# Career Contacts Ltd. Safety Policy

At Career Contacts, we are a **Safety First** HR & Recruitment Consulting Firm.

In order to ensure the well being of all our employees, we would like to bring your attention to the following safety rules and regulations.

**Rights and responsibilities:**

1. **All workers have the right to refuse unsafe work**. Should you ever feel that a site is not providing the appropriate safety precautions or support, please leave the site immediately and contact our office at 604-606-1831. You will not be punished for reporting this.
2. **All workers have a responsibility to report hazards.** The procedure for doing so is to report these hazards to your direct onsite supervisors with a follow up to your Career Contacts contact. This can be done by email or by calling out office.

***Workplace health and safety rules include:***

1. following all workplace procedures
2. using personal protective equipment and operating equipment safely

***Known hazards and how to deal with them:***

Ensure your site manager has made you aware of any known hazards and how to deal with them. For example, wearing a mask while sanding.

***Site theft:***

Please keep your personal belongings at home or locked up. Career Contacts and company work sites are not responsible if your items are stolen or lost while on site.

***Working alone or in isolation:***

We do not encourage any worker to work alone. If you are required to be onsite alone, please ensure that you are provided with proper precautions such as locked doors, turning off any machinery or equipment and confirm the first aid contact for that day.

***Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations:***

Violence in the workplace is not tolerated. Should you encounter an abusive customer or co worker, remain calm and do not attempt to restrain anyone that is deemed to be doing anything that is deemed dangerous. Report to your site manager immediately and follow up with your Career Contacts contact. Should you ever feel unsafe, please leave the site immediately.

***Bullying and harassment:***

1. What is workplace bullying and harassment
   1. includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
   2. excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
2. How to report incidents of workplace bullying
   1. Contact your Career Contacts contact immediately and provide a detailed report of the incident developing and implementing procedures for workers to report incidents
   2. Ideally, report the incident by email to ensure we have it documented
   3. All reports will be taken seriously and addressed immediately
   4. Should you ever feel unsafe, please leave the site and call or email Career Contacts immediately