

# Genetically Engineered Group of Companies Employee Safety book

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## **Safety Mission Statement**

At Genetically Engineered Group of Companies (GEGoC), safety is a core value that underpins every decision, task, and operation. We are committed to providing a safe, healthy, and respectful working environment where injuries, incidents, and occupational illness are preventable. Our objective is not merely compliance with Occupational Health and Safety legislation, but the continual improvement of safety performance across all operations.

Every employee has the right to a safe workplace and the responsibility to work safely. Through leadership, planning, and accountability, GEGoC strives to exceed industry standards and foster a culture where safety is inseparable from quality, professionalism, and operational excellence.

## **Leadership & Safety Accountability**

Safety leadership at GEGoC begins at the executive level and extends through all layers of management and supervision. Leaders are expected to demonstrate visible commitment to safety by setting clear expectations, providing adequate resources, and modeling safe behaviors at all times.

Safety accountability is shared. Supervisors are responsible for enforcing safety rules and correcting unsafe practices, while employees are expected to actively participate in safety programs, assessments, and reporting. Leadership failure to address known hazards or unsafe conduct is considered a serious breach of duty.

## **Scope and Interpretation**

This Employee Safety Book applies to all employees, managers, supervisors, contractors, apprentices, students, and visitors performing work on behalf of Genetically Engineered Group of Companies (GEGoC) and all of its subsidiaries. It governs work performed at construction sites, fabrication and manufacturing facilities, warehouses, offices, vehicle testing locations, and client or third-party sites.

This Employee Safety Book is issued under the authority of the Genetically Engineered Group of Companies (GEGoC) and is intended to be read in conjunction with the GEGoC Employee Handbook and all applicable provincial and federal Occupational Health and Safety legislation. This Safety Book provides operational safety standards and procedures for Genetically Engineered Group of Companies (GEGoC) and all of its Subsidiaries. In the event of any conflict between this Safety Book and applicable law, the law will prevail. Where client, site-specific, or contract requirements exceed these standards, the more stringent requirement shall apply. Compliance with this Safety Book is mandatory, and enforcement—including corrective action and discipline—will be administered in accordance with the Employee Handbook and Company policy.

## Definitions

Definitions used in this Safety Book align with those contained in the GEGoC Employee Handbook. Key safety-specific terms include:

**Hazard:** Any source of potential harm, injury, illness, or damage.

**Risk:** The likelihood and severity of harm occurring from a hazard.

**Field Level Hazard Assessment (FLHA):** A task-specific hazard assessment conducted immediately before work begins.

**Near Miss:** An unplanned event that did not result in injury, illness, or damage but had the potential to do so. Near misses are treated with the same seriousness as incidents and injuries, because they are often the warning signs that prevent major events later.

**Supervisor:** Any individual who directs work or has authority over workers.

**Incident:** Any unplanned event that results in, or could result in, injury, illness, property damage, equipment damage, environmental impact, or disruption to operations.

**Injury/Illness:** Any work-related physical or psychological injury or occupational illness, including minor injuries and delayed-onset symptoms.

**First Aid:** Minor treatment that does not require a medical professional (example: cleaning a small cut, applying a bandage).

**Medical Aid:** Treatment provided by a medical professional (example: clinic visit, physician assessment, stitches, prescription medication).

## Introduction to Workplace Safety

GEGoC recognizes that construction, fabrication, and vehicle-related operations present inherent risks. Effective safety management requires proactive planning, awareness, communication, and discipline. This Safety Book establishes minimum expectations but cannot address every possible scenario.

Employees are expected to exercise sound judgment, ask questions, and stop work if conditions are unsafe. Safety is a condition of employment and an integral component of professional conduct.

## Company Safety Responsibilities

GEGoC shall:

- Provide safe workplaces, equipment, and systems of work
- Comply with all applicable Occupational Health and Safety legislation
- Identify, assess, and control workplace hazards
- Provide training, supervision, and safety instruction
- Investigate incidents and implement corrective actions
- Support employees who exercise stop-work authority in good faith

## Employee Responsibilities

All employees shall:

- Work safely and follow established procedures
- Use required Personal Protective Equipment
- Participate in FLHAs and safety meetings
- Report hazards, incidents, and near misses immediately
- Refuse unsafe work and report unsafe conditions
- Failure to comply with safety requirements may result in disciplinary action.

## Hazard Identification & Risk Management

Hazards may include physical, mechanical, electrical, ergonomic, environmental, and public-interaction risks. Employees and supervisors are responsible for identifying hazards and implementing controls using the hierarchy of controls:

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment

## Field Level Hazard Assessment (FLHA) Program

The FLHA program ensures hazards are identified and controlled before work begins and whenever work conditions change. FLHAs are a mandatory safety requirement.

When FLHAs Are Required

- At the start of each shift
- When tasks or equipment change
- When weather, environment, or crew changes
- Following incidents or near misses
- Responsibilities

All workers must participate honestly. Supervisors must review and verify completion. Falsification or failure to complete an FLHA is a serious safety violation.

## Training, Orientation & Competency

Employees shall receive:

- New-hire safety orientation
- Job- and task-specific training
- Equipment-specific instruction
- Refresher training as required
- No employee may perform work for which they are not trained, competent, and authorized.

## Incident, Injury & Near Miss Reporting

### Policy Statement

**All incidents, injuries, and near misses must be reported immediately to a supervisor or designated Company representative, regardless of severity, apparent impact, or whether medical treatment was required. Prompt reporting is a mandatory safety requirement and a condition of employment. Reporting ensures appropriate response, accurate documentation, effective investigation, and the prevention of recurrence.**

This policy applies to all work performed for or on behalf of the Company, including work at client sites, construction sites, shop/fabrication environments, vehicle testing locations, warehouses, offices, and while operating vehicles or equipment associated with Company work.

### Reporting Requirements

Employees must report the following **immediately** to a supervisor:

- Any injury, regardless of severity
- Any incident involving tools, equipment, vehicles, electricity, heights, pinch points, or moving machinery
- Any property or equipment damage (even if minor)
- Any near miss, including “close calls”
- Any exposure event (chemicals, dust, fumes, bodily fluids, potential contaminants, etc.)
- Any unsafe condition that could reasonably lead to an incident
- Any event involving the public, clients, or third parties where harm could have occurred

**Do not wait to “see if it gets worse.”** If an employee feels symptoms later (same shift, next day, or later), the employee must report that change immediately.

## Immediate Actions (What happens right away)

When an incident, injury, or near miss occurs, the priority is:

- 1. Make the scene safe**
  - Stop work if required
  - Control hazards (isolate energy sources, remove trip hazards, barricade, lock out equipment as needed)
- 2. Provide appropriate care**
  - First aid or emergency response as required
  - Call emergency services when necessary
- 3. Notify supervision immediately**
  - Supervisor/lead must be informed without delay
- 4. Preserve the scene (where safe to do so)**
  - Do not alter equipment or conditions beyond what is required to make the area safe
  - Preserve evidence for investigation (photos, tools involved, position of equipment)
- 5. Document the event**
  - Complete required report(s) as soon as practical, while details are still accurate

Where emergency conditions exist, emergency response takes precedence over all reporting steps.

## Stop-Work and Refusal

Any employee has the right and obligation to stop work if unsafe conditions exist or if continuing work could increase risk following an incident or near miss. Work shall not resume until hazards are controlled and the supervisor confirms it is safe to proceed.

## Supervisor Responsibilities

Supervisors are responsible for:

- Responding immediately to incident reports and ensuring care is provided
- Securing the work area and preventing further risk
- Ensuring required documentation is completed promptly and accurately
- Initiating an investigation and collecting facts (not assumptions)
- Identifying root causes and corrective actions
- Communicating lessons learned to affected workers and teams
- Ensuring corrective actions are implemented and verified
- Escalating reportable events to management as required

Supervisors must treat reporting seriously and professionally. Minimizing, dismissing, or discouraging reporting is unacceptable.

## Investigation and Corrective Actions

All incidents and near misses shall be reviewed to determine:

- What happened
- What hazards were present
- What controls failed or were missing
- What actions or conditions contributed
- What changes must be made to prevent recurrence

The Company will apply a “**fix the system, not just the person**” approach. Investigations are not for blame or punishment—they are for prevention. However, **willful disregard**, recklessness, or intentional violations may be subject to discipline.

Corrective actions may include:

- Engineering controls (guards, barriers, improved equipment)
- Administrative controls (procedures, signage, workflow changes)
- Training and competency improvements
- PPE updates or enforcement
- Housekeeping or site layout improvements
- Supervision and planning changes

Corrective actions must be assigned to an owner, given a completion deadline, and verified as complete.

## Reporting Timeline and Documentation Standards

Reports must be completed **as soon as practical** following the event, preferably within the same shift. At minimum:

- Immediate verbal report to supervisor: **right away**
- Written documentation: **same day whenever possible**
- Follow-up updates: as new information becomes known (medical updates, equipment findings, witness statements)

All safety documentation must be:

- Accurate
- Clear and factual
- Completed in business English
- Free of speculation
- Submitted through the Company’s designated process (paper or digital)

If photos are taken, they must be treated as Company records and handled appropriately.

## Medical Treatment, Return to Work, and Modified Duties

If medical treatment is required, the Company will support appropriate care and will manage return-to-work planning in a professional and lawful manner. Where appropriate, modified duties may be assigned to support safe return to work and continued employment.

Employees must:

- Follow medical restrictions
- Report any worsening symptoms or changes
- Cooperate with return-to-work planning and documentation requirements

## No Retaliation / Good-Faith Reporting

Employees are encouraged—and expected—to report incidents, injuries, hazards, and near misses **without fear of retaliation**. Reporting in good faith is a professional obligation and helps protect coworkers, clients, and the public.

Any retaliation, intimidation, or discouragement of reporting is a serious policy violation and may result in disciplinary action.

## Failure to Report / False Reporting

Failure to report an incident, injury, or near miss—whether intentional or through negligence—may result in disciplinary action, up to and including termination. The Company will treat the following as serious violations:

- Deliberately hiding an injury or incident
- Falsifying incident details or documentation
- Coaching others to change statements or conceal facts
- Discouraging reporting to “avoid paperwork” or “protect metrics”

## Practical Reporting Flow (Simple and Field-Usable)

If something happens, the standard is:

1. **STOP** (if needed)
2. **SAFE** (make it safe)
3. **CARE** (first aid / emergency response)
4. **REPORT** (supervisor immediately)
5. **DOCUMENT** (same shift whenever possible)
6. **CORRECT** (controls + corrective actions before resuming)

## Emergency Response & Preparedness

### Policy Statement

The Genetically Engineered Group of Companies (GEGoC) is committed to protecting the health, safety, and well-being of employees, clients, visitors, and the public during emergency situations. Effective emergency response depends on preparation, clear communication, decisive action, and adherence to established procedures.

All employees must be capable of responding appropriately to emergency situations within the scope of their training and authority. Emergencies require immediate attention, and safety takes precedence over all operational objectives.

### General Emergency Response Principles

In any emergency situation, employees must act in accordance with the following principles, in order of priority:

1. **Preserve Life and Personal Safety**
  - Remove yourself and others from immediate danger if safe to do so
  - Do not take unnecessary risks or attempt heroic actions
2. **Stop Work and Secure the Area**
  - Cease all work activities
  - Shut down equipment or isolate energy sources only if trained and safe to do so
  - Evacuate or barricade the area as required
3. **Notify Emergency Services and Supervision**
  - Call emergency services (911) when required
  - Notify the supervisor or designated site lead immediately
4. **Follow Instructions**
  - Comply with instructions from supervisors and emergency responders
  - Do not interfere with emergency response efforts

Employees must remain calm, communicate clearly, and assist others where it can be done safely.

## Emergency Situations Covered

Emergency situations may include, but are not limited to:

- Serious injury or medical emergency
- Fire, smoke, explosion, or ignition risk
- Structural instability or collapse risk
- Chemical spills, releases, or hazardous substance exposure
- Electrical emergencies or gas leaks
- Severe weather events
- Vehicle collisions or heavy equipment incidents
- Violence, threats, or security-related incidents

Employees are required to report escalating hazards or near-miss events before they develop into emergencies.

## Medical Emergencies

In the event of a medical emergency:

- Call **911 immediately** if the situation is life-threatening
- Provide first aid only if trained and competent to do so
- Do not move an injured person unless there is immediate danger
- Remain with the individual until emergency responders arrive
- Notify supervision as soon as possible

First aid kits, emergency contact information, and trained first-aid personnel must be identified and accessible at all work locations.

## Fire and Evacuation Procedures

If a fire, smoke condition, or evacuation alarm occurs:

- Stop work immediately
- Shut down equipment only if safe to do so
- Evacuate using designated routes
- Do not use elevators
- Proceed directly to the designated muster point
- Do not re-enter the area until authorized

Supervisors are responsible for accounting for personnel once evacuated and communicating with emergency responders.

## **Hazardous Materials and Environmental Emergencies**

In the event of a chemical spill, hazardous material release, or environmental incident:

- Stop work and isolate the area
- Evacuate if required
- Do not attempt cleanup unless trained and authorized
- Follow WHMIS requirements and site-specific procedures
- Notify supervision and emergency services as required

All spills, releases, and exposures must be reported and documented, even if there is no apparent injury.

## **Severe Weather and Environmental Conditions**

When severe weather or environmental conditions pose a safety risk:

- Follow site-specific instructions
- Secure tools, loose materials, and equipment where safe to do so
- Cease outdoor or elevated work when conditions become unsafe
- Move to designated shelter or safe areas as directed

Supervisors are responsible for monitoring conditions and making stop-work decisions; however, all employees retain stop-work authority if conditions become unsafe.

## **Security Incidents and Threats**

In the event of a security incident, threat, or violent situation:

- Remove yourself from danger immediately if possible
- Contact emergency services
- Follow instructions from authorities
- Do not attempt to intervene except to protect yourself or others where unavoidable
- Report all threats, suspicious activity, or security concerns immediately

## **Communication and Accountability**

All emergency situations must be reported to supervision as soon as practicable and documented using the appropriate Company reporting forms. Emergency incidents are subject to investigation and corrective action to prevent recurrence.

Employees are expected to cooperate fully with emergency response efforts, post-incident investigations, and recovery actions.

## Training and Preparedness

Emergency response awareness is provided as part of employee orientation and ongoing safety training. Supervisors are responsible for ensuring employees understand site-specific emergency procedures, evacuation routes, muster points, and communication protocols.

Routine reviews of emergency procedures, equipment, and preparedness will be conducted as part of the Company's safety management system.

Failure to follow emergency response procedures may result in disciplinary action.

## Personal Protective Equipment (PPE)

### Policy Statement

The Genetically Engineered Group of Companies (GEGoC) is committed to providing a safe working environment and minimizing exposure to workplace hazards. Personal Protective Equipment (PPE) is a critical component of the Company's hazard control strategy and must be used whenever hazards cannot be eliminated or adequately controlled through engineering or administrative measures.

The use of required PPE is **mandatory** and a condition of employment. Failure to wear or properly maintain PPE may result in disciplinary action.

### Purpose and Application

PPE is intended to protect employees from injury or illness resulting from workplace hazards. PPE requirements apply to all employees, supervisors, contractors, visitors, and any other individuals present in work areas where hazards exist.

This policy applies to all work environments, including but not limited to:

- Construction sites and project locations (GEC)
- Shops, fabrication areas, and vehicle operations (GEV)
- Warehouses and storage areas
- Client or third-party facilities

Where client, site-specific, or regulatory requirements exceed Company standards, the more stringent requirement shall apply.

## Hierarchy of Controls

PPE is the **last line of defense** in the hierarchy of hazard controls. PPE shall be used in conjunction with, not as a replacement for, other control measures.

The hierarchy of controls shall be applied as follows:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- **Personal Protective Equipment (PPE)**

Employees must never assume PPE alone makes an unsafe task acceptable.

## PPE Requirements

The specific PPE required for any task shall be determined through:

- Field Level Hazard Assessments (FLHA)
- Job hazard assessments
- Site-specific requirements
- Manufacturer instructions
- Regulatory requirements

## Common PPE May Include:

- Safety footwear (CSA-approved or equivalent)
- High-visibility apparel
- Hard hats
- Safety glasses or face shields
- Gloves appropriate to the task
- Hearing protection
- Respiratory protection (where required and authorized)
- Fall protection equipment
- Protective clothing (cut-resistant, flame-resistant, chemical-resistant, etc.)

Supervisors are responsible for ensuring that required PPE is identified, available, and worn correctly.

## **PPE Selection**

PPE must be appropriate for the specific hazard and task. Improper or ill-fitting PPE may create additional hazards and will not be accepted as adequate protection.

Considerations for PPE selection include:

- Type and severity of the hazard
- Duration of exposure
- Fit and comfort
- Compatibility with other PPE
- Manufacturer specifications and limitations

Only PPE approved by the Company and suitable for the task may be used.

## **Employee Responsibilities**

Employees shall:

- Wear required PPE at all times when hazards are present
- Inspect PPE prior to use
- Use PPE correctly and for its intended purpose
- Report damaged, defective, or missing PPE immediately
- Maintain PPE in a clean and serviceable condition
- Store PPE properly when not in use

Employees must not modify PPE or use damaged equipment.

## **Supervisor Responsibilities**

Supervisors shall:

- Identify PPE requirements through hazard assessments
- Ensure required PPE is available before work begins
- Verify PPE is worn correctly and consistently
- Enforce compliance with PPE requirements
- Remove workers from tasks where PPE is not used properly
- Arrange replacement or repair of damaged PPE

Failure to enforce PPE requirements is considered a serious safety oversight.

## **PPE Inspection, Maintenance, and Replacement**

All PPE must be inspected prior to use. PPE showing signs of damage, excessive wear, or malfunction must be removed from service immediately.

The Company is responsible for:

- Providing required PPE where mandated by legislation or Company policy
- Replacing PPE damaged through normal work use

Employees are responsible for:

- Daily inspection
- Proper care and storage
- Prompt reporting of defects

Shared PPE must be cleaned and sanitized between users.

### **Respiratory Protection and Specialized PPE**

Respiratory protection, chemical-resistant equipment, and fall-protection systems require:

- Specific training
- Medical clearance where applicable
- Fit-testing or competency verification

Employees must not use specialized PPE unless they have been trained, authorized, and deemed competent.

### **PPE and Visitors**

Visitors and non-employees entering work areas must comply with PPE requirements. Supervisors must ensure visitors are informed of hazards and provided with appropriate PPE before entering controlled areas.

### **Enforcement and Non-Compliance**

PPE compliance is mandatory. Failure to wear or properly use required PPE may result in corrective action, up to and including termination.

Repeated non-compliance, willful disregard, or removal of PPE without authorization will be treated as serious safety violations.

### **Training and Awareness**

PPE training is provided during orientation and as required based on job role and task exposure. Training will include:

- PPE purpose and limitations
- Proper use and fit
- Inspection and maintenance requirements

Employees are expected to ask questions and seek clarification if unsure about PPE requirements.

## Tools, Equipment & Machinery Safety

### Policy Statement

The Genetically Engineered Group of Companies (GEGoC) is committed to ensuring that all tools, equipment, and machinery used in Company operations are safe, suitable for the task, and used in a manner that minimizes risk to employees, clients, and the public. Improper use, poor maintenance, or unauthorized modification of tools and equipment presents a serious safety risk and will not be tolerated.

Only tools and equipment that are in good working condition and used by trained and authorized personnel may be operated on Company work sites or facilities.

### Scope and Application

This policy applies to all hand tools, power tools, machinery, vehicles, and specialized equipment used by GEC and GEV employees, including:

- Hand tools
- Portable power tools
- Fixed machinery and shop equipment
- Lifting devices and accessories
- Temporary and permanent installed equipment
- Client-supplied or rented tools and machinery

Where client, manufacturer, or regulatory requirements exceed Company standards, the more stringent requirement shall apply.

### General Safety Requirements

Employees must comply with the following general rules at all times:

- Use tools and equipment **only for their intended purpose**
- Follow manufacturer instructions and Company procedures
- Never bypass, remove, or disable guards or safety devices
- Never operate equipment while fatigued, impaired, or distracted
- Maintain proper housekeeping around equipment and work areas
- Stop work immediately if unsafe conditions are identified

The presence of a tool or machine does **not** imply authorization to use it.

## Authorization and Training

Only employees who have been trained and authorized may operate tools, equipment, or machinery that presents a safety risk beyond basic hand tools.

Authorization may be based on:

- Formal training
- Demonstrated competency
- Manufacturer requirements
- Supervisor approval

Employees must not operate equipment for which they have not been trained or authorized, even if they have previous experience elsewhere.

## Inspection and Pre-Use Checks

All tools and equipment must be inspected **prior to use**. Employees are responsible for conducting basic pre-use inspections and verifying that equipment is safe and functional.

Inspections must include, where applicable:

- General condition (damage, cracks, excessive wear)
- Guards and safety features in place and functional
- Electrical cords, plugs, and connections
- Pneumatic hoses and fittings
- Warning labels and controls

Any damaged, defective, or unsafe equipment must be:

- Tagged **out of service**
- Removed from use immediately
- Reported to supervision

## **Power Tools and Electrical Equipment**

Power tools must be used in accordance with manufacturer instructions and applicable safety standards.

Requirements include:

- Use of appropriate PPE (eye, hand, hearing, respiratory, etc.)
- Proper guarding and safety features
- Ground-fault protection where required
- Correct extension cords and power sources
- Secure footing and stable work positions

Electrical tools must not be used:

- In wet or damp conditions unless rated for such use
- With damaged cords or missing grounding features

Temporary electrical equipment must be installed and maintained in a safe manner.

## **Machinery and Fixed Equipment**

Machinery and fixed equipment present higher hazard potential and require additional controls.

Employees must:

- Never operate machinery with guards removed or defeated
- Keep hands, clothing, hair, and jewelry clear of moving parts
- Use lockout or isolation procedures where applicable
- Remain within designated operating zones
- Follow start-up and shutdown procedures

Maintenance, repair, or adjustment of machinery must only be performed by qualified and authorized personnel.

## **Lockout, Isolation, and Energy Control Awareness**

Employees must be aware of hazardous energy sources including electrical, mechanical, hydraulic, pneumatic, thermal, and stored energy.

While formal lockout procedures may be handled by qualified personnel, employees must:

- Recognize when equipment must be isolated
- Never attempt repairs or adjustments while equipment is energized
- Respect locks, tags, and barricades
- Report unsafe conditions immediately

Unauthorized removal of lockout or isolation devices is strictly prohibited.

## **Lifting, Hoisting, and Material Handling Equipment**

Equipment used for lifting or moving loads must be:

- Rated for the load
- Inspected before use
- Used only by trained personnel

Employees must:

- Never exceed rated capacities
- Avoid standing under suspended loads
- Use proper lifting points and accessories
- Communicate clearly during lifts

Damaged or uncertified lifting devices must be removed from service.

## **Rented, Client-Supplied, or Third-Party Equipment**

Rented or client-supplied equipment must meet the same safety requirements as Company-owned equipment.

Before use:

- Equipment must be inspected
- Operators must be trained and authorized
- Deficiencies must be reported

Employees must not assume rented or client equipment is safe or compliant.

## **Housekeeping Around Tools and Equipment**

Poor housekeeping significantly increases the risk of injury.

Employees must ensure:

- Tools are stored properly when not in use
- Cords and hoses are managed to prevent tripping hazards
- Work areas are kept clean and organized
- Debris and waste are removed regularly

Tools must never be left in walkways, access routes, or unstable locations.

## **Reporting and Accountability**

All incidents, near misses, equipment damage, or malfunctions involving tools or machinery must be reported immediately to supervision.

Unsafe tools or practices must be addressed promptly. Employees are expected to cooperate fully with corrective actions and investigations.

## Enforcement and Disciplinary Action

Failure to follow tools, equipment, and machinery safety requirements may result in disciplinary action, up to and including termination of employment.

Willful disregard for safety, unauthorized use, or tampering with safety systems will be treated as serious safety violations.

## Training and Continuous Improvement

Training on tools, equipment, and machinery safety is provided during orientation and as required based on job role and work performed.

Employees are encouraged to provide feedback, suggest improvements, and report hazards to support continuous improvement of safety systems and procedures.

## Working at Heights & Fall Prevention

### Policy Statement

The Genetically Engineered Group of Companies (GEGoC) is committed to preventing falls and fall-related injuries, which represent one of the most serious and preventable workplace hazards. Any work performed at height presents increased risk and must be planned, assessed, and controlled before work begins.

Fall prevention is a **shared responsibility**. Employees must not expose themselves or others to fall hazards, and supervisors must ensure appropriate controls are in place. Failure to follow this policy may result in disciplinary action.

### Scope and Application

This policy applies to all work activities where an employee may be exposed to a fall hazard, including but not limited to:

- Work on ladders
- Work on roofs or elevated platforms
- Work from scaffolds
- Work near open edges, holes, or floor openings
- Elevated shop platforms or racking (GEV)
- Temporary work platforms, lifts, or mezzanines
- Client or third-party work sites

A fall hazard exists when a worker could fall **from any height capable of causing injury**, regardless of surface type or distance.

## Hierarchy of Fall Prevention Controls

Fall hazards must be controlled using the hierarchy of controls. PPE is considered a **last line of defence** and must not substitute proper planning.

Controls may include:

- Elimination of work at height
- Engineered solutions (guardrails, barriers, covers)
- Administrative controls (procedures, restricted access, supervision)
- **Fall protection equipment**

Employees must never assume fall protection alone makes unsafe access acceptable.

## Planning and Hazard Assessment

All work at height must be assessed prior to starting work. This includes:

- Identifying fall hazards during the FLHA
- Selecting appropriate access and fall prevention methods
- Verifying that equipment is suitable and in good condition
- Ensuring workers are trained and authorized

Work at height must be **reassessed** whenever conditions change, including weather, surface conditions, task changes, or equipment changes.

## Ladders

Ladders are a common source of injury and must be used correctly.

### General Ladder Requirements:

- Only industrial-grade ladders may be used
- Ladders must be inspected before use
- Damaged ladders must be removed from service immediately
- Ladders must be set on stable, level surfaces
- Three points of contact must be maintained at all times

### Prohibited Ladder Practices:

- Standing on the top rung or step (unless manufacturer-approved)
- Overreaching or leaning outside ladder rails
- Using ladders as platforms or scaffolding
- Carrying heavy or bulky materials while climbing

Ladders are for **short-duration, light-duty tasks only**. If the task requires extended work or significant force, alternative access methods must be used.

## Scaffolds and Elevated Platforms

Scaffolds and platforms present significant risk and must be used in accordance with training and manufacturer instructions.

Employees must:

- Only use erected scaffolds approved for use
- Ensure guardrails are in place where required
- Never alter or remove scaffold components
- Maintain clear access points
- Keep platforms free of debris and trip hazards

Only trained and authorized personnel may assemble, modify, or dismantle scaffolding.

## Guardrails, Covers, and Openings

Open edges, floor openings, and penetrations must be guarded or covered whenever present.

Requirements include:

- Guardrails installed where feasible
- Covers secured and clearly marked
- Barricades or restricted access until permanent controls are installed

Employees must never remove covers or railings without authorization and alternate controls in place.

## Fall Protection Equipment

Fall protection equipment must be used when other controls cannot adequately eliminate fall risk.

This includes:

- Full-body harnesses
- Lanyards and energy absorbers
- Self-retracting lifelines
- Anchors and anchorage systems

### **Requirements:**

- Only approved, rated equipment may be used
- Equipment must be inspected before each use
- Damaged or expired equipment must be removed from service
- Equipment must be used according to manufacturer specifications

Employees must not use fall protection equipment unless trained and authorized.

## Training and Authorization

Employees involved in work at height must receive appropriate training covering:

- Hazard recognition
- Equipment selection and limitations
- Proper use and inspection of equipment
- Emergency response and rescue awareness

Supervisors are responsible for confirming employee competency before assigning work at height.

## Weather and Environmental Conditions

Weather conditions can significantly increase fall risk.

Work at height must be postponed or stopped if:

- Surfaces are icy, wet, or slippery
- High winds affect stability or balance
- Visibility is poor
- Weather conditions change unexpectedly

All employees maintain stop-work authority if conditions become unsafe.

## Emergency Preparedness and Rescue Awareness

When fall protection equipment is used, **rescue considerations** must be addressed before work begins.

This includes:

- Means to summon assistance
- Awareness of suspension hazards
- Site-specific rescue planning

Employees must not rely on “calling 911” as the sole rescue plan.

## Housekeeping and Fall Prevention

Good housekeeping is critical to preventing falls.

Employees must:

- Keep work surfaces clear of trip hazards
- Manage cords, hoses, and materials
- Remove debris promptly
- Maintain clear access routes

Poor housekeeping around edges or elevated areas is unacceptable.

## **Reporting and Accountability**

All fall hazards, near misses, slips, or falls must be reported immediately in accordance with Company reporting procedures.

Unsafe practices must be corrected promptly. Employees are expected to cooperate fully in investigations and corrective actions.

## **Enforcement and Disciplinary Action**

Failure to comply with working at heights and fall prevention requirements may result in disciplinary action, up to and including termination.

Intentional bypassing of fall protection controls or disregard for safety instructions will be treated as serious safety violations.

## **Vehicles, Driving & Mobile Equipment**

### **Policy Statement**

The Genetically Engineered Group of Companies (GEGoC) recognizes that vehicle operation and mobile equipment use present significant risk to employees, clients, and the public. Safe operation of vehicles and mobile equipment is a critical responsibility and a condition of employment.

Employees must operate vehicles and mobile equipment in a safe, lawful, and professional manner at all times. Unsafe driving behavior, unauthorized use, or failure to follow Company requirements will not be tolerated.

### **Scope and Application**

This policy applies to all vehicles and mobile equipment operated in the course of Company business, including:

- Company-owned or leased vehicles
- Personal vehicles used for Company work
- Client or rented vehicles and equipment
- Forklifts, lifts, and other mobile equipment
- Prototype or test vehicles (GEV)

This policy applies on:

- Public roads
- Client and third-party properties
- Construction sites and work zones
- Company facilities, shops, and yards

## Authorization and Licensing

Only employees who are **properly licensed, trained, and authorized** may operate vehicles or mobile equipment.

Employees must:

- Maintain a valid driver's license appropriate to the vehicle or equipment
- Report any license suspension, restriction, or medical limitation immediately
- Operate only vehicles for which they are authorized

Unauthorized operation of vehicles or mobile equipment is strictly prohibited.

## General Driving Requirements

All drivers must comply with the following requirements:

- Obey all traffic laws and regulations
- Drive defensively and adjust driving to conditions
- Operate vehicles responsibly and courteously
- Use seatbelts at all times
- Avoid aggressive or distracted driving

Driving is considered **work activity**, and employees are expected to maintain professional behavior at all times.

## Distracted Driving

Distracted driving is a major cause of serious incidents and is strictly prohibited.

Employees must not:

- Use handheld mobile devices while driving
- Text, email, or browse while operating a vehicle
- Use GPS or infotainment systems unsafely

Hands-free devices may be used only when legal and only if they do not distract from safe operation.

## Fitness for Driving

Employees must be fit for duty when operating vehicles and equipment.

Employees must not operate vehicles or equipment if:

- Fatigued
- Under the influence of alcohol, drugs, or impairing substances
- Medically unfit or impaired

Driving under impairment or unsafe conditions will result in immediate disciplinary action up to and including termination.

## **Vehicle Inspection and Maintenance**

Vehicles and mobile equipment must be maintained in safe operating condition.

Employees are responsible for:

- Conducting basic pre-use checks
- Reporting defects or safety issues immediately
- Keeping vehicles clean and organized

Vehicles with safety defects must not be operated until repaired.

## **Backing, Parking, and Site Movement**

Vehicle movement on job sites presents increased risk.

Requirements include:

- Back-in parking where feasible
- Use of spotters when visibility is limited
- Reduced speeds on sites and in yards
- Engine shutdown when vehicles are unattended

Employees must never assume others see them and must remain alert to pedestrians, clients, and other workers.

## **Mobile Equipment Operation**

Mobile equipment must only be operated by trained and authorized personnel.

Employees must:

- Follow manufacturer instructions
- Wear required PPE
- Use seatbelts and restraints where provided
- Never exceed rated capacities
- Keep clear of overhead and ground hazards

Passengers are not permitted unless seating and restraints are provided.

## **Loading, Transport, and Securement**

Loads must be properly secured to prevent shifting, falling, or loss during transport.

Employees must:

- Verify load weights do not exceed vehicle capacity
- Use appropriate restraints and tie-downs
- Inspect securement before and during transport

Improperly secured loads are unacceptable and must be corrected before travel.

## **Prototype, Test, and Non-Standard Vehicles (GEV)**

Operation of prototype or non-standard vehicles presents additional risk and requires enhanced controls.

Employees operating such vehicles must:

- Be specifically authorized
- Follow company testing procedures
- Maintain logs where required
- Operate within defined limits and locations

Prototype operation without authorization is strictly prohibited.

## **Incidents, Collisions, and Reporting**

All vehicle incidents, collisions, near misses, or damage must be reported immediately to supervision, regardless of severity.

Employees must:

- Stop safely
- Render assistance where safe
- Contact emergency services if required
- Notify supervision without delay

Failure to report incidents is a serious violation of Company policy.

Where required, the supervisor will ensure Human Resources is notified in accordance with the GEGoC Employee Handbook and applicable Company policy.

## **Enforcement and Disciplinary Action**

Failure to comply with vehicle and mobile equipment safety requirements may result in disciplinary action up to and including termination of employment.

Serious violations include:

- Impaired driving
- Distracted driving
- Reckless operation
- Unauthorized equipment use
- Failure to report incidents

## **Training and Continuous Improvement**

Vehicle and equipment safety training is provided during onboarding and refresher sessions as required.

Employees are encouraged to report hazards, suggest improvements, and participate in continuous improvement of driving and equipment safety practices.

## **Housekeeping, Environment & Public Safety**

### **Policy Statement**

The Genetically Engineered Group of Companies (GEGoC) is committed to maintaining clean, orderly, and safe work environments that protect employees, clients, visitors, and members of the public. Effective housekeeping and environmental control are essential elements of workplace safety and professional conduct.

All employees are expected to maintain safe and orderly work areas and to conduct work in a manner that minimizes risk to others. Poor housekeeping, unmanaged hazards, and disregard for public safety are considered preventable risks and will not be tolerated.

### **Scope and Application**

This policy applies to all Company work activities and locations, including but not limited to:

- Construction sites and project locations (GEC)
- Shops, fabrication areas, and vehicle operations (GEV)
- Warehouses, storage areas, and yards
- Client and third-party properties
- Publicly accessible or occupied spaces

This policy applies to employees, supervisors, contractors, and visitors while on Company-controlled or Company-influenced work areas.

### **General Housekeeping Requirements**

A clean and organized work environment is a fundamental safety control. Employees must maintain housekeeping appropriate to the work being performed.

Housekeeping requirements include:

- Keeping work areas free of unnecessary materials and debris
- Prompt removal of waste, scrap, and packaging
- Proper storage of tools, materials, and equipment
- Keeping walkways, exits, and access routes clear at all times
- Managing cords, hoses, and cables to prevent trip hazards

Housekeeping must be continuous and proactive, not limited to end-of-shift cleanup.

## **Work Area Organization and Storage**

Materials and equipment must be stored in a manner that prevents injury, damage, or obstruction.

Requirements include:

- Storing materials in stable, designated locations
- Securing materials to prevent shifting or falling
- Avoiding overloading shelves, racks, or platforms
- Keeping flammable or hazardous materials stored as required by regulation

Employees must not create improvised storage arrangements that introduce hazards.

## **Environmental Hazards and Controls**

Employees must identify and control environmental hazards that may affect safety, health, or the surrounding environment.

This includes managing:

- Dust, debris, and airborne particles
- Noise exposure
- Water accumulation, ice, or uneven surfaces
- Poor lighting or visibility
- Weather-related hazards

Environmental hazards must be addressed promptly through engineering, administrative controls, or work stoppage where necessary.

## **Public Safety and Occupied Spaces**

When working in or near occupied buildings, public areas, or active client facilities, employees must take additional precautions to protect non-employees.

Public safety controls may include:

- Barricades, cones, and physical separation
- Warning signage and notices
- Controlled access points
- Spotters or escorts when required

Employees must remain aware that members of the public may be unfamiliar with work site hazards and must not assume they understand how to avoid them.

## **Slip, Trip, and Fall Prevention**

Poor housekeeping is a leading cause of slips, trips, and falls.

Employees must:

- Clean up spills immediately
- Remove snow, ice, or water accumulation where safe to do so
- Maintain clear walking surfaces
- Address uneven flooring or surface changes promptly

Uncontrolled slip and trip hazards must be reported immediately.

## **Waste Management and Environmental Responsibility**

Waste must be managed in accordance with Company procedures and applicable regulations.

Requirements include:

- Proper disposal of waste and recyclable materials
- Safe handling of sharp or hazardous waste
- Immediate cleanup and reporting of spills or releases
- Preventing environmental contamination

Environmental incidents, regardless of severity, must be reported and documented using Company reporting procedures.

## **Employee Responsibilities**

Employees are responsible for:

- Maintaining clean and orderly work areas
- Identifying and reporting housekeeping or public safety hazards
- Implementing controls appropriate to their work activities
- Stopping work where housekeeping or environmental conditions create unsafe situations

Good housekeeping is considered part of normal work duties.

## **Supervisor Responsibilities**

Supervisors are responsible for:

- Ensuring housekeeping standards are maintained
- Addressing hazards promptly
- Providing direction and resources for safe cleanup and control
- Enforcing compliance with this policy

Failure to address known housekeeping or public safety hazards is considered a safety management failure.

## Reporting and Corrective Action

All housekeeping deficiencies, environmental hazards, near misses, and incidents affecting public safety must be reported in accordance with Company reporting procedures.

Corrective actions will be tracked and addressed using Company systems, including the Corrective Action Log where applicable.

## Enforcement and Disciplinary Action

Failure to comply with housekeeping, environmental, or public safety requirements may result in disciplinary action, in accordance with the **Employee Handbook**, up to and including termination of employment.

Willful disregard for public safety, repeated poor housekeeping, or creating hazardous conditions will be treated as serious safety violations.

## Enforcement & Disciplinary Measures (Safety)

### Policy Statement

The Genetically Engineered Group of Companies (GEGoC) is committed to maintaining a safe, professional, and compliant workplace. All employees are expected to follow safety requirements, procedures, and instructions set out in this Safety Book and related Company policies.

Safety enforcement exists to **prevent injury, illness, damage, and loss**, not to punish. However, failure to comply with safety requirements, willful disregard for safety, or repeated unsafe behavior will result in corrective action.

### Relationship to Employment Obligations

Compliance with safety requirements is a condition of employment. is a condition of employment. Employees are expected to conduct themselves in a manner consistent with Company safety standards at all times while performing Company work or while present at Company or client locations.

This section establishes safety expectations but does not replace the disciplinary framework set out in the GEGoC Employee Handbook, which governs the administration of discipline, employee rights, and corrective action processes.

### Progressive Safety Enforcement

The Company applies a progressive approach to safety enforcement wherever appropriate, focusing on education, correction, and improvement.

Corrective measures may include:

- Verbal coaching or instruction
- Safety retraining or refresher training
- Written warnings or formal corrective action
- Removal from specific tasks or worksites

- Suspension or termination of employment

The level of corrective action applied will depend on:

- The severity of the safety violation
- The potential or actual harm caused
- Whether the violation was intentional or negligent
- The employee's safety history
- Applicable legal or regulatory requirements

### **Serious Safety Violations**

Certain actions represent a significant risk to people, property, or the public and may result in immediate corrective action, up to and including termination of employment, regardless of prior history.

Examples of serious safety violations include, but are not limited to:

- Willful disregard for safety procedures
- Failure to use required PPE
- Bypassing or disabling safety devices or guards
- Unsafe operation of vehicles or equipment
- Working under the influence of alcohol, drugs, or impairing substances
- Unauthorized work at heights or in hazardous conditions
- Failure to report incidents, injuries, or near misses
- Endangering clients, visitors, or the public

This list is not exhaustive.

### **Stop-Work Authority and Enforcement**

All employees have the right and obligation to stop work when unsafe conditions exist. Employees must not be retaliated against for exercising stop-work authority in good faith.

Conversely, employees must not:

- Ignore safety concerns raised by others
- Override stop-work decisions without authorization
- Instruct others to work unsafely to meet schedules or targets

Retaliation, intimidation, or discouragement of safety reporting or stop-work authority is considered a serious violation of Company policy.

## **Supervisor and Management Responsibilities**

Supervisors are responsible for enforcing safety requirements fairly, consistently, and promptly.

This includes:

- Addressing unsafe acts or conditions immediately
- Providing corrective direction and resources
- Escalating serious or repeated violations
- Documenting corrective actions as required
- Leading by example through safe work practices

Failure by supervisory personnel to enforce known safety requirements may result in corrective action.

## **Reporting and Documentation**

All safety violations, incidents, corrective actions, and enforcement measures must be documented in accordance with Company procedures.

Documentation may include:

- Incident and injury reports
- Near-miss reports
- Supervisor investigation reports
- Corrective action logs

Accurate documentation supports fairness, accountability, and continuous improvement.

## **Alignment With the Employee Handbook**

All disciplinary action arising from safety-related matters will be administered in accordance with the GEGoC Employee Handbook, applicable Company policies, and relevant employment legislation.

Nothing in this Safety Book alters employee rights, obligations, or disciplinary processes as established in the Employee Handbook.

## **Continuous Improvement**

The goal of safety enforcement is continuous improvement. Employees are encouraged to:

- Ask questions
- Report hazards and concerns
- Participate actively in safety programs
- Learn from incidents and near misses

Safety enforcement is most effective when it supports a culture of accountability, professionalism, and shared responsibility.

## Continuous Improvement & Safety Audits

### Policy Statement

The Genetically Engineered Group of Companies (GEGoC) is committed to continual improvement of workplace safety performance across all operations. Safety is not a static requirement; it is an evolving system that must adapt to changing work conditions, new equipment, expanded operations, and lessons learned from experience.

Continuous improvement is achieved through consistent hazard identification, reporting, inspection, auditing, corrective action, and follow-up. The Company will regularly review safety performance and implement improvements to prevent incidents, injuries, and occupational illness.

### Purpose

The purpose of continuous improvement and safety audits is to:

- Identify hazards and unsafe conditions before incidents occur
- Confirm that safety controls are effective and being followed
- Verify compliance with Company standards and applicable legislation
- Measure safety performance trends and recurring issues
- Ensure corrective actions are implemented and verified
- Strengthen the safety culture through accountability and learning

### Safety Inspections vs. Safety Audits

For clarity, the Company distinguishes between inspections and audits:

#### **Safety Inspections**

Inspections are routine checks of work areas, tools, equipment, and conditions. They are used to identify hazards and housekeeping issues and to ensure immediate corrective actions are taken.

#### **Safety Audits**

Audits are structured reviews of safety systems and practices. Audits may examine documentation, training records, reporting trends, procedures, and whether safety programs are functioning as intended.

Both inspections and audits are required components of an effective safety system.

## Inspection and Audit Frequency

The Company will conduct inspections and audits at intervals appropriate to the work environment and level of risk. Frequency may increase due to changes in operations, incident trends, or client requirements.

At minimum, the following will occur where applicable:

- **Regular site/shop inspections** conducted by supervisors or designated personnel
- **Project kickoff / mobilization inspections** before work begins at new locations
- **Periodic formal safety audits** reviewing compliance, documentation, and corrective action status
- **Post-incident reviews** when incidents, injuries, or significant near misses occur

Supervisors are responsible for ensuring inspections occur and are documented.

Management is responsible for ensuring audits occur and corrective actions are tracked to completion.

## What Inspections and Audits May Include

Safety inspections and audits may include review of:

- Housekeeping and public safety controls
- PPE availability and compliance
- Tools, equipment, and machinery condition and use
- Working at heights controls and fall prevention systems
- Vehicle and mobile equipment practices
- Hazard identification and FLHA completion quality
- Incident, injury, and near miss reporting practices
- Training, competency, and authorization records
- Emergency response preparedness
- Corrective action implementation and verification

Audits may also assess whether safety requirements are being applied consistently across different projects, crews, and locations.

## Corrective Actions and Follow-Up

Identified deficiencies must be addressed promptly. Corrective actions may involve engineering controls, administrative controls, training, equipment repair/replacement, or changes to procedures.

Corrective actions must be:

- Assigned to an owner
- Given a target completion date
- Tracked to completion
- Verified as effective

Where applicable, corrective actions will be recorded in the **Corrective Action Log (Appendix E)** or other designated tracking systems.

Failure to follow through on corrective actions undermines safety performance and will be treated as a serious management issue.

### **Reporting, Metrics, and Trend Analysis**

The Company may monitor safety performance through leading and lagging indicators, including:

- Number and quality of near-miss reports
- Frequency of hazards identified and corrected
- Inspection findings and closure rates
- Recurring incident types or root causes
- Training completion and competency verification
- Vehicle and equipment incident trends

Safety metrics exist to support prevention and improvement—not to discourage reporting. Employees are encouraged to report hazards and near misses without fear of retaliation.

### **Employee Participation and Feedback**

Employees are expected to participate in continuous improvement by:

- Completing accurate FLHAs
- Reporting hazards, incidents, and near misses
- Participating in inspections and safety meetings when required
- Suggesting improvements to procedures and controls
- Following corrective actions and updated procedures

The Company values honest reporting and practical feedback. Workers closest to the work are often best positioned to identify hazards and improvements.

### **Management Review and System Improvement**

Management will review safety performance periodically and may implement:

- Policy updates
- Procedure changes
- Additional training requirements
- Equipment or tooling upgrades
- Resource allocation to eliminate recurring hazards

Updates will be communicated clearly, and where changes affect work practices, employees will be trained accordingly.

## Enforcement and Alignment with the Employee Handbook

Inspections and audits are conducted to improve safety, prevent incidents, and ensure compliance. Where audits identify unsafe behavior, repeated non-compliance, falsified documentation, or willful disregard for safety requirements, the matter may be escalated for corrective or disciplinary action.

All disciplinary action arising from safety audit findings will be administered **in accordance with the GEGoC Employee Handbook**, applicable Company policies, and relevant legislation. This Safety Book does not replace or redefine the disciplinary framework.

## Document Control and Continuous Improvement

This Safety Book is a controlled document. As improvements are identified, the Company may revise sections, appendices, or procedures. Employees are responsible for ensuring they are following the most current version of safety requirements.

Supervisors are responsible for communicating updates and ensuring implementation in the field and shop.

## Writing and Recordkeeping Standards (Safety)

### Policy Statement

Accurate, timely, and professional safety documentation is essential to effective safety management. Records provide evidence of hazard identification, training, corrective action, and regulatory compliance, and support continuous improvement across Company operations.

The Genetically Engineered Group of Companies (GEGoC) requires that all safety-related documentation be completed honestly, clearly, and in accordance with Company standards. Falsified, misleading, or incomplete records undermine safety effectiveness and will not be tolerated.

### Purpose

The purpose of safety writing and recordkeeping standards is to ensure that:

- Safety activities are properly documented
- Hazards and incidents are clearly recorded and addressed
- Corrective actions are tracked and verified
- Information is consistent, accurate, and usable
- Records demonstrate due diligence and professional conduct

Safety documentation supports prevention, accountability, and informed decision-making.

## Scope of Safety Records

Safety records include, but are not limited to:

- Field Level Hazard Assessments (FLHAs)
- Incident, Injury, and Near-Miss Reports
- Supervisor Investigation Reports
- Corrective Action Logs
- Training and competency records
- Inspection and audit reports
- Safety meeting or toolbox talk records
- Emergency response and incident documentation

Both paper and electronic records are considered official Company records when used for safety purposes.

## Writing Standards

All safety documentation must meet the following writing standards:

- Be **clear, legible, and complete**
- Use **factual, objective language**
- Avoid assumptions, speculation, or opinion
- Describe **what happened, what was observed, and what actions were taken**
- Use plain, professional language
- Be completed as soon as practicable while information is accurate

Records must reflect honest observations and actions. Writing must never be altered to protect individuals, schedules, or performance metrics.

## Accuracy and Integrity of Records

Safety records must be completed truthfully and accurately.

The following practices are strictly prohibited:

- Falsifying or back-dating documents
- Signing documents without participating or reviewing content
- Copy-and-paste FLHAs without task-specific assessment
- Completing documentation after work has begun where pre-task assessment is required
- Coaching or pressuring others to change statements or details

Documentation is a professional responsibility and a safety control, not a formality.

## **Responsibilities for Recordkeeping**

### **Employee Responsibilities**

Employees are responsible for:

- Completing required safety forms accurately and on time
- Participating honestly in assessments and investigations
- Reporting hazards, incidents, and near misses promptly
- Signing documents only when information is accurate

### **Supervisor Responsibilities**

Supervisors are responsible for:

- Reviewing safety documentation for completeness and accuracy
- Ensuring required records are completed
- Verifying corrective actions
- Maintaining records in accordance with Company practices
- Escalating significant issues or trends

## **Record Retention and Storage**

Safety records must be stored securely and retained in accordance with Company requirements and applicable legislation.

Records may be maintained:

- Electronically (Excel, Word, SharePoint, or approved systems)
- In controlled paper form where required

Access to safety records must be limited to authorized personnel to protect confidentiality and integrity.

## **Use of Records for Improvement**

Safety records are used to:

- Identify recurring hazards or trends
- Evaluate effectiveness of controls
- Support training and procedural improvements
- Demonstrate compliance with regulatory and client requirements

Records exist to improve systems—not to discourage reporting. Employees are encouraged to report honestly and proactively.

### Audits and Verification

Safety records may be reviewed as part of inspections, audits, or post-incident investigations. Deficiencies in documentation quality or completion may result in corrective actions, including retraining or process changes.

Repeated or intentional failure to meet documentation standards may be escalated for enforcement.

### Enforcement and Alignment with the Employee Handbook

Failure to follow safety writing and recordkeeping standards, including falsification or intentional misrepresentation of records, may result in corrective or disciplinary action.

All disciplinary action arising from documentation issues will be administered **in accordance with the GEGoC Employee Handbook**, applicable Company policies, and relevant employment legislation.

### Continuous Improvement

These standards will be reviewed periodically and updated as necessary to reflect changes in operations, technology, or regulatory requirements. Employees are expected to use the most current forms and procedures provided by the Company.

### Acknowledgment & Agreement

By signing below, the employee acknowledges receipt of this Employee Safety Book and agrees to comply with all safety requirements.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD LEVEL HAZARD ASSESSMENT (FLHA)**

|                                 |  |                              |  |
|---------------------------------|--|------------------------------|--|
| <b>Company:</b>                 |  | <b>Project / Location:</b>   |  |
| <b>Address / Specific Area:</b> |  | <b>Date:</b>                 |  |
| <b>Start Time:</b>              |  | <b>End Time:</b>             |  |
| <b>Supervisor / Lead:</b>       |  | <b>Weather / Conditions:</b> |  |
| <b>Crew Members:</b>            |  | <b>Work Activity / Task:</b> |  |

**1. Hazard Identification (Check All That Apply)**

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Slips / Trips / Falls       | <input type="checkbox"/> Working at Heights          | <input type="checkbox"/> Power Tools / Machinery     | <input type="checkbox"/> Electrical                      |
| <input type="checkbox"/> Hot Work                    | <input type="checkbox"/> Manual Lifting / Ergonomics | <input type="checkbox"/> Vehicles / Mobile Equipment | <input type="checkbox"/> Pinch / Crush Points            |
| <input type="checkbox"/> Noise                       | <input type="checkbox"/> Dust / Airborne Particles   | <input type="checkbox"/> Chemicals / WHMIS           | <input type="checkbox"/> Confined / Restricted Area      |
| <input type="checkbox"/> Poor Lighting               | <input type="checkbox"/> Weather / Environment       | <input type="checkbox"/> Public / Occupants          | <input type="checkbox"/> Overhead Work / Falling Objects |
| <input type="checkbox"/> Ladders / Scaffolds         | <input type="checkbox"/> Sharp Edges                 | <input type="checkbox"/> Pressurized Systems         | <input type="checkbox"/> Housekeeping                    |
| <input type="checkbox"/> Material Handling / Rigging | <input type="checkbox"/> Tools Inspection Needed     | <input type="checkbox"/> Permit Required             | <input type="checkbox"/> Lockout / Isolation Required    |
| Other (describe):                                    |  |  |  |

**2. Risk Assessment & Controls**

List the main hazards for this task and the controls you will implement before proceeding.

| Hazard | Potential Harm | Controls Implemented (Hierarchy of Controls) | Residual Risk (L/M/H) |
|--------|----------------|--|-----------------------|
|        |                |  |                       |
|        |                |  |                       |
|        |                |  |                       |
|        |                |  |                       |

**3. PPE Required (Minimum and Task-Specific)**

Safety Boots  Hi-Vis  Hard Hat  Safety Glasses  Gloves  Hearing Protection  Respirator (type: \_\_\_\_\_)  Fall Protection  Face Shield  Other:

**4. Change in Conditions / Reassessment**

If conditions change (task change, new area, new crew, weather, equipment, incident/near miss), stop and update this FLHA.

|  |
|--|
|  |
|--|

**5. Worker Acknowledgment (Sign-Off)**

By signing, workers confirm they reviewed hazards/controls and agree to follow safe work practices, including Stop-Work Authority.

| Name (Print) | Signature | Time |
|--------------|-----------|------|
|              |           |      |
|              |           |      |
|              |           |      |
|              |           |      |

Supervisor / Lead Signature: \_\_\_\_\_ Time: \_\_\_\_\_

**Appendix B – Incident & Injury Report**

|                              |  |                                       |  |
|------------------------------|--|---------------------------------------|--|
| <b>Employee Name:</b>        |  | <b>Employee ID:</b>                   |  |
| <b>Job Title:</b>            |  | <b>Subsidiary (GEC/GEV):</b>          |  |
| <b>Date of Incident:</b>     |  | <b>Time of Incident:</b>              |  |
| <b>Location / Address:</b>   |  | <b>Supervisor / Lead:</b>             |  |
| <b>Work Activity / Task:</b> |  | <b>Client / Site (if applicable):</b> |  |

Incident Type:  Injury  Illness/Exposure  Property Damage  Vehicle/Equipment  Environmental  Other: \_\_\_\_\_  
 Severity:  First Aid  Medical Aid  Lost Time  Serious/Critical  Near Miss (use Appendix C)

**1. Incident Description (Facts Only)**

Describe what happened. Include sequence of events, tools/equipment involved, and any hazards present. Do not speculate.

**2. Injury / Exposure Details (if applicable)**

|  |  |   |  |
|--|--|---|--|
| <b>Body part(s) affected:</b>          |  | <b>Type of injury/exposure:</b>         |  |
| <b>Symptoms:</b>                       |  | <b>PPE worn at time (Y/N):</b>          |  |
| <b>First aid provided by:</b>          |  | <b>First aid details:</b>               |  |
| <b>Medical treatment sought (Y/N):</b> |  | <b>Clinic/Hospital/Physician:</b>       |  |
| <b>Restrictions provided (Y/N):</b>    |  | <b>Restrictions details:</b>            |  |
| <b>Employee transported by:</b>        |  | <b>Time away from work anticipated:</b> |  |

**3. Immediate Actions Taken**

**4. Witnesses**

| <b>Name</b> | <b>Contact / Statement Notes</b> |
|-------------|----------------------------------|
|             |                                  |
|             |                                  |

**5. Photos / Evidence Collected**

Photos taken  Equipment tagged out  Area barricaded  SDS reviewed  Other: \_\_\_\_\_

**6. Supervisor Review & Submission**

|  |  |
|--|--|
| <b>Supervisor/Lead Name:</b>                           |  |
| <b>Supervisor Signature:</b>                           |  |
| <b>Date:</b>   |  |
| <b>Forwarded for Investigation (Appendix D) (Y/N):</b> |  |

### Appendix C – Near Miss Report

Near-miss reporting is encouraged and non-disciplinary when reported in good faith. Reporting near misses helps prevent injuries and damage before they occur.

|                                   |  |                       |  |
|-----------------------------------|--|-----------------------|--|
| Date:                             |  | Location / Site:      |  |
| Subsidiary (GEC/GEV):             |  | Work Activity / Task: |  |
| Reported by (optional):           |  | Job / Role:           |  |
| Supervisor / Lead notified (Y/N): |  | Time notified:        |  |
| Were photos taken? (Y/N):         |  |                       |  |

**1. Description of Near Miss (Facts Only)**

|  |
|--|
|  |
|--|

**2. What Could Have Happened?**

|  |
|--|
|  |
|--|

**3. What Prevented Injury/Damage?**

|  |
|--|
|  |
|--|

**4. Suggested Controls / Improvements**

|  |
|--|
|  |
|--|

**5. Supervisor Review (If applicable)**

|  |  |
|--|--|
| Supervisor/Lead Name:                                |  |
| Corrective action required? (Y/N):                   |  |
| Forward to Corrective Action Log (Appendix E) (Y/N): |  |

### Appendix D – Supervisor Incident Investigation Report

To be completed by a Supervisor/Manager following an incident, injury, or significant near miss. Investigations focus on prevention and system improvement.

|   |                                    |
|---|------------------------------------|
| Incident Reference # (from Appendix B/C): | Date of Investigation:             |
| Investigator Name:                        | Position / Title:                  |
| Subsidiary (GEC/GEV):                     | Location / Site:                   |
| Incident Date/Time:                       | Supervisor/Lead on Scene:          |
| Was work stopped? (Y/N):                  | When work resumed (if applicable): |
| Notifications made                        |                                    |

**1. Summary of Event (Facts Only)**

**2. Immediate Causes (What directly led to the event?)**

**3. Underlying / Systemic Causes (Why did it happen?)**

**4. Controls Present and Controls Missing**

|  |                            |
|--|----------------------------|
| Controls Present (effective/ineffective) | Controls Missing / Needed: |
|  |                            |

**5. Corrective Actions Required**

| Corrective Action | Type | Assigned To | Target Date |
|-------------------|------|-------------|-------------|
|                   |      |             |             |
|                   |      |             |             |
|                   |      |             |             |
|                   |      |             |             |

**6. Verification & Closure**

|  |  |
|--|--|
| Verification Method (inspection/photo/training record/etc.): |  |
| Corrective actions completed? (Y/N):                         |  |
| Investigator Signature:                                      |  |
| Date:  |  |

