



Policy #: OHS-001
TITLE: Occupational Health & Safety
Date issued: June 29, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 OBJECTIVE

The health and safety of the *employees* of ISI is our greatest concern, and we are committed to providing a safe and healthy working environment, free from illness and injury.

It is our goal to ensure that every employee is aware of, and encouraged to stand up for, their basic *statutory* rights:

- a) **The Right to Know**
- b) **The Right to Participate**
- c) **The Right to Refuse Unsafe Work**

2.0 DEFINITIONS AND ACRONYMS

- 2.1. **Employees** – For the purposes of this policy, “employee” refers to anyone in the employ of ISI, and/or is contracted to work on ISI premises.
- 2.2. **Statutory** – Created by legislative enactment.
- 2.3. **Will be held accountable** – Will be subjected to progressive discipline, up to and potentially including termination.
- 2.4. **Company Occupational Health and Safety Procedures** – Are produced by ISI and kept in the Occupational Health and Safety binder at Reception.

3.0 POLICY

- 3.1. All employees will be held accountable for working safely, and for following the company Occupational Health & Safety Procedures.
- 3.2. All employees are responsible for requesting anyone on ISI premises to immediately cease and desist any conduct that could reasonably result in illness or injury.
- 3.3. All employees are responsible to report and immediately seek treatment for all accidents or injuries.
- 3.4. It is the responsibility of each and every employee to immediately report any unhealthy or unsafe working condition to his or her supervisor.
- 3.5. All employees are required to wear all personal protective equipment as provided by ISI, as determined by the supervisor.
- 3.6. All supervisors are responsible for creating a safe work environment by developing safe work practices and procedures.
- 3.7. All supervisors are responsible for ensuring their employees are properly trained in work procedures and that they are aware of and follow safe working methods.
- 3.8. Failure to comply with any portion of this policy will result in discipline, up to and potentially including termination.



4.0 REVISION HISTORY

Issued: _____

Revised: _____