

**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 Office-Clerical Facilities:**

### **General Office Hazards**

- Keep your work space well-organized and tidy with adequate room to move around
- Remove unused / unwanted items to prevent trip hazards
- Do not use extension cords for permanent wiring
- Ensure there are no materials, cords, and other items lying on the floor in places where people walk
- Pay attention to spills and wet floors and report clean up to prevent slips
- Keep drawers closed when not in use (a not-so-obvious trip hazard!)
- Use handrails when going up or down the stairs to prevent falls
- Wear shoes that are appropriate for the work space or the job to avoid possible trip hazards

### **Physical Hazards**

- Lighting – keep it adequate for the task; avoid creating shadows, glare, and reflection with artificial / natural light
- Lifting – use appropriate techniques and move the item close to your body – ask for assistance if necessary
- Shelving and hanging cabinets:
  - ensure that they are not overloaded
  - It is not tilting / leaning / overloaded on one side
  - It is strongly secured to the wall to prevent falling
- Filing cabinets and bookcases:
  - It is strongly secured to the wall or floor to prevent falling
  - It is not tilting or leaning to one side
  - Only one drawer can be opened at a time

### **Lifting Hazards**

- Only lift or carry what you can easily manage
- If too heavy to lift use a “buddy” or ask for assistance
- Do not bend from the waist
- Always bend your knees

### **Emergency Systems**

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

### **Work Smart – Work Safe**

- Observe the company's safety rules
- 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