



Stitch It Health & Safety Policy

Stitch It is committed to ensuring a safe and healthy environment for all of its associates, customers, suppliers and the general public. Providing a safe work environment is Stitch It's number one priority. Safety excellence requires the commitment of all Associates across the organization.

1 Responsibilities

All associates must:

- Complete required Health & Safety Training.
- Follow safety practices and procedures during work.
- Use or wear any equipment, protective devices, or clothing as required by the employer.
- Report any known missing or defective equipment or protective device to the employer or manager.
- Assist with Monthly Workplace Inspections.
- Learn the Emergency Evacuation plan for your location.
- Promote a hazard-free workplace.
- Perform duties in a manner that ensures safety.
- Report any accident, incident, or injury in accordance with the hazard report policy.
- Report any acts of violence or harassment in the workplace.
- Not remove or make ineffective any protective device required by the employer.
- Not use or operate any equipment or work in a way that may endanger oneself or others.
- Follow the Act and regulations during work.
- Report any known contravention of the Act or regulations to the employer or supervisor.

2 Hours of Work

THE RIGHT TO REFUSE / STOP WORK POLICY

All workers have the right to refuse work if they reasonably believe that one or more unsafe situations exist, including machines or equipment endangering them or colleagues, an unsafe physical environment, or conditions violating health and safety laws or regulations.

HAZARD REPORTING

Hazardous condition is any physical conditions or actions which deviate from what would be considered acceptable and which could lead to or cause loss. Concerns are to be reported immediately so the appropriate corrective actions can be made quickly. This will ensure that the potential for loss is minimized. If the hazard cannot be immediately fixed, these concerns are to be reported using the "Hazard Report" form.

INJURY / ILLNESS REPORTING

Injury: An event that results in physical harm to an employee.

Illness: A deviation from the normal, healthy state of the body.

Accident: An unplanned occurrence in a sequence of events which results in unintended injury or illness.

Incident: Incidents are sometimes referred to as near misses or close calls. This definition includes incidents where an employee may have suffered a minor injury that does not require first aid or medical aid or incidents that did not result in injury to an employee but the potential for injury of an employee was significant.

Lost Time: Any absence from work (except the date of the accident) that is a result of a work-related injury or illness. The company must report all work-related lost time injuries/illnesses to the provincial Workers' Compensation Board.

Medical Aid: Professional services provided by a healthcare practitioner. The company is also required to report injuries/illnesses requiring medical attention to the Workplace Safety and Insurance Board within three days of learning about the injury/illness.

Reportable Injuries: All injuries, whether lost time is sustained or not must be reported on the Associate Workplace Accident/Incident Report.

RETURN TO WORK

Each associate, regardless of where the injury occurred, is entitled to participate in a Return to Work program.

If an associate is injured on the job, Stitch It, in partnership with the provincial Worker's Compensation Boards, are committed to assisting injured associates with an early and safe return to work. This may include making accommodations to the associate's regular job or, if available, providing temporary alternate work depending on the associate's physical abilities.

3 Other Policies

- ✓ **Fire and Emergency Evacuation Procedure** in case of an emergency such as a fire, fumes, power failure, workplace harassment, robbery or earthquake.
- ✓ **Material Handling** to protect employees from the hazards of improper lifting techniques and overexertion while lifting and handling materials.
- ✓ **Machine Guarding** to ensure that all employees are made aware of the proper use and importance of machine guarding to decrease the risk of hazards to the operator of machinery.
- ✓ **Hot Work** to promote awareness of hazards associated with hot work and to prevent any fires or injury that may result from hot work processes.
- ✓ **Lock-Out / Tag-Out** to eliminate the hazards of performing routine maintenance on machinery in the store.
- ✓ **WHMIS** to give information about hazardous materials used in the workplace.
- ✓ **First Aid** to ensure that employees have a First Aid Certified person in the store to assist them in case of injury.
- ✓ **Personal Protective Equipment** to ensure that everyone wears proper personal protective equipment, as necessary, for their protection, in accordance with prescribed health and safety standards.
- ✓ **Drugs, Alcohol, Cannabis In The Work Place** to provide a safe and productive environment free of drug and alcohol presence or influence in the workplace.
- ✓ **Pandemic Influenza** to establish guidelines and procedures for a staff member who has been diagnosed or exposed to pandemic influenza or has been exposed to pandemic influenza.
- ✓ **Accessibility** for people with Disabilities Act Policy, to outline the actions that Stitch It will put in place to improve opportunities for people with disabilities.

For a comprehensive and detailed understanding, we invite you to explore the full policy manual