



Health & Safety

Applies to: Everyone

Stitch It and the Senior Management Team are committed to fostering an environment where we're all responsible for taking every reasonable precaution to protect each other from occupational illness and injury. Everyone must protect their own health and safety, as well as that of others around them, by working in compliance with the law and apply the safe work practices and procedures established by Stitch It.

Stitch It will make every reasonable effort to provide a hazard free environment and minimize health and safety risks for Staff by adhering to all relevant legislation and, where appropriate, through the development, implementation and maintenance of internal health and safety work standards, programs and procedures.

Here's what you need to know:

Stitch It:

- Will review this Policy annually.
- Has developed programs to implement this Policy.
- Will maintain a printed copy of this Policy in all locations.
- Will provide OSHA training to all Staff.

Rights & Responsibilities.

You have the right to:

- Refuse unsafe work.
- As an employee, participate in the Workplace health and safety activities as a health and safety representative.
- Know about, and be informed about, any actual and potential dangers in the Workplace.

It is your responsibility to:

- Always conduct yourself in a safe manner as deemed by a reasonable person.
- Work in compliance with Occupational Health & Safety (OH&S) acts and regulations.
- Complete all safety training that applies to your position. You may be required to
 - demonstrate your level of understanding of training through the completion of tests, quizzes and/or task observation.
- Adhere to policies that prescribe safety procedures and precautions as directed by Stitch It.
- Report Workplace hazards and dangers.
- Ensure you don't use or operate any equipment or work in a way that may endanger you or any Staff Member.
- Avoid engaging in any prank, contest, feat of strength, unnecessary running, or rough and

boisterous conduct that could pose a risk to your safety or the safety of others.

- Don't engage in work while impaired by illicit drugs, Legal Substances, or other causes.

You can expect your Manager to:

- Enforce adherence to safety procedures and precautions as directed by Stitch It.
- Advise you of potential and actual hazards.
- Take every reasonable precaution in the circumstances for your protection.

You can expect Stitch It to:

- Establish and maintain at least one health and safety representative.
- Take every reasonable precaution to ensure the Workplace is safe.
- Provide training about any potential hazards and how to safely use, handle, store and dispose of hazardous substances, and how to handle emergencies.
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly.
- Immediately report all critical injuries to the government department responsible for OH&S
- Appoint competent Managers who set the standards for performance and ensure safe working conditions.