



2024 Health and Safety Policy

Effective: January 2024

Review Date: January 2025

Approved by: Jennifer Baird

1. Policy

- 1.1. Stitch It is committed to ensuring a safe and healthy environment for all 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.
- 1.2. It is the policy of Stitch It to:
 - 1.2.1. Comply with the requirements of the Provincial Occupational Health & Safety Acts and its Regulations.
 - 1.2.2. Take every reasonable precaution to maintain a safe and healthy work environment.
 - 1.2.3. Ensure that all Associates work in a safe manner, report all hazardous conditions, unsafe practices of others and workplace injuries. Immediately report any of these situations to their Store Managers.
 - 1.2.4. Instruct, train and provide information to Associates of safe work practices and procedures.
 - 1.2.5. Obtain the cooperation of Leadership and Associates in carrying out the above objectives.
 - 1.2.6. Each Stitch It location has certified first aiders available for assistance.

2. Responsibility

- 2.1. Safety is everyone's responsibility; it rests with each individual Associate and all levels of the leadership team to create and maintain a safe workplace at Stitch It. Store Managers are accountable for overseeing all health and safety needs at their location.
- 2.2. Associate participation and support is important to maintaining and improving health and safety in our work environment.
- 2.3. District Managers are accountable for the health and safety of associates under their supervision.

3. Procedure

- 3.1. Each Associate must report any accident, no matter how minor, to his or her Store Manager or District Manager in the Store Manager's absence. Failure to report an accident, an injury, or working in an unsafe manner will result in corrective action. Equipment involved in an accident must not be moved or used until the investigation is completed.
 - 3.1.1. All accidents will be investigated to ensure that similar incidents are prevented.
 - 3.1.2. Under the various Provincial Occupational Health & Safety Acts, workers are required to observe the following duties:
 - 3.1.3. To work in compliance with the provisions of the Act and the Regulations;
 - 3.1.4. To use or wear the equipment, protective devices or clothing that the worker's employer requires;
- 3.2. To report to the employer or Store Manager the absence or defect in any equipment or protective device of which the worker is aware and which may endanger him/herself or another worker;
- 3.3. To report to the employer or Store Manager any contravention of the Act or the Regulations or the existence of any hazard of which he/she knows;
 - 3.3.1. No worker shall remove or make ineffective any protective device required by the regulations or by the 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;
 - 3.3.2. Use or operate any equipment, machine, device or thing or work in a manner that may endanger him/herself or any other worker; or
 - 3.3.3. Engage in prank, contest, unnecessary running or rough and boisterous conduct.
 - 3.3.4. Associates who require professional medical attention will be attended to by a certified First Aid Associate or a paramedic and/or sent to hospital via taxicab or ambulance.

A handwritten signature in blue ink that reads "J Baird".

Chief of People & Culture
Stitch It Clothing Alterations