



HEALTH & SAFETY POLICY

The Occupational Health and Safety Act, the Window Cleaning Regulation 859, section 45 and the Elevated Work Platform Construction Regulation, sections 147 and 144 (3) form the basis and minimum standards for our company. A copy of this legislation is available to you and you are encouraged to make yourself familiar with the provisions of the Act and Regulations. If you are unsure of a procedure or process, we encourage you to ask for assistance. Guessing or assuming what is safe is a major cause of accidents.

- All accidents must be reported immediately to management, prior to leaving the workplace.
- All workers must have proof that they are trained and certified in Working at Heights, Elevated Work Platform, Bosun's Chair Window Cleaning and Suspended Access, where applicable.
- Working under the influence of drugs, alcohol or other intoxicants is strictly forbidden and is grounds for immediate discipline up to and including termination.
- Misuse of company property or equipment will not be tolerated.
- All employees must familiarize themselves with the contents of this policy and acknowledge receipt of this policy prior to starting their employment.
- Violating safety laws and/or guidelines will be considered a major rule violation and can result in disciplinary action, up to and including termination.
- Use common sense when it comes to health and safety. If you are unsure of the proper procedure or the safety hazards, please ask for assistance and/or instructions.

Trenton Burke
Director, Altitude Window Cleaning Inc.

Employee initials _____