

## THE WONDERFUL WORLD OF COR

COR (Certification of Recognition) is aimed at driving positive workplace behaviour and practices that lead to improved performance. It is currently being used across Canada and is a pre-qualification requirement for many contractors working in and out of the province and on public- and private-sector projects. In order for C&M to remain competitive in the workplace, and to ensure you have work in the future, we feel overwhelmingly that this is the correct route to go for the company.



C&M is confident, and our track record supports our claim, that we are, and always have, been working diligently to ensure your safety in the workplace. However, COR requires strict conformity to an elaborate system of checks and balances, along with documented proof that said checks and balances are in place and working as intended.

One challenge is to prove that all of our workers are familiar with company policies. To meet this requirement, we will use our orientation process, posting on Health and Safety Bulletin boards, safety talks, pay stub add-ins and other methods to communicate with you.

### Company Rules

Company rules help us regulate unwanted or harmful behavior and to encourage wanted or beneficial behaviour. Workers are required to follow all company rules.



- The company Health and Safety Policy and programs are to be followed at all times.
- Site Specific rules and procedures, described by the supervisor, will be strictly adhered to.
- No smoking, alcohol or banned substances are permitted in the workplace.
- No using hand-held devices while driving or outside of the lunch room.
- Wear and use PPE as required.
- Follow all safe work practices and safe job procedures.
- Obey all rules, signs and instructions.
- Report any unsafe condition to your supervisor immediately.
- Report all work injuries and illnesses immediately
- C&M Electric's policy is that we will not work on live electrical circuits
- Only authorized and trained workers will enter a posted Confined Space.
- Do not operate any piece of equipment unless qualified and trained.
- Shut down and lockout machines before cleaning, oiling, adjusting or repairing.
- Do not remove "danger" or "lock out" tags placed on machinery or equipment.
- All defective tools or equipment are to be reported directly to the supervisor.
- "Rough House" or "Horse Play" is dangerous and will not be tolerated.
- Keep work areas clean and aisles clear. Do not block emergency equipment or exits.
- Never work at heights more than 10 feet without fall protection.



### Enforcement

C&M Electric has implemented a strict disciplinary process to ensure that all workers are working in compliance with legislated and company Health and Safety Policies.

- Work in a manner compliant with the Occupational Health and Safety Act and applicable
- Report immediately to your supervisor:
  - Any injury or accident, no matter how minor.
  - All health hazards.
  - Any defective tools and/or equipment.
  - Any condition, practice, hazard or near miss that may cause injury to a worker or damage to equipment.
  - Any infraction under the Occupational Health and Safety Act and applicable Regulations.



The law states that every company must have a Health and Safety Policy Statement posted in the workplace, but what does that mean to you? Essentially, the statement represents the commitment of the company to do everything reasonable, within their power, to get you home safely to your family, friends and those who depend on you. Below you will find a copy of the C&M Electric Health and Safety Policy.

## Health and Safety Policy Statement

C&M Electric is concerned for the well being of their employees and accordingly, are committed to providing a safe and healthy environment. Every reasonable precaution will be taken to provide such an environment. Our policy is to operate and maintain our projects and facilities in compliance with all applicable laws, regulations and other requirements to which we subscribe.

Senior management is committed to providing a safe work environment, and a work environment that promotes occupational health.

The president of C&M Electric and all members of upper management recognize that all workers have the right to work in a safe and healthy environment. C&M Electric further recognizes that the benefits of working in a safe and healthy work environment extend to C&M Electric employees, their families and friends.

Supervisors will be held accountable for the health and safety of workers under their supervision. At all times, we will strive to ensure that safe and healthy work conditions are maintained in all work areas. We further ensure that all workers will receive adequate training in their specific work tasks to protect their health and safety.

Employees at every level are responsible, and will be held accountable, for ensuring all precautions necessary to protect the health and safety of themselves, their co-workers and all other people in their work environment are taken. All workplace parties must be aware of their individual OH&S obligations as documented in the company health and safety program and must work in compliance with legislated requirements at all times. C&M Electric will further require that all contractors, sub-contractors and suppliers abide by these principles.

All company functions must comply with safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs in accordance with established procedures and safe work practices. Compliance with all company safety policies, rules and provincial regulations is mandatory.

The company is committed to working jointly with all relevant personnel in the development and implementation of our health and safety program as we work together towards a safe and healthy work place.

This policy and the program that supports it, will be reviewed by senior management at least annually and records of the review will be retained. It may be provided to workers in the form of a handbook, safety manual, as part of procedures manual, or in electronic form. Workplaces will include those traveling, working at client premises or working from home.

*You might say that COR is an exercise in paperwork and discipline and we ask for your support and understanding in accepting any and all policy and procedure changes that will be happening in the near future.*

