

## BOWEN Health & Safety Policy

### For Contractors on Assignment with BOWEN

BOWEN's Employees/Associates are our most important assets, and your safety and well-being is very important to us. We commit that we will not knowingly assign or allow you to work in an unsafe job or work environment.

In order to ensure your safety, BOWEN:

- Gathers comprehensive information on the job you are being assigned to and the working conditions that you will be operating within.
- Conducts site visits to the assignment workplace to become familiar with the environment you will be working in during your assignment. During this visit we make every effort to identify potential hazards that may impact your safety and well-being.
- Advises you of the requirements of the assignment so that you can make fully informed decisions regarding acceptance of the job expectations and working environment you will be placed within.
- Entrusts our clients to orient you to their workplace regarding health and safety considerations (such as emergency procedures) and provide you with the supervision and equipment necessary to safely perform your work.

You, too, play a role in supporting workplace safety for both yourself and those you work with. It is your responsibility to:

- Familiarize yourself with the safe practices for your general work area and your job and apply them.
- Wear the necessary personal protective equipment for your job assignment.
- Notify BOWEN of any requested changes in your job duties.
- Immediately report to both to your on-site supervisor as well as BOWEN:
  - Unsafe working conditions that you are exposed to
  - Tasks that you are asked to perform that you are not trained for or feel are unsafe to complete
- If you're working during a time when you're unable to reach BOWEN then inform the client that you cannot perform those tasks without BOWEN's authorization and contact BOWEN as soon as possible.

Be aware of your rights regarding workplace safety as outlined under the Occupational Health & Safety Act:

- Right to Know - you have the right to know the hazards in your job. You must be advised of anything in your job that can hurt you. BOWEN or your on-site supervisor must make sure you are provided with the information you need so you can work safely.
- Right to Participate - you have the right to take part in keeping your workplace healthy and safe.
- Right to Refuse - if you believe the job is likely to endanger your health and safety, you can refuse to do it.

### Workplace Injuries

While we do what we can to ensure you are being placed at a safe worksite, we appreciate that accidents still happen. It is our hope that you are never injured on the job. However if there is an accident, here is what to do:

- Get the care you need immediately, your on-site supervisor, or appropriate designate, is responsible for supporting you if required.
- Advise your supervisor immediately of the injury
- Call BOWEN as soon as possible to advise us of the nature of the injury and your status.
  - During business hours call: 403 262 1156
  - After business hours call: 1 855 262 1156
- In the event that you incur injuries that prevent you from reaching out to your emergency contacts, your on-site supervisor will contact BOWEN who, as your employer, is responsible for making contact with your emergency contacts.

## For Clients with Contractors Employed Through BOWEN

Employee safety is very important to BOWEN. We strive to be a leader in Health and Safety programs for our industry and are proud to state that we are COR certified and have been recognized by Alberta Human Services as the only staffing and recruiting company in Alberta to be part of the Partnerships in Injury Reduction.

In staffing arrangements, the Alberta Occupational Health and Safety Act recognizes both the staffing firm and client have employer responsibilities. There exists a mutual responsibility to ensure the health and safety of workers and, therefore, both parties have duties under the Act.

Staffing firms should provide general orientation and training for workers by identifying potential hazards at the worksite and, specifically within the duties of the role, prior to their employees/associates beginning an assignment. To fulfill this responsibility, and to maintain the integrity of our COR Certification, we conduct Health, Safety and Hazard Assessments on all worksites where our BOWEN Employees/Associates are working. The assessments are not designed to be a test but rather to allow us the opportunity to gather valuable information regarding the worksite and environment in order to prepare the worker for the assignment they are accepting. BOWEN uses this information to enable our success in working with you as your staffing partner. Assessments are designed to take approximately 20 -30 minutes of your time depending on the complexity of your worksite and the job(s) that BOWEN Employees/Associates are fulfilling within your organization.

Clients have a legal obligation to take every reasonable precaution to ensure all workers are protected. Employers are responsible for the health and safety of all workers on their work sites and must meet the legislated requirements outlined in the Alberta Occupational Health and Safety Act; this includes staffing firm employees. As such, we entrust our clients to orient our BOWEN Employee/Associate in the same way you would your own employees. We remind you of four important Health & Safety points to consider:

- Within the first day of an assignment, please be sure to provide an orientation to the emergency procedures for the worksite they are located at.
- Access should be provided to the Health & Safety policies that apply to workers while on-site at your company.
- Provide a safe work environment, including any necessary personal protective equipment, required for the work being done at your worksite.
- Ensure adequate supervision is provided and safe work practices are adhered to.

## Workplace Injuries of BOWEN Employees/Associates

In the unlikely event that a BOWEN Employee/Associate is involved in a workplace accident BOWEN and its clients each have a responsibility for ensuring that investigation of incidents are completed. The work site investigation of incidents is the responsibility of the client. BOWEN is responsible for establishing a procedure to ensure we are notified of the incident so that we can fulfill our requirements under WCB for reporting the accident of our employee at a worksite

If there is an accident, here is what to do:

- Follow your established Health & Safety procedures
- Get appropriate care for all affected individuals
- Call BOWEN within 24 hours to advise us of the nature of the injury and the status of our Employee.
  - During business hours call: 403 262 1156
  - After business hours call: 1 855 262 1156
- In the event that the BOWEN Employee/Associate's Emergency Contacts need to be reached, please call BOWEN immediately at the numbers indicated above.

Revised June 12, 2014