



## CONESTOGA ROOFING & SHEET METAL LTD. – HEALTH AND SAFETY PROGRAM DOCUMENT

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| Title: Health and Safety Policy       | Date of Issue: April 2, 2004 |
| Approved by: Mark Mollison, President | Revise Date: May 1, 2020     |
| Version: 3                            | Review Date:                 |

Conestoga Roofing & Sheet Metal Ltd. (Conestoga Roofing) and all levels of its management including senior, recognize the right of workers to work in a safe and healthy work environment. We are committed to working together with all employees in providing a physically and psychologically safe and healthy work environment to ensure the prevention of workplace incidents including injuries, illnesses, property damage, environmental damage, and near misses. To further this commitment, we will develop, implement, monitor, and maintain this health and safety policy and a documented health and safety program, both of which will be appropriate for the size, industry, and location of our business. Our health and safety policy and program is based on the following principles:

- Commitment to achieving compliance with all applicable health and safety legislation and other requirements
- Commitment to working in a spirit of consultation and cooperation with all employees and involving them in the development of the health and safety policy and program
- Commitment to making health and safety an organizational priority, similar to other priorities, and integrating the health and safety program into all aspects of the business
- Commitment to ensuring that all workplace parties, including workers, supervisors, and managers, have the time, resources, and competency to implement the health and safety program and to achieve its policies, objectives, and targets.
- Commitment to evaluating, reviewing, and auditing our health and safety program annually, and upon completion, setting and reviewing health and safety objectives for each calendar year with the purpose of continually improving the health and safety management system and health and safety performance

For our health and safety program to be successful, every person in the workplace has an important role to play and must be fully committed to maintaining compliance with their duties in our program and legislation. A full list of workplace party responsibilities can be found in our health and safety program. The following are basic duties related to our program:

- President has overall responsibility for creating, implementing, and maintaining the health and safety program through the approval and delegation of tasks and responsibilities.
- Management, as the employer, (President, General Manager, and Operations Manager) are fully responsible for ensuring the development, implementation, and maintenance of the health and safety program; ensuring the workplace is safe and healthy; the health and safety program is promoted and complied with; hold people accountable for non-compliance with the health and safety program and they actively participate in the health and safety program.
- Supervisors, as employer representatives, are responsible for ensuring that safe and healthy work conditions are maintained in his or her assigned work area and employees under their supervision comply with the health and safety program.
- Health and Safety Coordinator, as a worker only, is responsible for assisting management in their duty to maintain a safe and healthy workplace.
- All employees, including workers, supervisors, and management, are responsible for working in accordance with legislated standards and our company's health and safety program; reporting hazards immediately to their supervisor; and work in a safe manner to protect themselves and anyone else affected by their acts or omissions.
- Health and Safety Representatives and the Joint Health and Safety Committee are responsible for identifying health and safety hazards and deficiencies, recommending solutions to Management, and represent the employees they were selected by on health and safety issues.
- Visitors, suppliers, and contractors are responsible for maintaining compliance with legislation and our company's health and safety program and acting in a safe and healthy manner while on our company's property or performing work for our company.

Mark Mollison  
President

Signature