</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Proper guarding is appropriately in place.
4. Faulty furnishings and equipment are repaired or taken out of service.
5. Sufficient lighting is provided in all working areas including emergency lighting.
6. Shelves are not overloaded.
7. Push carts, dollies, etc. are available for use when transporting heavy objects.
8. Ladders are secured and appropriate for tasks (ex., changing outdoor signage)
9. Ladders are in safe usable condition with proper handrails and landing
10. All equipment is clean and free of grease accumulation.
11. Clam shells and fryer baskets are not warped and in good condition.
12. Survey the following equipment for any frayed cords, damage, loose screws, etc:
   - Cookers
   - Frys
   - Warmers
   - Kettles
   - Toast
   - Microwave

13. HVAC and Exhaust system have been serviced in the last 6 months

<p>| C. Ergonomics |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| 1. Work can be performed without eyestrain or glare to the employees. | | | |
| 2. Task does not require prolonged raising of arms. | | | |
| 3. Neck and shoulders are not stooped to view the task. | | | |
| 4. There are no pressure points on any parts of the body (wrists, forearms, back, or thighs). | | | |
| 5. Work can be performed using the larger muscles of the body. | | | |
| 6. Work can be performed without twisting or bending of the lower back. | | | |
| 7. There are sufficient rest breaks in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks. | | | |
| 8. Tools, instruments and machinery are shaped, positioned and handled so that tasks can be performed comfortably. | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th>All pieces of furniture are adjusted, positioned and arranged to minimize strain on all parts of the body.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Electrical Equipment</td>
<td>X, Y, N/A</td>
</tr>
<tr>
<td>1</td>
<td>All extension cords are grounded type and in good condition -- no splices or broken insulation.</td>
</tr>
<tr>
<td>2</td>
<td>Electric fans are protected with guards of not over half inch mesh.</td>
</tr>
<tr>
<td>3</td>
<td>Cords, plugs and electrical outlets are clean good condition.</td>
</tr>
<tr>
<td>4</td>
<td>Multi-outlet outlet strips are not plugged into other multi-outlet strips. Extension cords are not to be plugged into other extension cords.</td>
</tr>
<tr>
<td>5</td>
<td>Wall outlet and junction box covers are in place.</td>
</tr>
<tr>
<td>6</td>
<td>All electrical equipment is in good working order.</td>
</tr>
<tr>
<td>7</td>
<td>Extension cords are to be used as a temporary remedy and no greater than 10 feet.</td>
</tr>
<tr>
<td>E. Personal Protective Equipment</td>
<td>X, Y, N/A</td>
</tr>
<tr>
<td>1</td>
<td>Safety footwear is being worn.</td>
</tr>
<tr>
<td>2</td>
<td>Eye protection is available and in use.</td>
</tr>
<tr>
<td>3</td>
<td>Hand protection is being used where required.</td>
</tr>
<tr>
<td>F. Emergency Preparedness</td>
<td>X, Y, N/A</td>
</tr>
<tr>
<td>1</td>
<td>Staff is familiar with emergency signals, exit routes, and emergency equipment usage in the building.</td>
</tr>
<tr>
<td>2</td>
<td>Emergency plan is clearly posted.</td>
</tr>
<tr>
<td>3</td>
<td>Emergency numbers are prominently posted by the telephone.</td>
</tr>
<tr>
<td>4</td>
<td>Emergency lighting is in place and tested annually.</td>
</tr>
<tr>
<td>5</td>
<td>Exit signs are illuminated and visible.</td>
</tr>
<tr>
<td>6</td>
<td>Annual fire drills are performed and critiqued.</td>
</tr>
<tr>
<td>7</td>
<td>Fire extinguisher(s) is available.</td>
</tr>
<tr>
<td>8</td>
<td>Recharge levels of fire extinguishers are checked monthly.</td>
</tr>
</tbody>
</table>
9 Fire extinguisher service checks are completed at least annually.

10 First Aid Kit checked monthly

11 Exits are kept unlocked and not obstructed during normal business hours and special events.

<table>
<thead>
<tr>
<th>G. Hazard Communication</th>
<th>X, Y, N/A</th>
<th>Corrective Action</th>
<th>Action by Whom</th>
<th>Date</th>
<th>Corrections Completed Signature</th>
</tr>
</thead>
</table>

1 Primary and secondary chemical containers are labeled with identity, appropriate hazard warnings and expiry dates.

2 MSDS information is available for chemicals used and stored in area.

3 Employees know the location of the MSDS information for their work area. – ask 3

4 Employee can identify in their department what could injure them – ask 3

5 Monthly Safety Talk is Posted and Signed

6 Employee knows what lock-out is and who performs – ask 3

7 Employee know where to find the Safe Operating Procedures (SOPs) for equipment – ask 3

<table>
<thead>
<tr>
<th>H. Building Services</th>
<th>X, Y, N/A</th>
<th>Corrective Action</th>
<th>Action by Whom</th>
<th>Date</th>
<th>Corrections Completed Signature</th>
</tr>
</thead>
</table>

1 Building conforms to standards with respect to use, occupancy, building services and plumbing.

2 Air exchange rate to meet standard requirements.

3 The system is free of sources of contamination e.g. Micro-organisms, mold and dust fumes.

4 Humidity is at standard level.

5 Ventilation system to control smoke and fumes is inspected and in good condition

6 Walkways and parking lots are free of debris and prepared for weather conditions.

7 Carpets at entry points are free of folds and ripples.

8 All required posting are on the Health and Safety Bulletin Board.
<table>
<thead>
<tr>
<th>VII. Preventative Maintenance</th>
<th>X, Y, N/A</th>
<th>Corrective Action</th>
<th>Action by Whom</th>
<th>Date</th>
<th>Corrections Completed Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Grease/oil is not accumulating on equipment or behind equipment</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2 Cords, plugs, and elements are clean and free of debris.</td>
<td></td>
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<tr>
<td>3 Clam shells and other tools are in proper shape and not warped from time and use.</td>
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<table>
<thead>
<tr>
<th>VII. Additional Inspection Items</th>
<th>X, Y, N/A</th>
<th>Corrective Action</th>
<th>Action by Whom</th>
<th>Date</th>
<th>Corrections Completed Signature</th>
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<tbody>
<tr>
<td>1</td>
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</table>
## HS8.1c Pre-Use Form – Daily One Time Item

<table>
<thead>
<tr>
<th>Equipment:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Department/Work Area:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Operator Name</th>
<th>Inspected</th>
<th>Comments</th>
<th>Initials</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Equipment:</th>
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<tbody>
<tr>
<td>Department/Work Area:</td>
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</table>

<table>
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<tr>
<th>Date</th>
<th>Operator Name</th>
<th>Inspected</th>
<th>Comments</th>
<th>Initials</th>
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Revision – January 2012
# HS8.1d Pre-Use Inspection Form Weekly – Multiple Items

<table>
<thead>
<tr>
<th>Period From:</th>
<th>to</th>
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<tbody>
<tr>
<td>Work Area:</td>
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<table>
<thead>
<tr>
<th>Equipment Inspected</th>
<th>Mon</th>
<th>Tues</th>
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<table>
<thead>
<tr>
<th>Inspected By:</th>
<th></th>
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<table>
<thead>
<tr>
<th>Deficiencies Identified:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Corrective Action Taken:</th>
<th></th>
</tr>
</thead>
</table>

*P = PASS  F = FAILURE  
NOTE: ONLY EQUIPMENT THAT COMPLETELY PASSES THE PRE-USE INSPECTION MAY BE PUT INTO USE.*
Section 9 – Preventative Maintenance
**HS9.1 Preventive Maintenance Program**

**Purpose**
The appropriate and timely maintenance of equipment is critical to ensure that it operates reliably and safely.

**Policy**
All equipment used by FMI will be tracked by Restaurant Management Team of FMI.

**Procedure**
Complete an inventory of equipment requiring maintenance. Using the completed Inventory Form (Form HS9.1a), each piece of equipment will be evaluated on the following to establish a preventive maintenance plan:

- Standards of maintenance program (based on legislation, manufacturer suggestions, industry standards, or best practices).
- An inventory list of equipment that requires scheduled servicing.
- Frequency of maintenance (in accordance with accepted standards).
- Qualifications required for maintenance/inspection.
- Responsibility assigned to qualified person for maintenance/inspections (note if external inspector is required).
- Schedule for assigned person to perform maintenance.

The preventative maintenance program will be reviewed annually to incorporate improvements to the program. New pieces of equipment must be added to the Inventory Form as they are acquired.
## HS9.1a Preventative Maintenance Schedule

<table>
<thead>
<tr>
<th>Inventory List</th>
<th>Pre-Use Inspect. Required</th>
<th>Maintenance Schedule &amp; What to Inspect</th>
<th>Date Completed</th>
<th>Inspector Name</th>
<th>Work Performed</th>
<th>Deficiencies</th>
<th>Inspector Signature</th>
<th>Corrective Action by Whom, What, When</th>
<th>Date Action Comp</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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</table>

* Maintenance Schedule as per the S.O.P.s/owner’s manual (annually, monthly, etc.)
Lists of parts to be inspected as per S.O.P.s, and/or owner’s manual
Section 10 – Accident Investigation
HS10.1 Accident Investigation

Purpose
Accident investigation procedures focus on identifying the basic cause and allow for recommendations on how to prevent a similar situation in future.

Policy for All Injuries
All incidents causing injury, however minor, must be reported to a Manager.

On a semi-annual basis, the Area Managers will review all injury/incident reports and related data to examine the number of incidents requiring first aid, health care, or time off, as well as the number of near misses. This will be done to evaluate the success of injury prevention strategies, to identify any incident trends, and to determine whether or not additional investigation is required.

Policy for Critical Injuries
In the event of an incident causing death or critical injury as defined by below, FMI is required to immediately notify the Ministry of Labour/WCB, FMI’s Health & Safety Manager and the Worker Representative of the JHSC/Health and Safety Representative. The Employer and the Worker Representative of the JHSC are to complete and submit an injury report to the MOL/WCB within the required timeframe. (See Critical Injury table – Form4.6a). No one must disturb the site of such an incident until permitted to do so by a Ministry of Labour Inspector, except as outlined in subsection 2(2) of the Act.

Once permission is given by an Inspector, the Worker Representative of the JHSC shall investigate the incident scene and report his/her findings in writing to the JHSC, the RGM, the AM, FMI’s Health & Safety Manager, and the MOL/WCB.

Procedure
The following injuries or incidents must be investigated immediately:

<table>
<thead>
<tr>
<th>Injury/Incident Type</th>
<th>Definition of Injury/Incident</th>
<th>Forms &amp; Investigation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatalities or critical</td>
<td>See Form HS4.6a for provincial</td>
<td>• Call ambulance</td>
</tr>
<tr>
<td>injuries</td>
<td>definitions.</td>
<td>• Secure the scene</td>
</tr>
<tr>
<td></td>
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<td>• Call Ministry of Labour (MOL)/WCB immediately</td>
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<tr>
<td></td>
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<td>• Call the National Health &amp; Safety Manager</td>
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<tr>
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<td></td>
<td>• Critical Injury Report Form</td>
</tr>
<tr>
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<td></td>
<td>• Witness Description of Accident Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Report to Claims Management Company</td>
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<tr>
<td></td>
<td></td>
<td>• Return to Work Package forms</td>
</tr>
<tr>
<td>Injury/Incident Type</td>
<td>Definition of Injury/Incident</td>
<td>Forms &amp; Investigation Process</td>
</tr>
<tr>
<td>----------------------------</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Lost time**               | A lost time injury is when the worker/team member misses work due to an injury. The worker/team member receives compensation for lost wages or a permanent disability following a work-related accident.                                                                                                                        | • **Return to Work package** with worker/team member on the way to the doctor/hospital  
• **Report to Claims Management Company**  
• **First Aid/Injury Log**                                                                                                                                                                                                                       |
| **Near Miss**               | An accident that almost happened, but because of good luck no one got hurt.                                                                                                                                                                                                                                                                                                                                  | • **First Aid/Injury Log**                                                                                                                                                                                                                         |
| **Health Care**             | A health care injury is any time the worker/team member goes to a doctor to seek medical attention to their injury.                                                                                                                                                                                                                                                                                   | • **Return to Work package** with worker/team member on the way to the doctor/hospital, as required  
• **Report to Claims Management Company**  
• **First Aid/Injury Log**                                                                                                                                                                                                                       |
| **First Aid***              | A first aid injury is any time the worker/team member needs a band aid or off-the-shelf treatment.                                                                                                                                                                                                                                                                                                      | • Notify a First Aid Trained staff member to access the first aid kit  
• **First Aid/Injury Log**                                                                                                                                                                                                                       |
| **Property damage**         | Property damage is loss or harm to property, equipment, tools or any other object or material.                                                                                                                                                                                                                                                                                                      | • **Report to Claims Management Company**                                                                                                                                                                                                   |
| **Fire or environmental release** | A fire or environmental release is the release of a substance into the natural environment that causes an adverse effect.                                                                                                                                                                                                                                                                         | • **Report to Claims Management Company**                                                                                                                                                                                                   |
| **Occupational illness**    | An occupation illness means a condition that results from exposure in the workplace to physical, chemical or a biological agent to the extent the normal body mechanisms are affected and the health of the worker is impaired.                                                                                                                     | • **Report to Claims Management Company**  
• **Return to Work package forms**                                                                                                                                                                                                                   |
*First Aid Injuries requiring more than 7 calendar days of modified work*
A claim must be filed with the WSIB for an injury that required only first aid, but resulted in the worker/team member having to perform modified work for more than 7 calendar days. Prior to 7 calendar days it is not necessary to file a report.

**Critical Injury Investigation Steps**
The RGM must take the following steps immediately when an incident occurs:

- Take care of the needs of the injured worker. Emergency Response/Ambulance will be contacted and/or first aid treatment will take place as appropriate.
- Secure the accident area to ensure that no one else is injured, and that evidence is preserved.
- Report critical injuries to the MOL/WCB and the National Health & Safety Manager by phone immediately. Have the Worker Representative of the JHSC/Health and Safety Representative and the RGM complete Critical Injury Report forms that must be faxed into the MOL/WCB as soon as possible. Include all witness statements.
- Identify witnesses and ask their opinion on what caused the incident. Set up a time and location for an interview and establish who will be doing the interviewing (RGM and JHSC member). Ensure that statements are recorded. See below for more detail on interviewing.
- Assess the site of the incident. This may involve the following:
  - Inspecting the area where the incident took place, especially equipment and materials involved.
  - Record the incident scene using photos or sketches. Include locations, sizes, and distances of objects and people.
- Look for factors that may have caused or contributed to the incident (i.e. people, equipment, materials, working environment, processes).
- Meet with the JHSC member as soon as possible and brief them on findings.

**Interviewing Witnesses**
Factual information is the key to determining the cause of an incident. Witnesses are an important source of information, and must be interviewed in a respectful manner. The RGM and JHSC member generally interview witnesses. The following should be considered when interviewing witnesses:

- Explain to the witness that you are trying to find facts, not assign blame.
- Interview the witness in a non-threatening environment.
- Interview witnesses separately.
- Take notes at the interview.
- Ask the witness to describe what happened in their own words.
- Do not interrupt unless it is for clarification.
- Read back your written facts and have the witness confirm they are correct.
- Have the witness sign statements.
Investigation Reporting
The RGM is responsible for conducting the investigation and should proceed with the following:

- Define a timeline for the investigation.
- Analyze findings using the Critical Injury Report Form. (Form HS10.1a)
- On completion of the form, make recommendations for corrective action based on the causes or factors found to underlie the incident/accident.
- The recommendations should focus on the what, why, and how of the corrective action.
- Distribute report to the JHSC/Health and Safety Representative, AM & H&S Manager.
- Keep a record for inspection by the MOL/WCB.

Corrective Actions
Once the investigation report has been completed, focus should shift to correcting the problems that resulted in the accident or incident, as identified in the investigation report. The RGM conducting the investigation should:

- Assign responsibility for the corrective action.
- Record corrective actions and who is responsible using Hazard Reporting and Response Form (Form HS4.4a). Keep notes on what action was taken, by whom, and when it was completed.
- Ensure that recommendations and corrective actions are communicated to employees, AGM/SM, and JHSC/Health and Safety Representative. This information can be communicated via meeting, posting, memo, newsletter, or logbook.
- Ensure that incident, recommendations and corrective actions are communicated to external parties as necessary (Ministry of Labour, WSIB/WCB, Ministry of Environment).
GENERAL INSTRUCTIONS
Use the following report forms to aid in the collection of all of the pertinent information from the accident. The information that you gather is private and confidential and constitutes the submission package to the Ministry of Labour/WCB Officer.

PLEASE NOTE: all critical injuries must be reported by telephone to the Ministry immediately. This report is the follow up to the original notification to the Ministry of Labour/WCB Officer of the critical injury.

Legislative Requirements
The Occupational Health and Safety Act require that a written report must be submitted to the Ministry of Labour for all accidents that are fatal or that fall under the regulated definition of a critical injury. A copy of this report must be sent to the Ministry of Labour within 48 hours of the accident.

Ministry of Labour office
The telephone number of appropriate office for your restaurant’s area is found on the final pages of your posted copy of the Occupational Health and Safety Act. A summary sheet is provided to you as all provinces have serious/critical requirements.

The FMI’s Health and Manager will offer any help or support that is requested by the restaurant. It is the restaurant’s responsibility to report.

EMPLOYEE CRITICAL INJURY REPORTING PACKAGE
Regulation
♦ Places life in jeopardy (heart attack, stroke, asthma)
♦ Fatalities
♦ Produces unconsciousness (for any length of time)
♦ Results in a substantial loss of blood (pool of blood)
♦ Lacerations where 5 or more stitches are most likely to be received
♦ Involves the fracture of a leg or arm but not a finger or a toe
♦ Involves the amputation of a leg, arm, hand or foot, but not a finger or toe
♦ Consists of burns to a major part of the body
♦ Causes the loss of sight in an eye
♦ Fires & Explosions & Electrocutions
♦ Need of Hospitalization
## Injury Investigation Report

<table>
<thead>
<tr>
<th>Restaurant #</th>
<th>Address of restaurant where incident occurred:</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>yyyy-mm-dd</td>
<td>a.m. / p.m.</td>
</tr>
</tbody>
</table>

### Injured Person

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Job Title</th>
<th>Age</th>
<th>Length of time with Prizm</th>
<th>Length of time in this position</th>
</tr>
</thead>
</table>

### Description of Injury

Describe what parts of the body were injured:

### Witnesses

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Job Title</th>
<th>Phone #</th>
<th>Witness Statement Attached (Y/N)</th>
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<tbody>
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### Incident Description

Describe what happened, including events preceding the incident:

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<thead>
<tr>
<th>Inspection report of site/equipment/materials involved in the injury/incident attached?</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Photographs/sketches/drawings of incident scene attached?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Employee was given first aid at the restaurant?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Employee returned to work immediately or the next day following the injury?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Employee sought medical attention:</td>
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<tr>
<th>If yes, Doctor's Name</th>
<th>Doctor's Ph. #</th>
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</table>
Statement of Causes

List any unsafe conditions, acts, or procedures that in any manner contributed to the incident. Contributing factors may be in relation to People, Equipment, Materials, Environment or Processes.

Recommendations

What will be done to ensure similar incidents are prevented?

<table>
<thead>
<tr>
<th>Recommended Corrective Action</th>
<th>Action by whom</th>
<th>Action by date</th>
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<tbody>
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<td>1.)</td>
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</table>

Persons Conducting Investigation

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Type of Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>Worker</td>
<td>Other</td>
<td></td>
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<tr>
<td>Employer</td>
<td>Worker</td>
<td>Other</td>
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<tr>
<td>Employer</td>
<td>Worker</td>
<td>Other</td>
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</tbody>
</table>

Notification Requirements

<table>
<thead>
<tr>
<th>Agency notified (nature of incident):</th>
<th>Name of Contact</th>
<th>Date Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSI phone reporting (if medical aid or lost time incurred):</td>
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<tr>
<td>WCB/MOL Inspector (if critical/fatal injury or fire/explosion):</td>
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<tr>
<td>Ministry of Environment (if chemical release):</td>
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</tbody>
</table>
Section 11 – Senior Management
HS11.1 Senior Management Health and Safety Responsibilities

Purpose
To outline the roles and responsibilities of the Senior Management of FMI in creating a safe workplace environment.

Policy
The Senior Management of FMI’s team commits to a number of programs and initiatives designed to improve and promote Health and Safety in everyday practice, in the workplace.

Health and Safety Continuous Improvement Plan
The Continuous Improvement Plan outlines the Health and Safety goals of FMI.

FMI’s VP of Human Resources working with the understanding of the priorities of FMI’s Senior Management team will set the objectives and targets each year for the health and safety goals of the company. In consultation with the Health & Safety Manager, a plan will be set on how to attain the objectives set each year.

FMI’s Health & Safety continuous improvement plan’s focus is to strive to continue to reduce the severity and/or frequency of injuries. The achievement of these goals and objectives will be the responsibility of the Health & Safety Manager working in coordination with the Field Operations.

Evaluation of the success of achievement and implementation of the objectives and targets will be reviewed at the end of the fiscal year. Common themes that may be monitored and that are to be included in the objectives and targets include:

- Personnel are properly trained.
- Incidents/accidents/injuries are being investigated.
- All facilities owned by FMI are striving to be compliant with codes and regulations.
- Senior Management actively participates in the Health and Safety Program.
- Programs in place to raise knowledge and awareness of health and safety issues.

Review of Health and Safety Policies and Programs
Health and Safety policies and programs will be reviewed annually by FMI to update and ensure that it meets legislative requirements. Any reviews or revisions to the Health and Safety program will be noted and revised copies will be circulated.

In order to identify ways to improve the Health and Safety policies and programs, the Senior Management team will also review summary reports and annual statistics on the following topics:

- RDO/Executive Team
  - Injury/illness causes.
  - Injury/incident investigations.
  - Work refusal reports
  - Injury statistics
• AM
  o Workplace inspections.
  o Hazard reports.
  o Health and Safety recommendations from the JHSC/Health and Safety Representative.
  o Injury/illness causes.
  o Injury/incident investigations.
  o Work refusal reports
  o Injury statistics

In reviewing reports and statistics, Senior Management will look for trends and determine whether any further investigation or prevention strategies are warranted.

Response to Joint Health and Safety Committee/Health and Safety Representative Recommendations
The Senior Management of FMI have a responsibility to respond in writing (including resulting actions) to unresolved, restaurant level recommendations made by employees through the Hazard Report Form within 21 days.

Communicating Health and Safety to Employees
In order to keep employees informed on matters of Health and Safety and to emphasize its importance, a regular basis through one or more of the following channels:
  • Training session.
  • Newsletter.
  • Bulletin board postings.
  • Memos.
  • Safety talks.

All employees, including the Senior Management of FMI will be involved in the communication process.

Health and Safety beyond the Workplace
FMI is committed to promoting Health and Safety beyond the workplace. Initiatives aimed at encouraging employee safety outside the workplace include wellness programs, driver safety, recreational safety, safety at home etc. These initiatives will be communicated to employees through postings on the Health and Safety Bulletin Board and through information written in the weekly bulletin.
Section 12 – Return to Work
HS12.1 Return to Work (RTW) Program

Policy
FMI has a policy to make every reasonable effort to provide suitable employment to an employee who is unable to perform his/her regular duties as a result of a job-related injury or illness. FMI will partner with injured employees, their treating medical practitioners and the WSIB/WCB in an effort to identify suitable, alternative work consistent with the employee’s functional abilities. To convey the commitment to return to work, FMI has developed a workplace policy applicable to all worksites.

Modified Duties
When an employee is injured at work, employers have a legal obligation to offer modified work to the injured employee while they recover. A Return to Work Program has been shown to help in the recovery process.

Modified duties are a temporary work alternative, offered by an Employer, that is intended to promote an employee’s gradual restoration to the pre-injury level of employment. The arrangement may involve duties different from the pre-injury employment, or some modification of the pre-injury duties and/or hours of work. Modified duty employment arrangements may involve consultation with the employee, Employer; the employee’s attending physician and/or other medical practitioners and the WSIB/WCB.

The WSIB/WCB supports modified duty employment as an important component of an employee’s rehabilitation and recognizes the value of maintaining an injured employee’s positive connection to the workplace. It has been amply demonstrated that the earlier an employee is able to safely return to productive employment following an injury, the more likely he/she is of obtaining maximum recovery.

To note about modified work:
- The work must be productive and the result must have value.
- The work provided must not aggravate the employee’s condition.
- The employee’s condition must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned.
- The work must assist the employee in returning to their original position, if possible.
- The duration of the modified duty will be determined at the commencement of the program, wherever possible.
- Prior to starting the modified duty the employee and employer will sign an agreement with respect to the hours of work, the reporting requirements and the nature of the modified duty position.
- The Functional Abilities Form and the requirements of the employer will be reviewed for the modified duty.
- The employee is required to supply medical progress reports every two weeks or as frequently as may be needed.
Employees who sustain a work related injury and/or disability requiring medical attention may be eligible to participate in the RTW Program. If eligible, the RTW Program will be activated immediately after the injury or illness occurs.

When an employee is unable to perform all of his or her regular duties, FMI will provide short-term modified duties throughout the recovery period. The program will be deemed to be complete once the employee returns to their regular job at full capacity; the employee returns to full functional capacity supported by functional abilities information; or permanent placement has been made in alternative work. At the discretion of the Health & Safety Manager, additional hours can be given to the restaurant through the “Modified Hours Account” program to help facilitate return to work.

RGM:
- Submit the Accident Report Information to the Claims Management Company within 24-hours.
- Maintain a record of First Aid provided.
- Provide the employee with a Functional Abilities Form immediately if going to a medical facility.
- Review functional abilities information with the employee and the Claims Management Company to identify suitable work.
- Immediately provide an offer of safe, suitable and sustainable employment to the injured employee. Utilize the Claims Management Company for assistance. If necessary within 24-hours of receiving the completed Functional Abilities Form, provide another offer of modified duties.
- Contact the employee as soon as possible after the injury occurs and maintains weekly contact with employee throughout the period of the employee’s recovery.
- Update the Claims Management Company on any changes to the employee’s employment or medical status within 24-hours.
- Abide by all applicable Provincial Legislation.
- If while on modified duties, the injured employees hours have been identified by the AM or Health & Safety Manager to be paid from the modified account, submit the modified hours template weekly.

Employee Responsibility
- Immediately report all accidents and illnesses to the MOD and obtain the necessary first aid and/or healthcare.
- Contact the RGM as soon as possible after receiving further medical aid and maintain regular contact (at least once a week) throughout the period of recovery and impairment.
- Give consent to the disclosure of functional abilities information.
- Return completed Functional Abilities Forms within 24-hours of receiving a request to have one completed.
• Assist your direct RGM and the Claims Management Company in identifying suitable work consistent with the functional abilities information.
• Co-operate in the RTW Process.
• Communicate any changes in functional abilities information to your RGM and the Claims Management Company.
• Provide the WSIB/WCB with any information they request concerning the RTW Process.

Reporting Procedures
• Upon reporting an injury to Management the employee must be advised, if medical attention is necessary, that they must take with them a Functional Abilities Form (FAF). The health care practitioner (e.g. physician, registered nurse, physiotherapist, etc.) will complete this form.
• The FAF must be returned to the workplace immediately after the employee has sought medical attention and no later than 24-hours after the request to have an FAF completed was made by the employee’s direct AGM and/or SM and the Claims Management Company.
• The FAF will be reviewed by RGM and/or the Claims Management Company in consultation with the employee to determine which duties (work) the employee is capable of performing.
  o If the employee is able to return to pre-injury work, they are to do so immediately.
  o If the employee is not able to return to pre-injury work without accommodation, a Return to Work Plan must be developed.
  o If the employee is unable to return to pre-injury work with accommodation, and suitable work is available, the employee is to return to the suitable work immediately, and a Return to Work Plan must be developed.

*In all of the above instances, notice of return to work is to be communicated to the Claims Management Company who will inform the Workplace Safety and Insurance Board.

Return to Work Forms to be used in this process:
• HS12.1a RTW - Treatment Memorandum (Letter to Physician)
• HS12.1b RTW - Letter to Injured Employee
• HS12.1c RTW - Modified Work Offer
• HS12.1d RTW - Manager’s Phone Call Log to Notify Employee of Modified Work
• HS12.1e RTW – Modified Hours Template
Dear Treating Healthcare Practitioner:

FMI is committed to providing suitable, medically supported assistance to employees in their recovery and return to work. FMI has a Return to Work Program and is willing to provide modified duties and / or modified hours of work.

Healthcare Providers are mandated by WSIB / WCB to provide an employee’s functional capabilities.

Employees must provide sufficient documentation to assist in the development of a modified work plan, appropriately addressing the employee’s abilities and limitations.

A Disability Management Specialist at Organizational Solutions Inc. (OSI) will work with your patient to support and help them during their recovery and return to work.

The employee’s functional capabilities / restrictions will be shared with FMI

In order for OSI to facilitate and ensure that your patient returns to suitable work, in accordance with the WSIB / WCB, we require completion of the enclosed Functional Abilities Form.

We thank you in advance for your assistance and invite you to contact us at 1-866-674-7656 should you have any questions.

Sincerely,

Disability Management Specialist
1-866-674-7656
Organizational Solutions Inc.

Encl.: FMI - Functional Abilities Form

Please Note:

“The injured / ill worker should be guided by the principle that, safe and timely return to work is the desired outcome. Developing strategies for occupational rehabilitation should begin at the patient’s first visit.”

HS12.1b RTW – Letter to Injured Employee

Date: __________________________

Dear Employee:

FMI has a formal Return to Work program in place in accordance with the requirements of the WSIB / WCB. This program serves to assist our employees with a return to work following a work related injury / illness.

Under the Workers’ Compensation legislation, we have an obligation to offer you modified duties based on your functional abilities information. You have an equal obligation to cooperate in your timely return to work including having the enclosed Functional Abilities Form (FAF), completed in full by your healthcare practitioner.

**This letter will serve as confirmation that modified work is available immediately, based on your functional capabilities.**

Please be advised, the WSIB / WCB may not award benefits if appropriate modified duties are provided and you do not participate in return to work. Once your FAF has been completed and returned, specific modified duties will be assigned.

Enclosed are instructions to assist you in your return to work and the necessary forms that must be completed by you and your healthcare practitioner.
If you have any questions, please contact Restaurant General Manager or Manager on Duty.

**Offer Confirmation:**

I have read and understand modified work is available within my functional capabilities / restrictions, and I am obligated to return to work immediately.

______________________________  __________________________
Employee Signature                  Date

Sincerely,

FMI Human Resources

Encl: Functional Abilities Form for Timely Return to Work
Letter for Treating Healthcare Practitioner
## Offer of Modified Work

### Back-Upper/Lower
1. □ Repetitive trunk movement e.g. bending and lifting limitation
2. □ Prolonged weight bearing which includes sitting, standing and walking
3. □ No low level work
4. □ No lifting from floor to waist
5. □ No heavy pushing or pulling
6. □ Sitting / Standing as necessary

### Neck
1. □ No repetitive neck movement
2. □ No above shoulder or overhead activity
3. □ No lifting more than 10 lbs
4. □ Sitting / Standing as necessary

### Shoulder
1. □ Repetitive (R/L) shoulder movement
2. □ No lifting from waist to shoulder more than 10 lbs
3. □ No above shoulder level activity with (R/L) arm
4. □ No repetitive use of (R/L) upper extremity against resistance
5. □ Sitting / Standing as necessary

### Upper Extremity (Including Wrist, Hand, Elbow)
1. □ No repetitive movement of the involved joint against resistance i.e. twisting, pulling, pushing
2. □ For the hand and wrist, this should include gripping
3. □ Sitting / Standing as necessary

### Lower Extremity (Including Hip, Knee, Ankle, Foot)
1. □ Repetitive movement of the (R/L) involved joint against resistance
2. □ No prolonged weight-bearing
3. □ No walking on uneven ground
4. □ No low level activity and climbing stairs and ladders
5. □ Sitting / Standing as necessary

- □ I accept the above noted modified work offer
- □ I decline the above noted modified work offer

---

Employee Signature ____________________________ Date _____________________________
## HS12.1d RTW - Manager’s Phone Call Log to Notify Employee of Modified Work

<table>
<thead>
<tr>
<th>INJURED WORKER/TEAM MEMBER’S NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF INCIDENT</td>
<td>WSIB/CLAIM #</td>
</tr>
</tbody>
</table>

*this form is to track each time you phoned the injured worker/team member to try & get them back to modified duties*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Discussion/Comments/Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
**HS12.1e RTW – Modified Hours Template**

For any worker on modified duties whose labour hours are being charged to the modified account, please use the following template to comply with WSIB/WCB reporting requirements, simplify the process, and ensure all information is correctly distributed.

- **Hourly employee**: RGM completes template and sends to Payroll Representative and cc:’s AM, OSI, HRM, and H&S Advisor. No secondary approval email needed from AM.

- **Salaried employee**: AM completes template, sends to Payroll Representative and cc:’s OSI, HRM, and H&S Advisor.

Name of person on modified work:
Title of person on modified work:
Employee # of person on modified work:
Restaurant # of person on modified work:
Area of Injury:
Accident Date:
Period #:
Week #:

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule Shift</th>
<th># Hours worked (excluding breaks)</th>
<th>Duties Performed</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
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<td></td>
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<tr>
<td>Tuesday</td>
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<td>Sunday</td>
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<tr>
<td>TOTAL</td>
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</tr>
</tbody>
</table>

Template completed by:
Title:
HS12.2 - RTW Case Management

PURPOSE
FMI will make every effort to help an injured employee to stay at work (SAW) or to return to work (RTW). The RTW program will ensure that as a company we are committed and able to supply modified / accommodated duties to all employees, where possible, without undue hardship.

Application
This procedure applies to all employees with an injury, illness or disability associated with a workplace accident that results in an absence from work.

Disclosure of Information:
In order to facilitate an effective and appropriate Return to Work Case Plan for an injured worker the Restaurant General Manager, Human Resources Manager, Health & Safety Manager and Area Manager will be allowed access to:
- Restrictions
- Functional abilities (cognitive, environmental and physical)
  In cases where it is for non-work related injury or illness – disclosure of information is limited to restrictions / functional limitations.

SCOPE
FMI recognizes that a temporarily disabled employee can and should be performing meaningful and productive work. The Case Management Policy in conjunction with the RTW Program (HS12.1) gives structure and organization to this principal and recognizes the employers and employee(s) joint responsibility to participate in the rehabilitation of the employee.

ROLES and RESPONSIBILITIES
Employer
- To provide a fair and consistent rehabilitation policy for injured employees on or off the job or disabled due to illness or injury.
- To provide a meaningful employment for temporarily disabled employees and promote the ESTRW procedure.
- To facilitate communication between all parties: the restaurant, the employee, the AM, the HRM, and the claims management company.
- To assist in the modification of the workplace.
- To involve the work forces and ensure co-operation from all parties
- To explain the objectives and requirements of the ESTRW program.

Human Resources and the Health and Safety Manager
- To aid in consultation with the claims management company, and the RGM, if the position can be modified.
When necessary, meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, RGM, employer and compensation body.

To ensure that there is no conflict with the collective agreements (where applicable).

To monitor the progress of the employees modified duties through a weekly report sent by the RGM.

**Restaurant General Manager**

- To assist in the creation of, and support the employee's ESRTW procedure.
- To maintain communication with the employee on modified duties and monitor their progress and the effectiveness, on an individual case by case basis.
- To inform other employees in the department of the program goals
- To communicate and assist in the evaluation of the program's effectiveness
- To send weekly updates as to the duties of the worker and progress of the program.

**Communication Protocol:**

- Communicate with the injured worker, document the communication on the Contact Log (see attached). Communication is to be conducted on a regular basis, while the employee is off work (at least once a week or as frequent as may be required). This will be determined on a case by case basis.
- When an employee is on modified duties, communication should be daily.
- The communication protocol is to be maintained when the employee is on modified duties or off work as the result of a work related or non-work related injury.

**Employee**

- To maintain regular contact with the supervisor (see communication protocol above).
- To take an active role in developing their modified work program.
- To communicate any concerns to their supervisor and Human Resources and the Claims Management company
- To obtain the necessary forms from the treating agencies as may be required by the employer.
- To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- To co-operate with all requests for documentation as required by the WSIB and the Employer.
- To attend all scheduled ESRTW meetings

**Claims Management Company**

- Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.
- Ensure medical follow-up is obtained at a schedule defined by the employer. The schedule of the meetings should be decided on a case by case basis.
To advise the employee of the availability of work hardening or transitional work and provide the required forms.

To liaise with the employees treating agency and other agencies, when required.

Health Professionals
- To provide up to date medical information.
- Fill in the forms as requested.
- Act as a resource.
- To counsel its members on the benefits of co-operation in the ESRTW program.
- To co-operate with all parties in placement of workers requiring modified duties.

Workplace Safety and Insurance Board (WSIB)/WCB/ WorkSafe
- Acts as a resource.
- Communicate changes in duties/duration of program
- Failure to cooperate
- End of program

COMMUNICATION
Revisions or modifications of this procedure will be communicated to the Area Managers and RGMs by email and updated in the H&S Policy Binder. RGMs will then communicate any revisions to their employee’s immediately, if required, or at the next scheduled team meeting.

This procedure and its revision will be kept electronically in the Health and Safety Policy binder. Authorization to make any changes to the electronic copy is held by the Health and Safety Manager.

Refer to the Roles and Safe Work practice sections for specific communication requirements of the RTW plan.

The method of communication referred to in the RTW Plan includes by phone, fax or written.

Any phone contact must be documented on the Contact Log. Both parties (Restaurant General Manager and employee (injured worker) are responsible to maintain documentation on the RTW plan.

TRAINING
- RGMs are responsible to ensure that any employee’s under their supervision, knows and understands this policy within upon hire.
- Anyone hired into or promoted to a management position must receive the
- Manager’s Return to Work program orientation within 5 days of hire or promotion by the hiring supervisor, or at LAS/LAR training classes.
- This policy illustrated through a flow chart, will be posted on the restaurant’s health and safety board for all employees to review.
EVALUATION
Using the quarterly reports, workplace inspections, accident investigation forms and the “Return to Work Self-Assessment Guide for Ontario Workplaces” (downloadable from www.wsib.on.ca) the Health and Safety Co-ordinator in partnership with the JHSC will review the effectiveness of the policy statement, procedure and program. The results and recommendations to be submitted to senior management in December of every year.

Any revisions approved by management to the policy and / or procedure will be done and communicated by the Health and Safety Manager.

The Health and Safety Manager will co-ordinate with other departments to ensure approval / recommendations are put into place.

FORMS / RECORDS
- HS12.1a RTW - Treatment Memorandum (Letter to Physician)
- HS12.1b RTW - Letter to Injured Employee
- HS12.1c RTW - Modified Work Offer
- HS12.1d RTW - Manager’s Phone Call Log to Notify Employee of Modified Work
- HS12.1e RTW – Modified Hours Template
- HS12.3f Physical Demands Analysis
- Functional Abilities Form
HS12.3 – Physical Demands Analysis

PURPOSE
FMI will make every effort to help an injured employee to stay at work or to return to work (RTW) following a workplace accident. Physical Demands Analysis (PDA) helps both the company, employee and compensation board understand job requirements of team members. The PDA will aid in ensuring that as a company we are committed and able to supply appropriate modified / accommodated duties, where possible, in a manner that the injured worker is able to accomplish.

Application

One of the primary goals of a Functional Ability Form (FAF) is to match an injured worker’s work capability to a job or task, without causing an overexertion injury. A PDA describing the job is developed to be used in conjunction with the injured worker’s FAF to assess what modified duties are appropriate. Without any information about the physical demands of a job’s essential and nonessential duties, the functional ability information is not useful.

Each PDA and is developed with the able-bodied employee in mind. However, a person with a disability requesting an accommodation may still be able to meet these job requirements but in a different manner requiring reformation in the way they conduct the job task.

The use of the PDA applies to all employees with an injury, illness or disability associated with a workplace accident requiring modified duties.

SCOPE
A PDA is a concise description of the physical demands required to complete a job. Each job element is summarized with the task description, digital photographs, postural demands, force demands, and work parameters. The functional requirements of the job are summarized in a format that meets the criteria of WSIB and the MOL. The PDA’s include a summary of ergonomic concerns on the process and recommendations for countermeasures. The PDAs will assist with your RTW program as well as assist with injury prevention and cost savings.

ROLES and RESPONSIBILITIES

Employer
- Have PDAs available for all general job responsibilities in a typical KT restaurant.
- To facilitate communication between all parties: the restaurant, the employee, the AM, the HRM, and the claims management company.
- To assist in the modification of the workplace.

Human Resources and the Health and Safety Manager
- Ensure the PDA is up to date and reliable.
- Provide and explain PDA to parties involved in a modified work/RTW situation.
Restaurant General Manager
  o Review PDA when appropriate to ensure that it is in compliance with their restaurant’s situation.
  o To advise if task descriptions or weight measurements differ for their restaurant.

Claims Management Company
  o To determine appropriate general modified duties by reviewing Functional Abilities Form and PDA.
  o Alert Employer if PDA needs to be updated due to changes in the workplace that comes to their attention.
  o To provide the PDA to treating agencies and compensation boards at their request or upon their discretion to aid the rehabilitation and RTW process.

COMMUNICATION

This procedure and its revision will be kept electronically in the Health and Safety Policy binder. Authorization to make any changes to the electronic copy is held by the Health and Safety Manager.

Refer to the Roles and Safe Work practice sections for specific communication requirements and uses of the PDA.

TRAINING
  o The employer will ensure the PDAs are created by a reputable company and the analyst has been trained in the science of movement.
  o The employer will ensure the individuals who work at the claims management company have reviewed the PDAs for comprehension and knowledge.
  o The employer will ensure all Human Resource Managers who work with return to work situations have reviewed the PDAs for comprehension and knowledge.

EVALUATION
On an ongoing basis, the PDA will be read and reviewed for changes to safe operating procedures or changes to job task. Any necessary changes will be made in a timely matter. Once every 3 years, the PDA will be reviewed by a qualified analyst to ensure all tasks continue to be measured appropriately.

Any suggested revisions will be communicated to the Health and Safety Manager to approve. The Health & Safety Manager will make revisions to the PDAs.

FORMS / RECORDS
  o HS 12.3a – PDA: Food Service Team Member
  o HS12.3b – PDA: Customer Service Team Member
  o HS12.3c – PDA: Cook
Appendixes

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E ...................................................................................................................................... 72
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G ...................................................................................................................................... 72
A - Legislation Reference – OHSA Section 25-29

1. Section 25

(1) An employer shall ensure that,

f. the equipment, materials and protective devices as prescribed are provided;

g. the equipment, materials and protective devices provided by the employer are maintained in good condition;

h. the measures and procedures prescribed are carried out in the workplace;

i. the equipment, materials and protective devices provided by the employer are used as prescribed, and

j. A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

n. provide information, instruction and supervision to a worker to protect the health or safety of the worker;

o. in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;

p. when appointing a Supervisor, appoint a competent person;

q. acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;

r. afford assistance and co-operation to a committee and a Health and Safety representative in the carrying out of the committee and the Health and Safety representative of any of their functions;

s. only employ in or about a workplace a person over such age as may be prescribed;

t. not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;

u. take every precaution reasonable in the circumstances for the protection of a worker;

v. post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;

w. prepare and review at least annually a written occupational Health and Safety policy and develop and maintain a program to implement that policy;

x. post at a conspicuous location in the workplace a copy of the occupational Health and Safety policy;

y. provide to the committee or to a Health and Safety representative the results of a report respecting occupational Health and Safety that is in the employer’s possession and, if that report is in writing, a copy of the portions of the report that concern occupational Health and Safety; and
z. Advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational Health and Safety.

(3) For the purposes of clause (2) (c), an employer may appoint himself or herself as A Supervisor where the employer is a competent person.

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer Employees are regularly employed. R.S.O. 1990, c. 0.1, s. 25.

2. **Section 26**

(1) In addition to the duties imposed by section 25, an employer shall,

m. establish an occupational health service for workers as prescribed;

n. where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;

o. keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;

p. accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;

q. notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;

r. monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;

s. comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;

t. establish a medical surveillance program for the benefit of workers as prescribed;

u. provide for safety-related medical examinations and tests for workers as prescribed;

v. where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;

w. where so prescribed, provide a worker with written instructions as to the measures and procedures to be take for the protection of a worker; and

x. Carry out such training programs for workers, Supervisors and committee members as may be prescribed.

(2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer.

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

a. the workers costs for medical examinations or tests required by the medical surveillance program or required by regulation;

b. the worker’s reasonable travel costs respecting the examinations or tests; and

c. The time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her premium rate as may be proper. R.S.O. 1990, c.
3. **Section 27**

(1) A Supervisor shall ensure that a worker,

   c. works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

   d. Uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.

(2) Without limiting the duty imposed by subsection (1), a Supervisor shall,

   d. advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the Supervisor is aware;

   e. where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

   f. Take every precaution reasonable in the circumstances for the protection of a worker.

R.S.O. 1990, c. O.1, s. 27.

4. **Section 28**

(1) A worker shall,

   e. work in compliance with the provisions of this Act and the regulations;

   f. use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;

   g. report to his or her employer or Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

   h. Report to his or her employer or Supervisor any contravention of this Act or the regulations or the existence or any hazard or which he or she knows.

(2) No worker shall,

   d. remove or make ineffective any protective devices required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

   e. use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

   f. Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

(3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s. 28

5. **Section 29**

(1) The owner of a workplace that is not a project shall,

   (a) ensure that,

      i. such facilities as a prescribed are provided,

      ii. any facilities prescribed to be provided are maintained as prescribed,

      iii. the workplace complies with the regulations, and
iv. no workplace is constructed, developed, reconstructed, altered or added to except in compliance with this Act and the regulations; and

(b) where so prescribed, furnish to a Director any drawings, plans or specifications of any workplace as prescribed,

(2) The owner of a mine shall cause drawings, plans or specifications to be maintained and kept up to date not more than six months last past on such scale and showing such matters or things as may be prescribed.

(3) Where so prescribed, an owner or employer shall,

a. not begin any construction, development, reconstruction, alteration, addition or installation to or in a workplace until the drawings, layout and specifications thereof and any alterations thereto have been filed with the Ministry for review by an engineer of the Ministry for compliance with this Act and the regulations; and

b. Keep a copy of the drawings as reviewed in a convenient location at or near the workplace and such drawings shall be produced by the owner or employer upon the request of an inspector for his or her examination and inspection.

(4) An engineer of the Ministry may require the drawings, layout and specifications to be supplemented by the owner or employer with additional information.

(5) Fees as prescribed for the filing and review of drawings, layout or specifications shall become due and payable by the owner or employer upon filing. R.S.O. 1990, c. O.1, s. 29.
## Critical/Serious Incident Descriptions by Province

<table>
<thead>
<tr>
<th>Province</th>
<th>Critical Accident</th>
<th>Person Reported To</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Columbia</td>
<td>1.) Serious injury to or the death of a worker; 2.) Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation; 3.) Involved the major release of a hazardous substance, or 4.) Was an incident required by regulation to be reported.</td>
<td>WorkSafe BC Prevention Officer</td>
<td>Immediately</td>
</tr>
<tr>
<td>Alberta</td>
<td>1.) An injury or accident that results in death; 2.) An injury or accident that results in a worker’s being admitted to a hospital for more than 2 days, 3.) An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury, 4.) The collapse or upset of a crane, derrick or hoist; 5.) Or the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.</td>
<td>Director of Inspection</td>
<td>Immediately</td>
</tr>
<tr>
<td>Manitoba</td>
<td>1.) In which a worker is killed; 2.) A worker suffers an injury resulting from electrical contact, 3.) Unconsciousness as the result of a concussion, 4.) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot, amputation of an arm, leg, hand, foot, finger or toe, 5.) Third degree burns, 6.) Permanent or temporary loss of sight, 7.) A cut or laceration that requires medical treatment; 8.) Asphyxiation or poisoning; 9.) The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation; an explosion, fire or flood; 10.) An uncontrolled spill or escape of a hazardous substance; 11.) The failure of an atmosphere-supplying respirator.</td>
<td>Director of Inspection (Manitoba Labour and Immigration)</td>
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<td>Ontario</td>
<td>1.) Places a life in jeopardy,  2.) Produces unconsciousness,  3.) Results in substantial loss of blood; 4.) Involves the fracture of a leg or arm but not a finger or toe; 5.) Involves the amputation of a leg, arm, hand or foot but not a finger or toe; 6.) Consists of burns to a major portion of the body; 7.) causes the loss of sight in an eye</td>
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<td>Quebec</td>
<td>1.) Death of a worker;  2.) Serious injury to a worker as probably to prevent him from performing his work for ten consecutive working days; 3.) Serious injuries to several workers as probably to prevent them from performing their work for one working day; 4.) material damage valued at $50,000.00 or more</td>
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<td>1.) Fire or accident at the workplace that occasions bodily injury to an employee; 2.) Accidental explosion at the workplace, whether any person is injured or not; 3.) A person is killed from any cause or is injured from an cause in a manner likely to prove fatal</td>
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<td>1.) When a person is injured in a manner that causes or may cause a fatality, loss of limb or occupational disease, or that requires or may require hospitalization; 2.) Accidental explosion or exposure to a biological, chemical or physical agent, whether any person is injured or not</td>
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*** All forms to be retained for 3 years at restaurant level***
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D- Training Health and Safety Questionnaire

1. The OHSA provides the minimum requirements for Health & Safety in Ontario? True or False
2. Workers have 1, 2 or 3 “rights” in Health and Safety? Answer____
3. I can refuse work if I think it is dangerous. True or False
4. Our Company Health and Safety policy is posted in the washroom. True or False
5. I am responsible to work safely and report anything dangerous. True or False
6. I must report any hazard to my Supervisor. True or False
7. If injured at work I immediately go home. True or False
8. All injuries must be reported to my Supervisor. True or False
9. FMI has a program for injured workers and I must participate (RTW). True or False
10. I must be trained on any piece of equipment before I can use it. True or False
11. Recognizing hazards and reporting them is my responsibility. True or False
12. First Aid at work is immediately required if I am injured at work. True or False
13. In the event of an emergency evacuation my gathering station is: ________________
14. If I have a safety concern or idea, I can speak to my Supervisor or the JHSC/Health and Safety Representative. True or False
15. All defects in equipment are to be reported to our customers. True or False
16. When I see a lock on a piece of equipment, that I did not place there, I must remove it. True or False
17. Locks on equipment indicate that the equipment is not to be used. True or False
18. Oven mitts, goggles, gloves and non-skid footwear are examples of PPE? True or False
19. Housekeeping is everyone’s responsibility. True or False
20. If I see a spill and I do not know how to clean it up properly, I use the MSDS. True or False
21. I can prevent strains and sprains. True or False
22. Burns, scald, slips and trips are hazards in a restaurant. True or False
23. Housekeeping needs to be done only once a shift, it can always wait. True or False
24. My MSDS is located: __________________
25. My Health and Safety Bulletin Board is located: __________________
E- Initial Job Instruction Sign-off

Please check off completed items and fill in items for job specific training as required (i.e. coffee maker).

FMI Safety Training
WHMIS
MSDS – Knows where they are and how to use the sheets
PPE – shown what is required and when
Health & Safety Board – shown where it is and what is on it
Representation – Introduce to JHSC/Health and Safety Representative
Emergency Plan – discussed and knows where gathering station is
Hazard Reporting – shown where forms are
First Aid Station - shown where and explain proper access

Job Specific Training Completed….please list job and or equipment:

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
5. ____________________________________________________________
6. ____________________________________________________________
7. ____________________________________________________________
8. ____________________________________________________________
9. ____________________________________________________________
10. ____________________________________________________________

Employee Name: ____________________  Employee Signature: ____________________

Date: _________________________________  RGM Signature: _______________________

When completed, please leave a copy in the personnel file in the restaurant.
<table>
<thead>
<tr>
<th>Work Area</th>
<th>Hazard Category</th>
<th>Identified Hazards</th>
<th>Assessment</th>
<th>Controls Required</th>
<th>Controls in Place</th>
<th>Adequate Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside of store / Parking lot</td>
<td>Physical</td>
<td>Slipping and falling on ice or snow in the parking lot</td>
<td>5 2 0 7</td>
<td>Y/N</td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>3rd party to plow parking lot in a timely and thorough Fashion. Use salt where needed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside of store / Parking lot</td>
<td>Ergonomic</td>
<td>Back strain, MSD development from shovelling walkways</td>
<td>4 1 0 5</td>
<td></td>
<td>SOP’s for shoveling, MSD awareness training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside of store / Parking lot</td>
<td>Physical</td>
<td>Worker not visible to traffic</td>
<td>6 1 +1 +8</td>
<td></td>
<td>High reflective safety vest (PPE)</td>
<td></td>
</tr>
</tbody>
</table>

LOCATION: Store 1394 Multi-brand  
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<tr>
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<th>Assessment</th>
<th>Controls Required</th>
<th>Controls in Place</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside of store / Parking lot</td>
<td>Ergonomic</td>
<td>Raising lid of dumpster, depositing trash – strains and sprains</td>
<td>Severity (0-6) 4</td>
<td>Frequency (1-3) 1</td>
<td>Probability (-1+1) +1</td>
<td>Significance (0-10) +6</td>
</tr>
<tr>
<td>Outside of store / Parking lot</td>
<td>Physical</td>
<td>Insect Bites</td>
<td>Severity (0-6) 5</td>
<td>Frequency (1-3) 1</td>
<td>Probability (-1+1) 0</td>
<td>Significance (0-10) 6</td>
</tr>
<tr>
<td>Custome r order area / Drive thru / Parking lot</td>
<td>Physical</td>
<td>Violence, robbery</td>
<td>Severity (0-6) 6</td>
<td>Frequency (1-3) 3</td>
<td>Probability (-1+1) +1</td>
<td>Significance (0-10) +10</td>
</tr>
</tbody>
</table>

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<th>Identified Hazards</th>
<th>Assessment (Severity)</th>
<th>Controls Required</th>
<th>Controls in Place</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer order area / Seating area</td>
<td>Physical</td>
<td>Slips and falls on wet floors</td>
<td>4 2 +1 +7</td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Use caution signs after mopping, wear anti-slip footwear, training in slips trips and falls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer order area / Seating area</td>
<td>Ergonomic</td>
<td>Strains from dumping garbage, reaching to clean tables, carry and stacking food trays</td>
<td>4 2 0 6</td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Train on proper lifting techniques, ergonomics and MSD awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee order area</td>
<td>Physical</td>
<td>Slips and falls from spills on floors</td>
<td>4 3 +1 +8</td>
<td></td>
<td></td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PPE anti-slip footwear, SOP’s to clean spills immediately, SOP’s to mop for grease build-up regularly, training in slips trips and falls</td>
<td></td>
<td></td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Physical, Chemical, Biological, Ergonomic, etc.)</td>
<td>Brusies and falls from accidental contact with other employees and equipment due to congestion and high customer volume</td>
<td>4 3 +1 8</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Adequate</td>
</tr>
<tr>
<td>Employee order area</td>
<td>Physical</td>
<td>Potential MSD development from static posture</td>
<td>4 1 0 5</td>
<td>Train in MSD awareness, use foot rest</td>
<td>Train in MSD awareness, use foot rest</td>
<td>Adequate</td>
</tr>
<tr>
<td>Drive thru</td>
<td>Chemical/Environmental</td>
<td>Over exposure to car exhaust fumes</td>
<td>4 1 0 5</td>
<td>Ensure area is well ventilated, train on CO poisoning symptoms</td>
<td>Ensure area is well ventilated, train on CO poisoning symptoms</td>
<td>Adequate</td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td>Drive thru</td>
<td>Physical</td>
<td>Exposure to cold</td>
<td>2 1 +1 +4</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PPE, ensure employees have warm clothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drive thru</td>
<td>Ergonomic</td>
<td>Strains from reaching</td>
<td>4 2 0 6</td>
<td>MSD awareness training, safe lifting training and SOP’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drive thru</td>
<td>Physical</td>
<td>Insect Bites</td>
<td>5 1 0 6</td>
<td>SOP’s for spill cleaning, report allergies to supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Severity (0-6)</td>
<td>Frequency (1-3)</td>
<td>Probability (-1-+1)</td>
<td>Significance (0-10)</td>
</tr>
<tr>
<td>Delivery</td>
<td>Physical</td>
<td>Motor vehicle accidents, injury to employee and public</td>
<td>6</td>
<td>1</td>
<td>+1</td>
<td>+8</td>
</tr>
<tr>
<td>Maintenance Cleaning of store</td>
<td>Chemical</td>
<td>Exposure to cleaning products, splashes to face and eyes</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Maintenance Cleaning of store</td>
<td>Physical</td>
<td>Leaning hazards storing mops and brooms</td>
<td>2</td>
<td>2</td>
<td>+1</td>
<td>+5</td>
</tr>
</tbody>
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<th>Assessment</th>
<th>Controls Required</th>
<th>Controls in Place</th>
<th>Adequate Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Cleaning of store</td>
<td>Ergonomic</td>
<td>Strains from dumping buckets of water, strains from reaching while cleaning windows, cooking surfaces, overhead areas</td>
<td>4 3 0 6</td>
<td>Y/N</td>
<td>Y/ N</td>
<td></td>
</tr>
<tr>
<td>Maintenance Cleaning of store</td>
<td>Physical</td>
<td>Falls from ladders while cleaning hard to reach places</td>
<td>4 1 +1 +6</td>
<td>SOP’s for safe use of ladders, PM for ladders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Cleaning of store</td>
<td>Physical</td>
<td>Slips on wet floors while cleaning washrooms, work areas and storage areas. Bruises and burns from accidental contact with equipment and fixtures while cleaning</td>
<td>4 1 +1 +6</td>
<td>Use caution signs after mopping, PPE anti-slip footwear &amp; equipment hazard awareness training, training in slips trips and falls</td>
<td></td>
<td></td>
</tr>
</tbody>
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<th>Controls in Place</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Burns and scalds from deep fryer</td>
<td>6 2 +1 +9</td>
<td>PPE, SOP’s for safely working with hot oils, equipment hazard training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Burns and scalds from thermalizer and dish washing, spills from coffee machine, transferring gravy</td>
<td>4 2 0 6</td>
<td>PPE, SOP’s for safely working with steam and hot fluids, equipment hazard training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Burns from toaster and warmers</td>
<td>2 1 -1 -4</td>
<td>PPE, SOP’s for safely working with toasters and warmers, equipment hazard training</td>
<td></td>
<td></td>
</tr>
</tbody>
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<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Ergonomic</td>
<td>Strains from overhead lifting and reaching to storage shelving</td>
<td>3 2 0 5</td>
<td>Training in safe lifting techniques, proper use of ladders, MSD awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Ergonomic</td>
<td>Compound movement removing and dumping fries from deep fryer which could trigger carpal tunnel syndrome</td>
<td>4 2 0 6</td>
<td>Training in MSD awareness, injury reporting – report carpal tunnel symptoms immediately, job rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Ergonomic</td>
<td>Bending to retrieve products from below counter warmers, strains</td>
<td>3 2 0 5</td>
<td>Training in safe lifting techniques, MSD awareness</td>
<td></td>
<td></td>
</tr>
</tbody>
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<th>Controls in Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Slips and falls from ice spilling out from ice maker on the floor</td>
<td>4 2 0 6</td>
<td>Training in housekeeping and spill clean up, training in slips trips and falls</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Slips and falls from water on the floor from the dishwashing</td>
<td>4 2 0 6</td>
<td>Training in housekeeping and spill clean up, training in slips trips and falls</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Chemical</td>
<td>Exposure to cleaning products, splashes to face and eyes</td>
<td>3 2 0 5</td>
<td>PPE, WHMIS training, MSDS’s, eyewash stations</td>
<td></td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Burns from</td>
<td>3 2 0 5</td>
<td>Y/N</td>
<td>Adequate Y/N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>transporting gravy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to work station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freezer</td>
<td>Physical</td>
<td>Moving 50 lb</td>
<td>4 2 +1 +7</td>
<td>Training in</td>
<td>Training in safe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>containers of</td>
<td></td>
<td>transporting hot</td>
<td>lifting and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>product over an</td>
<td></td>
<td>fluids, PPE, PM</td>
<td>material handling.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>uneven threshold</td>
<td></td>
<td>to ensure handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>from the freezer</td>
<td></td>
<td>carts/tables are in proper working order.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to the kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>work area. Muscle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>strain and being</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>struck by objects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freezer</td>
<td>Physical</td>
<td>Exposure to cold</td>
<td>4 1 +1 +6</td>
<td>Training in</td>
<td>Training in safe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>temperatures in</td>
<td></td>
<td>housekeeping,</td>
<td>lifting and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>freezer. Possible</td>
<td></td>
<td>site specific</td>
<td>material handling.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>entrapment by</td>
<td></td>
<td>training in</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>blockage of free</td>
<td></td>
<td>proper storage</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>zer door by 50 lb.</td>
<td></td>
<td>of bins of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>containers of</td>
<td></td>
<td>chicken. PPE if</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>chicken stored</td>
<td></td>
<td>in freezer for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>outside of the</td>
<td></td>
<td>prolonged periods</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>freezer.</td>
<td></td>
<td>stacking product</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<th>Risk Assessment</th>
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<th>Controls in Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kitchen</td>
<td>Physical</td>
<td>Fire from grease build-up in exhaust could cause a fire</td>
<td>6  3  +1  +10</td>
<td>3rd party PM &amp; inspection, train and add to store inspection if build-up is excessive between 3rd party visits</td>
<td>Adequate</td>
</tr>
<tr>
<td></td>
<td>Kitchen</td>
<td>Physical</td>
<td>If make-up air units are not properly maintained, exhaust fans will labour and not work as effectively. This will cause a build-up of smoke and fumes</td>
<td>2  3  0  5</td>
<td>3rd party PM &amp; inspection, awareness training</td>
<td>Y/N</td>
</tr>
<tr>
<td></td>
<td>Kitchen</td>
<td>Physical</td>
<td>Cuts from scissors at fat trimming station</td>
<td>2  2  0  4</td>
<td>Training in safe use of scissors</td>
<td>Y/N</td>
</tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Clutter and garbage on floor, paper wrappers causing trip and slip hazards</td>
<td>4 3 0 7</td>
<td>Training in housekeeping, training in slips, trips and falls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Bumps and bruises, struck by objects due to congestion in high traffic/activity areas. Congestion caused by several workers in close proximity to each other.</td>
<td>3 3 0 6</td>
<td>Awareness training for working in close quarters.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Slips and falls from grease build-up on floors</td>
<td>4 2 0 6</td>
<td>SOP’s to clean floors at regular intervals, PPE, training in slips, trips and falls</td>
<td></td>
<td></td>
</tr>
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C. Ferguson
<table>
<thead>
<tr>
<th>Work Area</th>
<th>Hazard Category</th>
<th>Identified Hazards</th>
<th>Assessment</th>
<th>Controls Required</th>
<th>Controls in Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Physical</td>
<td>Long hair and jewellery becoming entangled in equipment</td>
<td>4 1 +1 +6</td>
<td></td>
<td>Training to ensure that hair is properly constricted and no lose or dangling jewellery is permitted</td>
</tr>
<tr>
<td></td>
<td>Ergonomic</td>
<td>Strains and sprains from lifting heavy product such as cases of bottled water, flats of 2L soft drinks</td>
<td>4 1 +1 +6</td>
<td></td>
<td>Safe lifting and manual material handling training, MSD awareness</td>
</tr>
<tr>
<td>Storage / upstairs</td>
<td>Ergonomic</td>
<td>Strains and sprains from lifting heavy product onto storage racks</td>
<td>4 1 +1 +6</td>
<td></td>
<td>Safe lifting and manual material handling training, MSD awareness</td>
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<th>Adequate</th>
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<tbody>
<tr>
<td>Storage / basement</td>
<td>Physical</td>
<td>Being struck lowering delivery shoot. Being struck by objects travelling down the delivery shoot</td>
<td>5 1 +1 +7</td>
<td>SOP’s for correct use of delivery shoot and delivering products to the basement/stORAGE area.</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
<tr>
<td>Storage / basement</td>
<td>Physical</td>
<td>Clutter and debris on the floor causing a potential trip and fall</td>
<td>4 2 0 6</td>
<td>Training in housekeeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage / basement</td>
<td>Physical</td>
<td>Blocked electrical panels</td>
<td>6 1 0 7</td>
<td>Training to ensure that workers keep the area clear. Lines on floor indicating a no storage area</td>
<td></td>
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<tr>
<td>Storage / basement</td>
<td>Physical</td>
<td>Tip over of storage racks causing bruises, contusions and possible fractures and/or sprains</td>
<td>6  1  +1  +8</td>
<td>Inspect racking for correct assembly and function. Ensure racking is secured</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
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