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Chapter 1: Safety Policy



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Purpose

The purpose of this chapter is to provide an overview of responsibilities of the line management to achieving a Safe Work Environment.

Objectives

The objectives are to:

1. Provide specific direction to line management in their role with the Company Safety Program.
2. Provide provisions for modified work programs in returning injured workers to work.
3. Detail specific safety award programs as an incentive to promote safety.

Special Terms

WCB.....WORKERS' COMPENSATION
BOARD



Safety Policy

Standard General Inc.

Standard General Inc. is committed to the prevention of accidents and injuries.

Our objective is a safety and health program that will reduce the number of accidents and injuries to an absolute minimum. Our goal is zero accidents and injuries.

We recognize that the responsibilities for safety and health are shared:

1. The Management accepts the responsibility for leadership of the safety and health program for its ongoing effectiveness and improvement, and for providing the financial resources required to ensure safe working conditions.
2. Supervisors are responsible for developing safe behaviour in safety and health compliance in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
3. Employees are responsible for wholehearted, genuine co-operation with all aspects of the safety and health program, including compliance with all rules and regulations and for continually practicing safety while performing their duties.

The safety information in this Policy does not take precedence over Occupational Health & Safety Regulations. All employees should be familiar with the OH&S Act, Regulations, and Code

SAFETY IS A PRIORITY IN ALL OPERATIONS

E.C. Greenwood
Vice President and
General Manager

February 2007



Safety Responsibility

Safety Coordinator

Responsibilities

The Safety Coordinator will be responsible for the Company Safety Program. He will ensure that all elements and safety programs are being properly carried out and will make periodic safety checks to assess their effectiveness. Where progress is unsatisfactory, he will take the necessary steps for improvement. He is accountable to the Operations Manager.

Duties

- Ensure that all Company and Government Safety Rules and Regulations are enforced, safety meetings are held by Superintendents and Supervisors and, where necessary, with sub-contractors.
- Reviews statistics and reports with the Safety Coordinator.
- Upon receipt of Government and Company Safety Inspection Reports, promptly ensures that corrective action is taken.
- Review and sign accident investigation reports for all Lost Time accidents and ensure corrective action recommendations are promptly completed.
- Assist in the preparation of the Action Plan for the current year.
- Monitor and coordinate the Claims Management Program.



Senior Managers

Responsibilities

The Senior Managers will be responsible for the Company accident prevention program in their areas. They will ensure that all elements and safety procedures are being properly carried out and make periodic safety checks to assess the effectiveness of these procedures. Where progress is unsatisfactory, they will take the necessary steps for improvement. They are accountable to the General Manager.

Duties

- Ensure that all Company and Government Safety Rules and Regulations are enforced, pre-job safety meetings are held with supervisors and, where necessary, with sub-contractors.
- Reviews statistics and reports with the Safety Coordinator.
- Upon receipt of Government and Company Safety Inspection Reports, promptly ensures that corrective action is taken.
- Review and sign accident corrective action recommendations are promptly completed.



Superintendents

Responsibilities

The Superintendent shall be responsible for the implementation of the Company Safety Program in his area of responsibility. He will:

- Outline the Company Safety Program and assign specific responsibilities to the Supervisors.
- Appoint a Supervisor or experienced employee to act as an "on-the-job trainer" to ensure new workers are aware of and apply safe work methods.

He is accountable to the Senior Manager, as applicable, for the safe performance of personnel and equipment in his area of responsibility.

Duties

- Develops a clear understanding of safety responsibilities and specific duties for each supervisor. Must be knowledgeable of, and responsible for complying with all applicable safety regulations, laws and codes.
- Makes regular observations of safety activities in work areas.
- Accompanies Safety Co-ordinator or any Accident Prevention Officer on plant/site tours. Discusses corrective action required with Safety Co-ordinator or Accident Prevention Officer and makes the necessary corrections promptly.
- Supports the inspection and safety committee meeting schedules.
- Ensures safe operation of all tools, major equipment, lifting devices and mobile equipment.
- Through his supervisors, communicates the requirement that all employees, visitors and other



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workers, operating in his area of responsibility, wear the correct personal protective equipment.

- Ensures fire protection equipment is in place and is being serviced.
- Establishes housekeeping standards and assigns definite responsibilities to individual supervisors.
- Ensures the Orientation Plan for new or transferred employees, and issuance of Personal Protective Equipment are followed.
- Ensures that all WCB "Accident Report" and "Report of Accident" forms are properly completed and forwarded immediately to the Safety Co-ordinator and that any indicated corrective action is taken immediately.
- Ensures job safety analysis are developed when required.
- Communicates all Lost Time accidents to the Safety Co-ordinator.

Refer to

Appendix B



Supervisors

Responsibilities

The Supervisor shall be responsible for safety communications and for direct supervision and safety of his crew. He is accountable to his Superintendent for the safe performance of his group through the safe use of tools, equipment and work methods. As a routine, he ensures employees wear Personal Protective Equipment.

Duties

- Familiarizes himself with the Company Safety Program, and is knowledgeable of and complies with all applicable safety regulations, laws and codes.
- Enforces all established safety regulations and work methods, and takes disciplinary action necessary to ensure compliance.
- Conducts regular inspections for unsafe practices or conditions and takes prompt corrective action.
- Ensures fire protection equipment is in place and is being serviced.
- Promptly and fully investigates and reports all injuries through his Superintendent, taking immediate corrective action.
- Ensures indoctrination of Safety Procedures for new or transferred employees has taken place.
- Points out specific work hazards to employees and how they can protect themselves.
- Ensures employees are familiar with the type, use and location of fire extinguishers and other emergency equipment in their work area.
- Ensures that required safety equipment and protective devices are provided and used for each job.



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- Ensures that ALL injured persons are promptly given first aid or medical attention.
- Encourages that all accidents are reported, no matter how small they might be.
- Conducts monthly safety meetings with his crew and completes the safety meeting report.
- Assists in accident investigation, implementing any corrective actions recommended.



Employees

Responsibilities

Employees shall follow safe procedures and shall take an active part in protecting themselves and their fellow workers. Employees are to report to the Supervisor any hazardous conditions, practices or behaviour in their work area, and to make a recommendation for corrective action.

Employees will make safety a part of their job by following all safety rules and regulations, and by using all safeguards and personal safety protective equipment supplied. If an injury is sustained, an employee must report it immediately to his Supervisor and receive prompt medical attention. Minor first aid type injuries must be reported to the Supervisor promptly.

Duties

- Continually assess the safety of their work procedures, practices, striving to improve overall safety and reduce the risk of injury to themselves or fellow workers.
- Participate in the Plant Safety Program.
- From time to time, employees will serve on safety inspection teams, committees, or participate in accident investigations.
- Assist new employees in "on-the-job training" programs.
- Learn the locations, types and methods of operation for the fire extinguishers located in their work area



Visitor Safety Policy

Standard General Inc.

Standard General Inc. is committed to making your visit a Safe and Healthy one for you and others in the workplace. It is for that reason that we require all visitors to Standard General Inc. grounds, facilities and workplaces to abide by the following safety rules while they are here.

IT TAKES EVERYONE WORKING TOGETHER – INCLUDING VISITORS – TO MAKE STANDARD GENERAL INC. A SAFE AND HEALTHY WORKPLACE.

All visitors shall report to the supervisor on the job site immediately upon arrival. As part of the introduction you will be given instructions to follow in case of an emergency. All visitors must wear a Hard Hat, Reflective Safety Vest and Construction Grade 1 Safety boots at all times while visiting.

The following Rules of Conduct must be obeyed at all times.

- Follow all signs and verbal instructions.
- Don't touch or attempt to operate any machines, device or equipment unless authorized to do so.
- Don't talk to or distract workers who are engaged in safety related functions like traffic control
- Don't engage in any pranks, horseplay, contests, running or rough, boisterous conduct.
- Stay out of restricted areas.
- Report all injuries or problems immediately, no matter how minor.

All visitors shall notify the supervisor when they are leaving.

Visitors who fail to follow this Policy will have their visiting privileges revoked and will be asked to leave the site.

STANDARD GENERAL INC. WILL NOT BE RESPONSIBLE FOR INJURIES TO VISITORS AS A RESULT OF VIOLATING THESE RULES.

E.C. Greenwood
General Manager
September 2005



Company Safety Awards

The Company may initiate Safety Award Programs, to reward all employees for achieving significant safety objectives.

Safety Awards will be based on performance and be appropriate for the period of accident free service.



Let's Review

In this Chapter we have discussed the following:

- Personnel Manager responsibilities for leadership and direction of the Company Safety Program.
- Superintendents will implement the Plant Safety Programs in their work areas.
- Supervisors must ensure that all work is performed in accordance with high standards of safety within the applicable rules and regulations.
- Employee involvement and feedback to supervision and management is an important component of the safety program.
- Safety Awards will be provided for outstanding safety performance.