



SAFETY POLICY & PROCEDURE

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1. POLICY:

HTC Pureenergy Inc., is committed to providing a safe and healthy work environment for all employees, consultants, contractors and sub-contractors of the Corporation (Associates). This steadfast commitment is founded on our respect for social and environmental issues, and will effectively and efficiently drive achievement of our sustainable economic and financial business goals. ***Our expectation is that no one gets hurt and nothing gets harmed.***

It is our objective to work with our Associates to:

- Maintain, as a minimum standard, compliance with all relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety.
- Ensure that every person in the company must integrate safety and accident prevention practices into their daily activities, and that they are an integral part of planning, operations and activities.
- Promote safe working practices and awareness through training, education and the implementation of general safety policies and workplace-specific procedures.

Contractors, subcontractors, suppliers and others providing a service for the Corporation shall, as part of their contracts, agree to comply with all relevant health and safety legislation and Corporation policies and procedures where directed by the Corporation.

When HTC Pureenergy Associates are working at on-sight locations, we are committed to a thorough review of the Health and Safety Policy of the company we are doing business with. The Corporation shall review and consider individual consultants, contractors and sub-contractors' OH & S plans, in order to identify any additions and modifications to company policy. As required, local health and safety policies and provisions shall be adopted to take into account municipal, provincial and federal legislations.

This policy will be reviewed at intervals not greater than 3 years, and whenever there is a change of circumstances that may affect the health and safety of Associates.

This policy and any amendments hereto, shall be distributed to all Associates of the Corporation. All Associates, as part of their contracts, agree to comply with all relevant health and safety legislation and HTC policies and procedures.

2. PURPOSE:

The purpose of this policy is to create safety awareness in all Associates and to prevent occupational accidents and illness.

3. SCOPE:

This policy applies to all Associates.

4. DEFINITIONS:

A “*contractor*” means a person who, or a partnership or group of persons that, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a place of employment.

An “*employer*” means a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.

A “*supervisor*” means a person who is authorized by an employer to oversee or direct the work of workers.

A “*supplier*” means, unless otherwise stated, a person who supplies, sells, offers or exposes for sale, leases, distributes or installs any biological substance or chemical substance or any plant to be used at a place of employment.

A “*worker*” means a person who is engaged in an occupation in the service of an employer.

5. RESPONSIBILITY:

Management is responsible to ensure that all Associates work in a safe environment. People are our most important resource, and as such, safety is unequivocally our number one core value. Management must strive to achieve zero injuries and illnesses.

Management and Associates alike are accountable for their own actions and must comply with all safety regulations. Working safely is a condition of employment. Our efforts must be focused on prevention of occupational injury and illness; therefore Associates are responsible to use all equipment in a safe and proper way for the purpose for which it was intended.

All Associates shall actively contribute, as participating and responsible parties, knowledge and experiences to Management, at their request, that will help in the

continuing review and modifications of this policy to ensure safe conditions and work practices. All Associates are responsible to report to Management, any unsafe conditions or work practices. When an injury or serious incident occurs, Management must thoroughly and completely determine its cause and share the lessons learned with all Associates.

Management and Associates shall strive to preserve the environment in which they operate by utilizing resources responsibly and by reducing and eliminating waste from operations at the source; however, where wastes are generated, they will be handled safely and responsibly.

Management and Associates are responsible to meet or exceed compliance with all applicable laws and regulations. Work with the public and regulatory authorities shall be conducted in an atmosphere of trust, openness and cooperation.

Senior Management shall provide, alternatively ensure that all Associates have the requisite training to empower the Corporation's incident prevention culture.

6. **PROCEDURE:**

6.01 Management must ensure that:

- (a) to the best of their capabilities, no one gets hurt and nothing gets harmed;
- (b) all Associates receive a copy of this policy, or any amendment thereto;
- (c) adequate resources are available to implement appropriate measures;
- (d) this policy complies with legislative requirements (Federal/Provincial acts, regulations, standards and guidelines and Municipal by-laws pertaining to health, safety and the environment);
- (e) health and safety considerations form an integral part of the design, construction, purchase and maintenance of all buildings, equipment and work processes;
- (f) all required inspections, facilities, training, committees and programs are provided;
- (g) support, monitor and evaluate safety performance, and recommend measures to bring about improvement;
- (h) all Associates are periodically briefed on safe working conditions;
- (i) programs are developed to train Associates regarding safe and dangerous working conditions compliant with regulatory requirements;
- (j) programs developed are effective and sufficient;
- (k) all equipment is in proper working condition;
- (l) all charged dates are monitored to ensure all fire extinguishers are up to date;
- (m) a fire extinguisher is located at every office;
- (n) the office is equipped with a first aid kit;
- (o) appropriate medical treatment is provided;
- (p) the work place is sufficiently illuminated;
- (q) all lighting in the work place is CSA approved;

- (r) all lighting in the work place is equipped with guards to prevent contact with bulb;
- (s) the provisions of this policy are implemented by all Associates; and
- (t) unsafe conditions are corrected.

6.02 Supervisors shall:

- (a) plan and execute all activities in a manner that promotes compliance with this policy;
- (b) formulate specific safety rules and safe work procedures for their areas of supervision within the context of this policy;
- (c) ensure that individuals in their areas of responsibility have been given adequate direction, training and instruction in the safe performance of their work, and that it is performed without undue risk;
- (d) ensure that work areas are regularly inspected to prevent the development of unsafe conditions or practices;
- (e) report on substandard conditions or procedures to the appropriate authority as necessary, and correct such conditions where it is within their authority to do so;
- (f) ensure that all incidents/accidents are reported and investigated, and take action to prevent a recurrence where it is within their authority and in accordance with the incident/accident reporting procedure; and
- (g) ensure appropriate medical treatment is provided.

6.03 Associates must ensure that:

- (a) they have knowledge concerning the provisions of this policy and any amendments hereto;
- (b) they enforce and their actions support safe conditions and work practices;
- (c) they promptly report hazardous or unsafe equipment, conditions, procedures or behaviour to a Supervisor, and make suggestions for their correction or take corrective action where authorized;
- (d) they provide Supervisors and Management, when requested, with written reports regarding alternative and/or more comprehensive safe conditions and work practices;
- (e) they preserve the environment in which they operate by utilizing resources responsibly and by reducing and eliminating waste from operations at the source;
- (f) where wastes are generated, such wastes be handled safely and responsibly;
- (g) all their actions meet or exceed compliance with all applicable laws and regulations;
- (h) any work related association with the public and regulatory authorities be conducted in an atmosphere of trust, openness and cooperation;
- (i) access to all fire extinguishers are always kept clear of obstructions.
- (j) keep traffic areas clear of obstructions; and

- (k) keep all flammable liquid and materials properly stored.
- 6.04 The Health and Safety Manager, may at his discretion, appoint a Health and Safety Committee to assist him in the performance of his duties, and may delegate to such Committee the right to:
- (a) assist in the development and maintenance of policies on health and safety matters consistent with this policy;
 - (b) consult to resolve health and safety matters that cannot be resolved at the local level;
 - (c) provide advice and recommend actions to ensure the health and safety of all Associates;
 - (d) promote health and safety awareness; and
 - (e) assist in ensuring that the safety policy is kept current and receive suggestions for policy/program improvements.
- 6.05 The Health and Safety Manager will:
- (a) ensure development and maintenance of general policies on health and safety matters consistent with this policy;
 - (b) act as an advisor to the Health and Safety Committee;
 - (c) provide advice and recommend actions to improve the health and safety of all Associates;
 - (d) research, develop, provide and/or coordinate education and training on health and safety related topics;
 - (e) have the authority to stop work when conditions or practices pose an immediate danger to Associates in accordance with the legislation; and
 - (f) be responsible for ensuring that the safety policy is kept current and receives suggestions for policy/program improvements.
- 6.06 The Corporation reserves the right at Management's discretion, to take any disciplinary action appropriate, which disciplinary action may include written warning, suspension or dismissal, where any Associate:
- (a) shows a wilful violation or disregard for safety conditions and regulations;
 - (b) fails to report to Management, any unsafe conditions or work practices, which the Associate has knowledge of;
 - (c) fails to immediately report to Management, any personal injury sustained as a result of an unsafe working environment;
 - (d) operates or adjusts equipment without authorization;
 - (e) partakes in any actions, such as horseplay or jokes, which endanger others; and
 - (f) attempts to claim a non-work related injury as a work related injury.
- 6.07 Management shall report periodically to Senior Management, and more

specifically the Health and Safety Manager of the Corporation, regarding status of policy implementation and points of concern. Furthermore, the Health and Safety Manager, or his delegate, shall have the right and obligation to periodically perform such investigations and inquiries as deemed necessary, to ensure the implementation of this policy.

7. ATTACHMENTS:

None