

Workers Health & Safety:

As soon as you become an employee of The Bagg Group, you are part of a team that takes safety seriously. Knowing your rights, responsibilities and hazards in the workplace are the first steps toward preventing accidents in your work environment.

Workers Rights:

The Right to Know – hazards you are dealing with, how to report incidents

The Right to Participate – in training for your safety

The Right to Refuse Unsafe Work – following protocol for unsafe working conditions

Workers Responsibilities:

- Work in compliance with the provisions of the Act and Regulations
- Use or wear the equipment, protective devices or clothing that the employer requires you to wear
- Report any hazards or defect of equipment or process to your supervisor
- Do not alter equipment or processes in any way to injure yourself or another worker
- Do not operate or use equipment that you are not trained on and could injure yourself or another worker
- Do not participate in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct

Supervisor Responsibilities:

- Provide instruction on procedures, equipment and devices within the Client workplace
- Monitor performance to ensure worker safety and necessary PPE
- Enforce all safety regulations in the workplace
- Take every precaution necessary for the protection of the worker

Employer Responsibilities:

The Bagg Group's responsibility is your overall health and safety while on assignment. We will provide you with information on safety procedures and ensure you have the necessary tools to work safely on your assignment.

Reporting Incidents/Near Misses and Injuries:

If you are involved in an incident, near miss or injury, it is important that you follow these procedures:

- Report the incident immediately to your on-site supervisor and your representative from The Bagg Group as soon as possible
- If required, obtain treatment for the injury from a first-aider or have supervisor arrange transportation to a medical facility
- Follow The Bagg Group's early and safe return to work program

Potential Workplace Hazards for Distribution Facilities:

Lifting & Repetitive Strain Hazards

- Only lift or carry what you can easily manage
- Use assisted lifting devices if available. If not, use a “buddy”
- Do not bend from the waist
- Always bend your knees
- Stretch frequently when completing repetitive tasks
- Set up your work area for your comfort

Facility Hazards

- Trip hazards – cords, uneven flooring, stairs
- Slip hazards – wet surfaces, leaking equipment, hoses
- Fall hazards – ladder use, platforms, floor debris
- Noise exposure from equipment or process – wear appropriate PPE when necessary
- Stacking or storing materials – be aware of company standards and safe methods if stacking and use caution when working in these areas

Equipment Hazards

- Conveyor systems – follow all company procedures to work safe in your environment
- Mobile equipment traffic – be aware of your surroundings and adhere to all signage
- Know all pinch points in your work process and use extra caution when working in these areas
- Be aware of mobile equipment in the workplace and adhere to traffic rules

Emergency Systems

- Be sure to participate in all on site emergency instruction provided
- Know where emergency fire protection, eye wash stations and first aid stations are located
- Follow the on site evacuation procedures and follow the instruction of the fire warden

Personal Protective Equipment

- Wear the necessary foot protection to protect against falling hazards or mobile equipment
- Wear the necessary eye protection for processes that involve
- Wear any additional PPE required by the Client for the specific job

Hazard Controls

- Be aware of lock out system and signage for equipment
- Follow all controls put in place and only participate in lock out if you are authorized to do so
- Read all signage and tags in the workplace
- Obey all warning systems

Distribution



General Safety Tips:

- Observe the company's safety rules
- Only operate equipment that you are authorized and trained to use
- Report defective equipment to your supervisor. Do not attempt to repair yourself.
- Always watch where you are walking and obey any restricted areas
- Do not block emergency exits
- Keep all work areas and floor clear of debris

For more information on these processes and others, please reference The Bagg Groups Employee Handbook