



G.W GOUDREAU PERSONNEL SERVICES LTD.

PLANT SAFETY RULES

Any employee working in a plant environment through G.W. Goudreau Personnel Services Ltd. must adhere to the following policies and procedures at all times:

- All employee's must wear appropriate shoes while in the plant:
 - (a) No shorts, cut-offs or tank tops are allowed in the production area
 - (b) Loose clothing, rings, watches & necklaces may become entangled in machinery and are not to be worn while on duty
 - (c) Long hair must be tied back
- Protective equipment supplied by the company must be worn and used in production area at all times.
- Safety guards and devices that have been placed on equipment must be used as specified and not removed or by-passed.
- All tools, equipment and materials must be kept in the proper place and put away when not in use.
- All scrap, strapping, refuse, paper, wood, litter, used gloves, etc., must be placed in the proper container or location. Good housekeeping is a must!
- If it is necessary to use a fire extinguisher, it must be reported to the Plant Manager so it can be replaced or refilled.
- Running, horseplay, throwing any objects, etc. are forbidden.
- Compressed air shall be used only for the specific intended purposes only. Do not clean dust particles off clothing with compressed air. Misuse can result in serious injury.
- Worn, faulty or unsafe equipment and machinery in need of repair or replacement must be reported immediately to the Supervisor.
- Propane tanks, etc., must not be allowed to roll or drop on the floor and will be handled in a safe manner.
- Any open manhole or pit must be barricaded.
- All Ministry of Labour regulations will be followed including:
 - (a) Lock-out / Tag-out*
 - (b) Hazardous Materials (W.H.I.M.I.S.)*
 - (c) Confined Space Entry*
- All employee's are to make sure pallets, boxes etc., are placed in proper position at machines to avoid injuries and operators should stand clear while pallets or containers are being placed next to their workstations.
- Motors, machines, overhead cranes & lift trucks may only be started or operated by authorized employee's who have the proper training (as per company policies).
 - (a) Lift truck drivers are to drive at appropriate speed in production areas and to sound warning at all blind intersections; Pallets are to be stacked properly.

- (b) Lift trucks are to be shut off and the emergency brake set before getting off the truck.
- (c) Riding as passengers on lift or hand truck is prohibited.
- “No Smoking” signs and designated areas must be strictly adhered to.
- All exits aisles and other designated areas must be kept clear at all time.
- All spills are to be cleaned up immediately or reported to Supervisor.
- Always follow proper lifting techniques to avoid injury.
- Never leave any machine running unattended.
- **ALL INJURIES, NO MATTER HOW SLIGHT MUST BE REPORTED TO YOUR SUPERVISOR OR PLANT MANAGER IMMEDIATELY. G.W.G MUST BE INFORMED WITHIN 24 HOURS OF THE INJURY.**

EMPLOYEE CONDUCT & WORK RULES

While employed with G.W. Goudreau Personnel Services Ltd., you must adhere to the following Employee Conduct & Work Rules. Should you fail to comply with any of these Work Rules, G.W. Goudreau Personnel Services Ltd. will terminate your employment immediately. These Work Rules are for the protection of yourself and your fellow co-workers and G.W. Goudreau Personnel Services Ltd. will prosecute if necessary.

- Failure to report to the work site on time each day:
 - (a) Failure to give three hours notice prior to shift start time in the event the employee is unable to go into work
 - (b) Failure to provide a doctor’s note to G.W.G for the day of absence
 - (c) Absenteeism or tardiness considered excessive by Company policy or standards. Any employee absent for three (3) consecutive work days without being granted a leave of absence will be deemed to have resigned
 - (d) Stoppage of work or leaving work station prior to the end of work period or failure to be present at the start of the work period, including returning from lunch and break periods
 - (e) Leaving the plant during scheduled work hours for any reason without obtaining permission from the Supervisor or Plant Manager
- Unsatisfactory or careless performance of work, inattention to duty or negligence.
- Working over 60 hours in a work week, without prior notification in writing to G.W. Goudreau Personnel Services Ltd.
- Violation of Plant Safety Rules or common safety practices, including:
 - (a) Smoking in any unauthorized areas
 - (b) Unauthorized disabling of safety devices
 - (c) Reckless operation of a moving vehicle
 - (d) Unauthorized use of machines, tools or equipment
 - (e) Failure to comply to Supervisor’s instructions
 - (f) Failure to wear mandatory Personal Protective Equipment (i.e. safety glasses, safety boots, gloves, etc.)
 - (g) Entering any unauthorized area of the plant and/or office during or after hours
- Possession, consumption or being under the influence of intoxicants, alcohol or illegal drugs on company property.

- Theft, willful destruction, hiding or intentional damage to company property (criminal prosecution may follow).
- Possession of explosives or weapons on company property.
- Fighting, inciting a fight, threatening, intimidating or coercing others on company property or while on company business.
 - (a) Engaging in horseplay, scuffling or throwing objects
 - (b) Wearing any clothes that have inappropriate language, content and/or pictures, that may offend or intimidate another person
 - (c) Any kind of verbal, written or threatening behaviour is intolerable and is considered Workplace Violence and Harassment
- Any violation of G.W. Goudreau Personnel Services Ltd. Workplace Violence, Harassment and/or Discrimination policies.
- Sleeping or other gross inattention to duties during working time.
- Intentionally reducing, restricting, hindering, interfering with or limiting production. Producing inferior parts or attempting to influence others to do so. Failure to report such activity anonymously.
- Failure to fill out completely and get your Supervisor's signature on your timecard, and having it faxed into G.W.G every Monday by noon. *It is solely the employee's responsibility to ensure the deadline is met, and G.W.G will not be responsible for lost or late pay.
- Misuse, disclosure, unauthorized removal or falsification of company records or confidential information or other forms of dishonesty, regardless of when discovered.
 - (a) Divulging confidential information (i.e. rate of pay, employment status) to any other employee
 - (b) Disclosing or inquiring about anything as it relates to your employment status (term, task and/or contract) with anyone outside of your immediate on-site Supervisor and/or Staffing Specialist at G.W.G.
 - (c) Applying for internal positions without first consulting with your contact / Staffing Specialist at G.W.G.
- Insubordination (not obedient; not obeying orders).
- Unauthorized use of company telephones, Internet access and computers.
- Being in possession of and/or utilizing of any type of electronics not related to your employment or your job description (i.e. i-pods, MP3 players, cell phones, any type of camera, lap tops, USB stick etc.) while on the job or on the plant floor.
- Being on company property except for scheduled work hours without permission. Normally, an employee should arrive on the premises no more than 15 minutes early and leave 15 minutes after the scheduled work hours.
- If you are put on an assignment and walk off or leave within the first four hours for any reason and without notification, G.W.G. will not be responsible for payment of those hours.
- Any personal equipment (i.e. welding mask, P.P.E., tools, items in your locker, etc.) brought to the workplace, is at your own risk. G.W.G will not be responsible for lost or stolen items.

If there is anything in the above rules that you do not understand or may require further information or training on, it is your responsibility to ask G.W.G for assistance. G.W.G will provide access to any regulations or training information in our files, or direct you on how to appropriately receive training.

All G.W.G employee's have the right to refuse or to stop work where health or safety is in danger (see Part V of Occupational Health & Safety Act – p.40). However, they must inform their Supervisor and G.W.G's Joint Health & Safety Committee immediately, so the proper steps can be initiated.