

Tomorrows Forests Ltd

Health and Safety Document

18/07/2023
Tomorrows Forests Ltd
Elisabeth Boivin



1.0 LEADERSHIP

1.1 Management Safety Policy

Tomorrows Forests Ltd considers employee health and safety as important as any responsibility we accept. Tomorrow's Forests Ltd is committed to providing and maintaining a safe workplace that holds the life and safety of its employees as its highest value.

We believe that all accidents are preventable, and that safety is a personal and collective commitment. We will encourage each employee to accept personal responsibility for their safe work attitudes and actions. Employees should also promote positive safety attitudes and behaviours in others. Tomorrow's Forests Ltd will encourage each employee to make this safety program their own.

The behaviour and attitude of the employees in the workplace is what determines whether or not injuries occur. The company will promote safe working habits and attitudes with employees.

Tomorrow's Forests Ltd will:

- Comply with any and all governmental agencies, regulations and industry best practices and will use audits to measure and improve our health and safety programs.
- Maintain safe, clean healthful working conditions.
- Train all personnel in safe work procedures and hazard identification.
- Ensure employee cooperation and compliance with the health and safety program is a condition of employment.
- Continuously monitor our health and safety program and share our results on a regular basis.
- Ensure all necessary reporting is completed.
- Ensure that management and supervisors will be safety leaders and demonstrate safety by example.
- Encourage employees to contribute to the company health and safety program. We will provide support and promote the program to ensure that safety is the overriding priority.
- Report all safety incidents/accidents and ensure timely follow-up on action items.
- Hold all employees accountable for following safe work procedures, reporting both unsafe acts and safety incidents.
- Conduct Annual internal audits of our standards, procedures and controls, to ensure we are continually improving our safety standard.

1.2 Safety Goals

In 2023-2024, the following safety goals are set by Tomorrow's Forests LTD:

- No lost time due to accidents.
- No record-able incidents (Medical Aid).
- Establish and maintain a company safety program. Update the program and review it with all employees bi- annually.
- Hold health and safety committee meetings monthly. Hold employee safety meetings prior to project start-ups, and then monthly. Weekly safety tailgate meetings will be held unless more frequent meetings are requested by a client. Hazards or safety issues will be dealt with immediately.
- Provide direction, instruction, and training to all employees in the safe performance of their duties.
- Document employee training.
- Enhance the company training program.
- Promote safety as a personal responsibility for all employees. Develop a positive safety attitude in all employees.
- Investigate and document all accidents and near misses, and report within RIDDOR time frames.
- Improve documentation throughout the safety program.
- Safety program to become an aid in securing future work contracts in the private industry market.

1.3 Roles and Responsibilities

1.3.1 Management

The company is responsible for implementing and coordinating all aspects of the safety program. This includes all policies and safety goals. The company will communicate any pertinent changes to the safety program to all employees. The purpose for defining safety responsibilities is to communicate clear lines of authority and to establish specific responsibilities and accountability. Management will review all Accident, Incident and Near Miss Reports in order to make recommendations for best practice. Management will analyse the statistics generated from these reports and make changes to our policies. They will compare our results with the standard of the industry. Corrective Action Logs, which are attached to our Weekly Health and Safety Meeting forms, will be reviewed and posted. Management will implement new policies and test their effectiveness through feedback and monitoring. The changes to our policies will be brought up at the company wide Annual Meeting for discussion.

Management will keep up to date on changes to H&S regulations, so as to make amendments in the Health and Safety Plan. The supervisor is responsible and accountable for the safe direction and instruction of each worker under his control. Supervisors will act in compliance with this safety program to ensure the company safety goals are achieved. Supervisors are expected to:

- Set an example to employees regarding safety standards.
- Know and enforce the health and safety regulations and company policies.
- Ensure that all employees know the hazards to which they are exposed, and that workers take precautions to avoid injury.
- Reporting accidents/incidents promptly and initiate investigations.
- Plan, direct and communicate work assignments. Review routine activities to ensure that site conditions or work procedures have not changed, thereby creating unsafe conditions.
- Obtain copies of certifications and job-related training from employees.
- Hold weekly safety meetings with crews and provide documentation to safety coordinator.
- Ensure the following inspections are completed, and documentation passed onto the Safety Coordinator in a timely fashion. * Refer to Document Control

1.32 Employees

All employees have the responsibility to maintain a positive and constructive attitude to safety issues. They need to be performing their work in a safe and productive manner, avoiding injury to themselves as well as fellow workers. It is their responsibility to know and conduct themselves in accordance with this safety program. It is each employee's responsibility to:

- Make sure they understand the safe method of completing a job before starting.
- Only undertake tasks or operate equipment for which they are qualified or trained.
- Submit ideas and suggestions to further improve this safety program.
- Know location of emergency evacuation procedures.
- Report unsafe conditions and near misses, so corrective actions can be taken.
- Work in accordance with accepted safe work practices.
- Report any injuries immediately to supervisors.
- Report to work in a healthy, lucid, unimpaired state.

- Each individual has the responsibility and the right to refuse work that they believe is unsafe. If an employee has a serious concern or has identified a hazard posing an immediate threat to worker safety, they will stop work and report it immediately to their supervisor.

1.3.3 First Aid Attendant

It is the first aid attendant's responsibility to provide the medical care as outlined in the occupational first aid course. All employees are required to have completed the Level I first aid course with transportation endorsement.

The Level III first aid attendants for Tomorrow's Forests Ltd are:

Nick Hollingworth

Elisabeth Boivin

Their responsibilities are to:

- Ensure first aid equipment is stocked and clean.
- Keep emergency transportation vehicle clean.
- Take charge in an injury situation and determine transportation method required.
- In the event of a fatality, care for the body.
- Ensure anyone injured on the job receives first aid as soon as possible.
- Document all injuries in the first aid book.
- Complete Forms 7 and 7A if injury requires a referral to a doctor.
- Notify supervisor of the injury.

1.3.4 Safety Coordinator.

The delegated Safety Officer will be responsible for maintaining a safety program as outlined in Occupational Health and Safety Guidelines.

The delegated Safety Officer (SO) will maintain a written Health and Safety program which includes:

- (i) A statement of employer responsibility
- (ii) Provisions for regular work site inspections.
- (iii) Provisions for prompt investigations of accidents.
- (iv) Appropriate written instructions available for all employees.

(v) Provisions for holding periodic meetings for the purpose of reducing workplace hazards.

(vi) Provisions to keep and maintain records and statistics including all records of any related health and safety activities.

(vii) Provisions for providing the instruction and supervision.

The delegated Safety Officer (SO) will ensure that the written Health and Safety Program is compliant with all relevant regulatory bodies.

The delegated Safety Officer (SO) will ensure that document control structures are established and communicated to management and staff.

2.0 HAZARDS

2.1 Hazard Identification

Hazards are defined as a source of danger with the potential for injury or loss. All employees must be on the lookout for hazards, and to think through potentially hazardous situations, so controls can be put in place. The company will provide training to employees in Hazard Identification including, but not limited to:

Risk is the likelihood that a hazard may lead to injury or disease. There are three steps involved in risk control.

Step 1- Recognize the hazard.

- Identify the hazards associated with a particular task or job.
- Identify the hazards associated with a new work site.
- Identify the hazards that are associated with a new product, prior to their purchase

Step 2 – Evaluate the situation and hazard.

- Consider what controls are required to eliminate or mitigate the hazards so there will be no loss.
- Seek assistance if necessary, control the hazard.
- Risk control is a process of planning, implementing and evaluating control measures that provide the greatest level of protection to workers by eliminating hazards or reducing risk as much as is practical.

Step 3 – Implementing controls.

- Implementing controls to eliminate or mitigate the identified hazard.
- Controls include, but are not limited to: engineering, administration, or P.P.E. controls.

- **Inspections of the work site will be conducted weekly.**

All employees are responsible for continuously inspecting, detecting, correcting, and controlling potential unsafe acts or conditions that could create a hazard. The employee, upon identification of a hazard, is responsible to take control to ensure the hazard does not expose people, property, or the environment to danger. Employees must report hazards to their supervisor or the client representative in charge.

Daily monitoring (Safety Meetings) of the job site and equipment will be conducted to ensure reduction of hazards to which workers could be exposed.

2.2 Accident Reporting/Investigation

Corrective Action Logs (CALs) are likely the most important safety communication tool on the work site. When any **incident, hazard, or change in condition** that poses an immediate health and safety risk is identified and reported, a CAL is written up. It will be communicated to workers and discussed in safety meetings. The CAL will identify the:

- Problem, incident, hazard or near miss, and potential risks to employees.
- Required corrective action — the steps required to fix the situation as well as any precautionary action workers should take to avoid potential risks.
- Person(s) responsible for designing and implementing the corrective action.
- Due date for corrective action to be put in place.
- Completion Date — final sign-off that corrective action is in place, tested and working.

2.3 Hazard Alerts

Hazard Alerts will be created after an incident occurs to better inform the employees of the Company, of the best practice in relation to the incident. The Company will also share these alerts with the BCFSC to be shared with the rest of the industry.

3.0 SAFE HANDLING AND USE OF SUBSTANCES

Control of Substances Hazardous to Health (COSHH) assessments are likely the most efficient method for highlighting and measuring hazards and risks from hazardous substances within the work site. When any potential **hazard or risk** from a substance is identified, that poses an immediate health and safety risk is identified within the assessment, a **CAL** is written up. Within the work environment:

- Each employee is responsible to identifying all substances which need a COSHH assessment
- Each employee is responsible for undertaking COSHH assessments
- Every employee is responsible for ensuring that all actions identified in the assessment are correctly implemented
- Employees, upon identifying any hazards and/or risks are responsible for ensuring their respective supervisors and/or client representatives in charge are made aware of the COSHH assessment.
- It is the responsibility of each employee to check that newly purchased substances can be used safely
- Safety meetings of the job site and equipment will be conducted daily to ensure reduction of substance hazards and risks to which workers could be exposed

4.0 FIRE PROCEDURES – FIRE SAFETY AND EVACUATION

It is the responsibility of all employees to ensure that a fire risk assessment is undertaken and implemented; this includes but is not limited to:

- Ensuring **escape routes** are checked each day prior to the commencement of work
- Ensuring, where applicable, **fire extinguishers** are checked and maintained on a daily basis
- Ensuring, where applicable, all **fire alarm systems** are in situ and operating
- Ensuring that the necessary **evacuation procedures** are established

5.0 MANUAL HANDLING

It is the responsibility of all employees to ensure that a risk assessment is carried out on any manual handling of loads. Where possible:

- Employees should **avoid** as far as is reasonably possible hazardous manual handling operations.
- Employees should **assess** the potential risk of injury to themselves and co-workers from any hazardous manual handling that can be avoided.
- Employees should **reduce** potential risk to themselves and co-workers from hazardous manual handling as much as is reasonably practical

Where manual handling cannot be avoided employees have a duty to:

- **Follow** the systems of work in place to maintain their health and safety.
- **Ensure** that all required equipment is used properly.
- **Maintain** the accident and reporting procedures stipulated in subsection 2.2.
- **Reduce** where possible any potential risk put on others.

6.EQUIPMENT

Tomorrow's Forests Ltd ensures that where the company provides equipment, such materials meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER). Where possible the company ensures that their equipment is:

- **Suitable** for use, including for the purpose and conditions in which it is to be used.
- **Maintained** in a safe condition for use.
- **Inspected** to ensure that it is and continues to be safe for use.

The company ensures that inspections are carried out by competent persons (including employees deemed to have the necessary skills, knowledge and experience to perform such tasks) and that a record is kept until the next inspection.

Tomorrow's Forests Ltd certifies that potential risks or hazards created by the use of provided equipment are eliminated or controlled as far as reasonably practicable by:

- Taking necessary **hardware measures**, including but not limited to, providing suitable guards, protection devices, warning devices, system control devices, P.P.E.
- Taking necessary **software measures**, including but not limited to, following safe systems of work, providing adequate information, instruction and training about specific equipment.

7.1 Worksite inspections

The main purpose of site inspections is to make sure all site and operational conditions, hazards and First Aid requirements are identified, addressed and communicated to every worker on site. Since conditions and potential hazards change frequently these inspections will be weekly, with additional inspections as conditions require.

7.2 Employee certification and training inspections

Before sending an employee to a job site the company must have documented evidence that they have the necessary job skills and training. Copies of certifications, training, and work experience will be obtained and kept on file.

7.3 Employee work practice inspections

Employee work practices will be inspected at a minimum of once per month. When Tomorrow's Forests is not designated as the prime contractor, copies of work inspections must be collected by the foreman and submitted with his/her paperwork.

7.3.1 Personal Protective Equipment

It is the responsibility of all employees to ensure the correct Personal Protective Equipment (P.P.E) is in situ where necessary. P.P.E and the condition of the equipment is inspected on a regular basis to ensure that it corresponds with safety standards. On site workers have an obligation to work safely and inspect their own PPE daily.

7.4 Vehicle Maintenance inspections

Operation of a motor vehicle is acknowledged as one of the most dangerous activities undertaken by an employee. The Company will ensure that all company vehicles are inspected to ensure safe operation. Company vehicles will be inspected prior to going out to the start of every new job, and then every 5,000 km for gas powered vehicles and 10,000 km for diesel powered vehicles. Employees who provide their personal vehicles for Company use will be required to provide an annual safety inspection from a licensed inspector as well as all maintenance records. The Company has a number of A.T.V.'s, and utility trailers. Inspections

will occur regularly and at the start of every new project. Additional inspections will occur as per manufacturer recommendations.

7.5 Vehicle inspections

Every operator of a motor vehicle is responsible to conduct a daily visual inspection, looking for obvious issues (debris hanging from undercarriage, low tire pressure, damaged lights, etc).

Supervisors will conduct documented inspections of all vehicles weekly. Focus of weekly

Inspections will be on housekeeping, fluid levels, maintenance scheduling, and general condition.

7.6 Office inspections

Documented inspections will be held monthly at all Company offices by a designated office staff.

7.7 Warehouse/Shop Inspections

Documented inspections will be held monthly at all Company offices by a designated office staff.

8.0 SAFETY MEETINGS

8.1 Field Safety Meetings:

At Tomorrow's Forests Ltd our safety meetings offer opportunities for effective sharing of information amongst our employees. Changing conditions and new hazards can be identified and addressed. Employee attendance is mandatory, and active participation is encouraged,. Supervisors will hold documented safety meetings prior to work start-ups and then monthly ensuring discussions on the following:

Review of close call, near miss reports.

- Safety alerts issued throughout the industry.
- Review of changes to safety policies and procedures within the company.
- Review of Corrective Action Logs (CAL).
- Changing site conditions.
- Review of work procedures.
- Employee concerns and safe behaviour observations.

Supervisors will also be responsible for conducting documented daily tailgate meetings. These meetings will address changing conditions and hazards on the work site, review of work procedures, discuss close calls and near misses, and to take stock of worker's preparedness and equipment status. These meetings are to ensure that employees and their equipment are fully prepared for the workday.

Documentation is important:

Copies or originals must be sent every Monday with the payroll.

8.2 Safety Committee Meetings:

The Company has a safety committee that is dedicated to ensuring the Health and Safety, of employees. Quarterly, documented meetings will be held and minutes of these meetings will be provided to all employees for review. Safety committee members are:

- **Nick Hollingworth (Health & Safety Coordinator) 07824 673239**
- **Elizabeth Boivin (Management Representative) 07760 263548**
- **Callum Tenant (Employee Representative) 07956 352046**
- **Jaelee Marcotte (Employee Representative) 07549 829884**

The terms of reference for The Companies Health and Safety committee are:

- To help create a safe place for all employees to work.
- Recommend actions which will improve the effectiveness of the health and safety program.
 - Promote compliance with all health and safety regulations.
 - To ensure that regular inspections of the workplace have been carried out,
 - To ensure accident/incident investigations have been carried out as required.
 - Recommend measures to correct hazardous conditions that have been reported.
 - Consider recommendations from the work force in health and safety matters, and implement where warranted.

Please contact your supervisor or any member of the health and safety committee should you have any questions or concerns involving any aspect of the health and safety program, or any safety concerns.

9.0 TRAINING

The Company will ensure that each worker possesses the practical knowledge, skills, abilities and attitude to work safely and productively. Employees will be required to provide current training certificates, showing that they have the appropriate skills to perform a job safely before starting work. As well, employees will have to prove they are competent and able to do their job. Employee competency inspections will be held and documented on the first day of work, and then monthly by supervisors.

The Company tracks certifications, tickets and their expiry on a spreadsheet, which is updated every 6 months. As workers tickets come up for renewal, we inform them as to when they should be getting re-certified.

Certification / Training by Job Function:

- Safety Program
- Hazard Identification
- Faller's certification
- Chainsaw training
- H2S awareness

- C.O.O.S.H
- A.T.V. operation
- First aid Level 1 With transportation
- Defensive driving
- Fire fighting
- Transportation of Dangerous Goods

As part of our on-the-job training, all new or returning employees will receive our "New Employee Training", prior to their first day of work, as well as workers who have been away from their normal job function for a period of 6 weeks or more. As new job tasks come up, training will be channelled through the Foreman, Supervisor or Safety Coordinator. This will be documented, kept on file at the office and in the Foreman's binder. All drivers must complete our "New Driver Training"; produce a valid licence and a photocopy, as well as having an abstract faxed into the office. All of this documentation is filed in the office, the Foreman's binder and in the Drivers binder.

All of the certifications, training, and education that The Companies employees possess are documented in the employees file at the office as well as in the Foreman's binder. A master copy of this is kept on file as well at the office, encompassing all of the tickets, certification, and training. This way we are able to ensure that our employees have valid and up to date training for our projects. Tomorrow's Forests Ltd is committed to continual training of management, supervisors, and wherever possible The Company will provide in house training for employees. Selected employees will be provided with the following training opportunities in 2023-2024 employees with skills that will help them meet their responsibilities and achieve company goals.

- Supervisor training.
- Accident/incident investigation.
- Site Safety Awareness
- Environmental Awareness

Training programs, for experienced workers, are intended to further instill a high level of awareness about their job, to remind them of inherent or potential hazards, and to correct any unsafe habits which may have developed. The Safety Coordinator will attend training the trainer courses in C.O.O.S.H, TDG, and Level 1 First Aid. When employees lacking these tickets come to work for The company, we will ensure they are properly trained for the job they are to perform with in house training. Some of which include, ATV Training, Level 1 first aid.

10.0 SAFETY

10.1 Safety Orientation

All new and returning employees must be given a safety orientation before they begin work on their first day on the job. The safety program will be reviewed in with the employee signing an acknowledgement form indicating their understanding of the following: Forest safety accord.

- Safety committee members.
- Company -health and safety policy.
- Their roles and responsibilities.
- P.P.E. policy.
- Emergency response plans.
- First aid procedures, equipment, and personnel.
- Emergency contact numbers.
- Safety meeting requirements.
- Required safe work procedures.
- Company required certification and training.
- Their right to refuse work.
- Understand incident/accident reporting requirements.
- Hazard recognition and corrective action log requirements.

Each crew will be given their own copy of the Tomorrow's Forests Ltd "SAFETY PROGRAM". Supervisors will provide leadership in new employee orientation and training. A new employee will always be put under the supervision of an experienced crew member.

11.0 WELFARE

So far as is reasonably practicable, Tomorrow's Forests Ltd provide adequate and appropriate welfare facilities for employees whilst they are at work. This includes, but is not limited to:

- **Toilets and washbasins** for those expected to use them.
- **Separate facilities** for men and women where possible, failing that, rooms with lockable doors.
- **Clean facilities.**
- A supply of toilet paper and the means for disposing of sanitary dressings.
- Facilities with both hot and cold running water.
- Adequate soap or other washing agents
- A wash basin sufficient for cleaning hands and forearms if necessary
- A means for drying hands

So far as is reasonably practicable, Tomorrow's Forests Ltd takes into consideration the needs of those with disabilities.

12.0 DRUG AND ALCOHOL POLICY

Tomorrow's Forests Ltd will maintain a healthy and safe work environment by, among other measures, providing a workplace free from the effects of drug and alcohol use. The importance of this commitment is underscored by the fact that many of our employees work in situations in which displaying an error in judgment or compromised motor skills, could result in injury or death. It is therefore critical that all employees remain free from the effects of drug and alcohol use while at work.

The intention of this Policy is to reinforce The Companies requirement for employees to attend work, free from the effects of substances that cause impaired job performance.

- Employees shall not sell, purchase, deliver or use any illegal substances or alcohol, on company premises or while conducting company business.
- Company or rented vehicles and equipment shall not be operated by any employee impaired by the use of any illegal substance, prescription medication or alcohol. This includes travelling to and from the worksite.

- Employees shall report to work fit for duty and free from the effects of alcohol or drugs and shall not consume or possess alcohol or drugs during the course of the workday, with the exception of medication prescribed by an employee's physician. It is imperative that the medication not impair the employee's judgment or ability to perform his/her job duties.

Applicants are offered employment contingent upon their acceptance that random drug and alcohol testing will take place. The company will conduct regular testing of employees for compliance with its drug and alcohol policies. Also, whenever there is reasonable suspicion that an employee has violated the drug and alcohol policies, The Company reserves the right to test an employee as a condition of employment. Whenever an employee has been involved in a work-related injury, or has damaged company property, The Company reserves the right to require that the employee submit to

a drug and/or alcohol test. Failure to submit to testing shall be grounds for suspension or dismissal from employment.

All records concerning drug and alcohol testing will be kept in confidential medical files. These records cannot be disclosed to any other person by the company without a court order.

While the primary objective of this policy is to improve the health and safety of the company's employees, failure to comply with this policy will lead to disciplinary action up to and including dismissal. In the event that an employee tests positive, the following procedures will be followed:

- Positive Test for marijuana, alcohol, prescription medication: **Suspension** - Clean test required before reinstating.
- Positive Test for hard drugs (cocaine, opiates etc.) **Immediate Dismissal**

This policy is subject to ongoing review, and modifications will be made as deemed necessary to respond to current circumstances and evolving needs.

13.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

Tomorrow's Forests Ltd complies with the Construction (Design and Management) (CMD) regulations to ensure that where applicable all buildings are safe to use and maintain and that no-one is harmed during construction work and repairs. The company adheres to all planning measures where appropriate to ensure that work is well managed minimizing unexpected costs and problems.

Where necessary the company will:

- Seek the services of and **appoint** the qualified people at the right time.
- Ensure arrangements are in place for **managing and organizing** projects.
- Allow **adequate time**
- Provide the relevant **information** to the designated designer and/or contractor
- **Communicate** effectively with the designated designer and/or contractor
- Ensure the adequate **welfare** facilities are in situ
- Ensure a **construction phase plan** is in place
- **Keep** the health and safety file
- Ensure the health and safety of **members of the public are protected**, including but not limited to employees
- Ensure workplaces are **designed correctly**

14.0 ENVIRONMENTAL POLICY

Tomorrow's Forests Ltd is committed to responsible stewardship of the environment and recognizes that environmental excellence is an integral aspect of long-term business success. We recognize that owners/managers, supervisors and employees at all levels are to be held accountable for their environmental performance in order for this policy to work.

The following principles will be applied in all areas of our business operations:

- The company will **comply** with all federal, provincial and local environmental laws and regulations.
- The company will not create unacceptable risks to the environment, and we will do our best to **minimize** the risks of any existing environmental conditions.
- The company will **maintain** contingency procedures for serious incidents to minimize harm to people and property.

Elisabeth Boivin 17/07/2023

Tomorrow's Forests Ltd -----Date Signed

