

## **CONTRACTOR HEALTH, SAFETY & ENVIRONMENTAL PACKAGE**

### **INSTRUCTIONS FOR COMPLETING THIS PACKAGE:**

#### **Contractor:**

1. The following steps must be completed (in full) before you will be permitted to start any work.
2. Read the following pages carefully to understand Litens Contractor Health, Safety & Environmental Rules and Policies.
3. Complete every section (in pen only) on page two and sign the bottom.
4. Attach a current WSIB Clearance Certificate (must be no more than 30 days old) for your company AND any sub-contractors that you will use (out of Country / Province contractors must provide proof of insurance that is valid for temporary work in Ontario).
5. Return the package to the Litens originator.
6. Obtain a photo copy for your records.
7. Complete as per the set frequency determined at the project start a Contractor / Project HS&E Inspection Checklist (Form # HSF-003a) during all work as related to an approved project.

**NOTE:** All contractors and visitors must sign-in at the reception desk to obtain a Visitor's badge, each time they arrive on-site.

#### **Litens Originator:**

1. Provide the contractor with this entire package (keep in mind that several days may be required for the contractor to obtain the required Clearance Certificates and, you will need the Clearance Certificate to obtain a P.O.).
2. Review the Litens Health, Safety & Environmental Rules and Policies with the contractor.
3. When this package is completed (in full), by the contractor, sign the bottom of page two and, provide the contractor with a photo copy of the completed package (Note: If the contractor will be used on a regular basis, indicate so by checking the CONTINUOUS WORK box on page 2. This will ensure Clearance Certificates are continuously updated and retained on file).
4. Where a contractor is indicated for CONTINUOUS WORK, this package is valid for one calendar year.
5. Retain the original package and, forward applicable clearance certificates to the Safety & Environmental Supervisor / Officer (use package to obtain P.O.).
6. Complete as per the set frequency determined at the project start a Contractor / Project HS&E Inspection Checklist (Form # HSF-003a) during all work as related to an approved project.

**NOTE:** Failure to correctly complete this package will result in work being stopped, services being removed and, a P.O. will not be issued.

## CONTRACTOR HS&E INFORMATION & ACKNOWLEDGEMENT

Contractor Co. Name:	
Litens Originator:	WSIB Firm #:
Office Contact:	WSIB Acct. #:
Site Contact:	Phone Number:
Address:	Fax Number:
Email:	
Postal/ZIP:	Country:
Description of work:	
Specific location where work will be done:	
Work Commence Date:	Est. Completion Date:

Will Hot Work be performed (burning, grinding, welding, steel cutting etc...)?  YES  NO

If YES, a Hot Work Permit must be obtained as per the Hot Work Guidelines and Procedures (as attached) prior to commencing Hot Work.

<p><b>If the contractor will bring WHMIS controlled materials / products on-site, Material Safety Data Sheets (MSDS') must be provided for each material, and must be approved by Litens.</b></p> <p>List all WHMIS controlled materials, and attach copies of MSDS'.</p>

I acknowledge that I have read and understood all of the enclosed rules and policies, and will comply accordingly. I will ensure any employees or sub-contractors that I use, meet with Litens Safety & Environmental Supervisor/Officer or Litens Contract Originator upon their arrival on site and will be adequately briefed, and I will ensure they work in compliance to these rules and policies.

<p><b>Names of Employees and / or sub-contractors (sub-contractors require clearance certificates - use the back of this form if more space is required).</b></p>		
Contractor Employee Name(s)	Contractor Employee Signature:	Date:
Contractor's Name (print):	Contractor's Signature:	Date:
Originator's Name (print):	Originator's Signature:	Date:

**I CONTINUOUS WORK** (for originator use only)

**\*Note: All Contractors are responsible for the removal of all waste generated during contract work.\* Attach copies of the following applicable documentation:**

- Health & Safety Training records (i.e. WHMIS, Lift Truck, Fall Protection, Trade Qualification Cert.);
- Contractor Specific HS&E Procedures;
- Environmental related certificates / records of training (i.e. TDG training, MOE approvals).

<b>Procedure # 13.0</b> <b>Health &amp; Safety Manual</b>	<b>Last Revised:04/28/2005</b>	<b>Revision Number: 5</b>
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### Contracted Work

#### 1.0 Purpose

To ensure the accounts of contractors, performing on-site work at Litens, are in good standing with the Workplace Safety and Insurance Board and, to prevent unnecessary financial impact from uninsured contractors.

#### 2.0 Scope

- 2.1 This procedure applies to all contractors, subcontractors (performing on-site work) and contract originators working for Litens Automotive Partnership.
- 2.2 The WSIA stipulates when a principal lets a contract, "...it is the duty of the principal to see that any sum that the contractor or any subcontractor is liable to contribute to the accident fund is paid...". If the principal fails to do so, the WSIB holds the principal liable for any such sum. In addition, under certain circumstances, uninsured contractors may take civil action against the principal.
- 2.3 The WSIB issues Clearance Certificates that waive the principal's liability with a contractor whose account is in good standing.
  - 2.3.1 Under certain circumstances, a contractor may be declared an "independent operator", and not require a Clearance Certificate. This policy does not apply to those contractors. If a contractor may be an independent operator, a special WSIB questionnaire is required -- see the Safety & Environmental Supervisor / Officer.
- 2.4 No contractor or its sub-contractors shall be permitted to work, at a Litens facility, without the contract originator and contractor first complying with the requirements of this policy.
- 2.5 The contract originator is responsible for ensuring the provisions of this policy are met.
- 2.6 Failure to comply with this policy will result in any work being stopped, services being removed and, a P.O. will not be issued.
- 2.7 Any person letting a contract, without meeting the provisions of this policy, will be held directly accountable for any legal or financial impact against Litens.
- 2.8 Uninsured contractors and sub-contractors are not permitted to perform on-site work for Litens.

#### 3.0 Responsibility

- 3.1 All Litens contract originators are directly responsible to ensure the requirements of this policy are met before allowing a contractor to commence any work
- 3.2 All contractors are required to meet the requirements of this policy, other Litens policies and, legislated requirements.

3.3 The Safety & Environmental Supervisor / Officer will maintain the records, listed below, and will update clearance certificates for regular contractors (contracted preventative maintenance or other designated contractors).

3.3.1 Valid Clearance Certificates are maintained in the Clearance Certificate database, in Lotus Notes.

NOTE: Under the law, while a contractor is working on-site, the contractor is considered an employee!

#### **4.0 Definitions**

4.0.1 Principal; Litens Automotive Group.

4.0.2 Originator; Any Litens employee arranging an on-site contract or service by a company or individual not employed by Litens.

4.0.3 WSIB; Workplace Safety and Insurance Board (formerly Workers' Compensation Board or WCB)

4.0.4 WSIA; Workplace Safety and Insurance Act (formerly Workers' Compensation Act or WCA)

4.0.5 Contractor; Any person, group or company providing on-site service.

4.0.6 P.O.; Purchase Order

#### **4.1 Types of Certificates**

As detailed below, the WSIB issues two types of Clearance Certificates.

Both use the same WSIB form (0190C). Clearance Certificates are valid for 60 days from the start date of issue, and are valid only when stamped and signed by the director of the Employer Registration and Assessment Branch, or other authorized WSIB personnel.

**1. GENERIC:**

Issued only to contractors, by the WSIB, to waive any number of principals (this type would be provided to Litens by the contractor).

**2. SPECIFIC:**

Issued to contractors and principals, by the WSIB, to waive one specific principal (this type may be obtained by Litens from the WSIB).

To obtain a SPECIFIC Clearance Certificate, provide the following information to the WSIB by phone, fax or letter:

- contractors name, address and WSIB account number,
- principal's name, address and WSIB account number,
- details of the business activities that will be performed by the contractor,
- facsimile number or address for delivery of the certificate.

## 5.0 Procedure

### 5.1 Litens Contract Originator

- 5.1.1 Provide the contractor with a blank HSF-003 form (Contractor Health, Safety & Environmental Package). The contract originator shall ensure the instructions, on the HSF-003 form, are completed in **full**.
- 5.1.2 After the package has been completed and clearance certificates obtained, initiate a requisition for a P.O. (attach a copy of page 2 from the completed HSF-003 and clearance certificates to the requisition).
- 5.1.3 Orient the contractor (and applicable sub-contractors) and ensure the contractor is aware of all Litens standards and legislated requirements, before work commences.
- 5.1.4 The completed HSF-003 package shall be forwarded to the Safety & Environmental Supervisor / Officer with applicable Clearance Certificates, and filed.
- 5.1.5 The contract originator (or designated Litens representative) shall make periodic contact with the contractor (and sub-contractors) during the scope of the work, to ensure compliance with Litens policies and legislated requirements.
- 5.1.6 **NOTE:** In the case of out of province / country workers, clearance certificates may be substituted for proof of valid insurance for temporary work in Ontario

### 5.2 Contractors and sub-contractors

- 5.2.1 Before commencing any work, the contractor must provide a current Clearance Certificate for their company and, provide Clearance Certificates for any sub-contracted workers or companies they will use. Contractors not insured by the WSIB are not permitted to perform any type of work at Litens. Except, out-of country / province contractors where proof of valid insurance coverage is provided, for temporary work in Ontario.
- 5.2.2 The contractor and its sub-contractor(s) must read, complete and sign the Litens Contractor Health, Safety & Environmental Package (HSF-003) before commencing work.
- 5.2.3 Contractors must, without exception, adhere to all Litens policies and legislated requirements. Violation of any Litens policy, safety rule or legislated requirement (outlined in HSF-003) is sufficient grounds for removal of services from Litens.
- 5.2.4 Contractors and sub-contractors must meet with Safety & Environmental Supervisor / Officer and/or the Litens Contract Originator and sign-in at reception, each day they arrive on-site, and obtain a Visitor's badge. The Visitor's Badge must be worn, at all times, while on-site.

## 7.0 Records

- 7.1 HSF-003 Contractor Health, Safety & Environmental Package
- 7.2 WSIB Clearance Certificate (Generic and Specific)

<b>Policy # 17.0</b> <b>Health &amp; Safety Manual</b>	<b>Last Revised:12/01/2006</b>	<b>Revision Number: 7</b>
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## **General Health & Safety Company Rules**

### **1.0 Purpose**

To provide employees with a list of health and safety rules of Litens Automotive Partnership which can be referred to as necessary.

### **2.0 Scope**

This procedure applies to all employees and contractors of Litens Automotive Partnership.

### **3.0 Procedure**

Violation of any of the following rules is sufficient ground for disciplinary action from reprimand to dismissal:

1. Personal Protective equipment as specified must be worn at all times, and special protective clothing or devices must be worn as directed / posted in the various areas of the facility.
2. Do not operate any piece of equipment or do any work other than that you are trained / authorized and assigned by your supervisor.
3. Do not remove "DANGER TAGS" or "LOCK OUTS" placed on machinery or equipment.
4. Stop and lock-out machinery / equipment before performing adjustments, repairs or maintenance inside the machine. Never attempt adjustments, repair or maintenance while machinery / equipment is running. Only authorized set-up, maintenance or supervisory personnel are permitted to reset or make adjustments to production machinery.
5. Before starting to work on any machine which has a dangerous point of operation, make sure all guards are in place and properly adjusted. Do not bypass any safety device.
6. Loose jewellery, rings and loose clothing (including gloves) are not to be worn near any rotating shafts, spindles, gear belts, or other source of entanglement.
7. Long hair shall be suitably confined to prevent entanglement with any rotation shaft, spindle, belt or other source of entanglement.
8. Do not attempt to remove chips or shavings from the machines with your unprotected hands. Use a brush or hook when necessary.

9. Never tamper with electrical equipment. Call your supervisor.
10. Using compressed air for blowing dust from clothing is forbidden. Never direct a stream of compressed air towards your own body or that of any other person.
11. Horseplay is dangerous and cannot be tolerated.
12. Do not ride or stand on fork of lift trucks or hand trucks while they are in motion. Do not exceed a safe speed limit when operating lift trucks. Under no circumstances shall any individual operate a lift truck without proper, approved training and authorization.
13. All flammable liquids and acids must be kept in fireproof containers and properly identified with labels.
14. All compressed gas cylinders (i.e. propane, acetylene, oxygen cylinders) must be securely fastened by a chain and properly identified.
15. Store wipers, oily rags and other flammable materials in fireproof receptacles provided for that purpose. All flammable and combustible substances are to be kept away from any open flames and sparks. A bad fire may put you, and others, out of work or take a life.
16. Raw material, finished or in process parts, tools, oil, grease or other articles must not be left in aisles or whenever they may cause a tripping or slipping hazard to any person.
17. Protect yourself and fellow workers by helping to keep the facility clean and tidy at all times. All waste and recyclables must be placed in appropriate bins as set-up in the facility. Removal of all waste(s) / recyclables generated during contract work is the responsibility of the contractor, unless otherwise agreed upon at the time of the contract agreement.
18. Do not run in the plant or any other part of the facility.
19. All accidents/incidents, spills, fires, injuries, and emergencies, regardless of severity, must be reported to your supervisor immediately.
20. Only authorized personnel are allowed to administer first aid to an injured worker. A list of all authorized personnel is posted on the First Aid Squad Bulletin Board located near the First Aid Room.
21. The shoes which you are allowed to wear during working hours are to comply with the following:
  - Have no open toes, backs or sides;
  - Must be of leather or simulated leather, no canvas allowed;
  - Must not be of an elevated type such as spike heels and high wedges;
  - Must have steel toe protection

22. Never attempt to circumvent, change, limit or impair the effectiveness of any machine guard other than during authorized set-up or maintenance procedures.
23. Only approved lifting devices (e.g. lift trucks, lift tables, and pump / hand trucks) are to be used for lifting loads in excess of 18 kg (40 lbs). If you are not sure how heavy an object is, that you want to move, ask your supervisor.
24. Pedestrians must comply with the following rules when walking thru the plant areas:
  - Do not walk alongside loaded trucks while they are moving.
  - If there is a pedestrian aisle available to your destination, mark with yellow lines, you must use it at all times.
  - If there is no pedestrian aisle leading to your destination, walk close to the side of a common aisle until you get to a pedestrian aisle.
  - Always keep a safe distance from lift trucks or other motorized vehicles.
  - Ensure there is no traffic in lift truck aisles before crossing, and cross in a direct manner. Allow lift truck operators to finish moving/loading before you attempt to cross or move past a lift truck.
  - Proceed with caution when moving around the plant and make sure that the lift truck operator sees you before you cross their path. Never assume that the lift truck operator can see you. You must make eye contact before crossing.
25. When using ladders or working at elevated heights:
  - do not leave tools at a height where they are liable to fall and injure someone.
  - do not use a ladder with broken, split or otherwise defective rungs, siderails or feet. Report them to your supervisor.
  - approved fall protection must be worn when there is a risk of falling 3 metres.
  - a step ladder must be used to reach high points when repairing machinery / equipment.
26. Personnel introducing un-approved material into the LAP workplace, will be held directly responsible for all costs of spills, mitigation to prevent contamination of the environment, clean - up (including contracted emergency response), municipal emergency response and all other associated costs including remittance of regulatory fines. Contractors must provide Material Safety Data Sheets for each WHMIS controlled material/substance brought on - site.
27. Any work and or conditions posing health and safety hazards to a worker must be cleared of personnel and appropriately barricaded / safeguarded and have adequate warning signage to prevent access to the hazardous area.
28. Employees are prohibited from bringing audio equipment into the plant. Employees are prohibited from using personal cellular equipment during working hours.
29. Do not violate any safety rules or practices or engage in any conduct which might create a safety hazard.

**All employees are urged to make suggestions which will assist in the safe performance of work. Bring any unsafe conditions or work practice found in the plant to the attention of a member of your Joint Health, Safety & Environmental Committee or supervisor at once.**



**Safety Tips:**

1. When making a lift from the floor, keep your arms and back as straight as possible, bend your knees, then lift with the powerful muscles in your legs. Never lift from an awkward position.
2. Ask for help when carrying heavy loads or awkward shaped materials.
3. Regularly check your equipment and tools for damage, missing parts and other potentially hazardous conditions.

**4.0 Responsibility**

It is the responsibility of all employees to adhere to this procedure and to alert a Joint Health, Safety & Environmental Committee member, Safety & Environmental Supervisor / Officer, or supervisor of any infractions.

**5.0 Reference**

Litens Automotive Partnership Employee Handbook

<b>Policy # 21.0</b> <b>Health &amp; Safety Manual</b>	<b>Last Revised:10/06/2006</b>	<b>Revision Number: 12</b>
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## **Personal Protection Equipment Policy**

### **1.0 Purpose**

To designate areas/operations that require personal protective equipment.

### **2.0 Application**

This procedure applies to all employees of Litens Automotive Partnership.

### **3.0 Policy**

- 3.1** Approved eye protection is to be worn at all locations/machines displaying a label or sign indicating a requirement for eye protection or, when directed to do so by a manager, supervisor or the Safety & Environmental Supervisor / Officer.
- 3.2** Approved eye protection is required when:
- using compressed air guns (including pneumatic staple guns);
  - performing push-out operations;
  - disassembling parts with loaded springs;
  - in the Tool Room / Machine shop / Proto Shop Areas;
  - in the Maintenance Areas;
  - while working under vehicles;
  - while working around running engines;
  - using mills, lathes, grinders, saws or operations that pose an eye injury hazard;
  - removing improperly staked parts from equipment (safety glasses and full face shield protection required);
  - performing CNC / Slotter machining operations (including any operations on the same work cell where the risk of eye injury exists);
  - performing strapping operations.
- 3.3** Appropriate hearing protection is to be worn at all locations/machines displaying a label or sign indicating a requirement for ear/hearing protection.
- 3.4** Appropriate hearing protection is to be used at all times in the following locations:
- a) Punch Press Operations;
  - b) ES Test Area;
  - c) Compressor Room;
  - d) Engine Test Facility - when more than one engine is running;
  - e) Pin Printer Operations.

**3.5** Approved Safety shoes must be worn while in the following areas:

- a) All Warehouse Areas\*;
- b) Machine Shop / Prototype Shop;
- c) Engineering Test Area \*;
- d) ES Test Area / Systems Lab;
- e) Engine Test Facility;
- f) Maintenance Shop.

\*Unless only "walking through" the area. "Walking through" is restricted to marked aisleways only, any personnel who require access to areas beyond these marked areas must wear appropriate foot protection.

**3.6** Gloves are not permitted to be worn when working on any machinery / equipment at which dangerous points of operation exist ( i.e. grinding, lathe operations)

**3.7** Additional Personal Protective Equipment is required when posted, indicated by procedures or when required by the Occupational Health and Safety Act. If ever in doubt, see your supervisor or the Safety and Environmental Supervisor / Officer.

**3.8** The requirement for PPE will be determined during machine safety inspections. Appropriate equipment will be designated by the Safety and Environmental Supervisor / Officer following a machine inspection (see section 11.0 of this manual).

**3.9** When there is a risk of falling 3 or more metres, from a work surface, employees are required to wear approved fall protection; in accordance to section 85 of the Industrial Regulations, under the Occupational Health & Safety Act. (See Procedure 46.0 of this manual - Roof Access Safety Procedure).

**3.10** Approved hand protection (gloves approved by the Safety & Environmental Supervisor / Officer) are required to be worn by Scrap Evaluation Technicians when handling scrap parts and when removing improperly staked parts from equipment.

**3.11** Approved Flame Resistant Garments (long sleeve shirts and pants) are required to be worn by all maintenance personnel as they are involved in working with electrical apparatus and/or welding/cutting operations which could pose the risk of burns to the skin due to electrical arc and/or flash fire.

#### **4.0 Responsibility**

All Employees

#### **5.0 Reference**

Occupational Health & Safety Act, Industrial Establishments Regulation 851

<b>Section 3A Fire Safety / Spill Response Manual</b>	<b>Last Revised:08/17/2006</b>	<b>Revision Number: 1</b>
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### Occupant Evacuation Instructions

#### In the Event an Alarm Sounds Occupants Should:

Leave the building through the nearest exit, closing doors behind you.  
Go directly to your assigned meeting area.

#### Upon Discovery of Fire In The Building Occupants Should :

Leave the fire area immediately and close doors behind you.  
Sound the fire alarm by activating the nearest Fire Pull Station.  
Call the Vaughan Fire & Rescue Service by dialing 9-9-1-1, and give the correct address and location of the fire. Give them the following information:

Your name:

Company Name: Litens Automotive Partnership

Address:

Location of fire: (if known) / Call back #:

Further information can be given at this time or as it becomes available, call back the VFRS and notify them. For example:

- Evacuation in progress / Sprinkler activated / Pull station activated

For other important phone numbers, refer to the Emergency Phone List.

Leave the building through the nearest exit and go directly to your assigned meeting area.  
Meeting areas are posted in the outside parking lot area.

#### Evacuation

Remain CALM

Walk, don't run.

If your path or exit is blocked or you encounter smoke, use your alternate exit.

Upon leaving the building, assemble in your assigned area.

Take note and report if any person is missing from your area.

Do not re-enter the building until the ALL CLEAR SIGNAL has been given by the Safety & Environmental Supervisor / Officer / VFRS.

### **Evacuating Endangered Occupants**

If you cannot leave your room or have returned to it because of fire or heavy smoke, remain in your room and:

Close the door. Leave the door unlocked for possible entry of rescuers.

Dial 9-9-1-1 and communicate to the VFRS where you are in the building.

Signal firefighters by waving, or using the voice communication system

Crouch low to the floor if smoke enters the room.

Attempt to seal all cracks where smoke can get in.

Move to the most protected area, if possible partially open a window for air. (close the window if smoke comes in).

Wait to be rescued. Remain calm. Do not panic.

Listen for instructions or information which may be given by authorized personnel or over the voice communication system.

### **General Responsibilities**

1. Know the location of each fire alarm pull station and fire exit in your area.
2. Know the location of your assigned meeting area.
3. Report any spills and/or sprinkler piping leaks to your supervisor immediately.
4. Maintain clear access to all firefighting equipment and exits at all times.

<b>Section 4g Fire Safety / Spill Response Manual</b>	<b>Last Revised:04/28/2005</b>	<b>Revision Number: 7</b>
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### Hot Work Policy

#### Purpose

To prevent fires resulting from hot work performed in areas that have flammable or combustible materials.

#### Application

All personnel (including contractors) performing hot work that involves open flames, sparks or heat production (e.g. cutting, grinding, brazing, welding, soldering, thawing pipe...); require a hot work permit (in areas other than the designated welding area).

#### Procedure

1. If there is a practical and safer way to do the job without hot work, that method must be used.
2. No hot work is permitted without pre-authorization from the Safety & Environmental Supervisor / Officer or, if maintenance work, Maintenance Supervisor in the form of a signed **HOT WORK PERMIT**. This permit will be valid for a maximum of one shift, or eight hours, whichever is shorter. Contractors are required to sign a "Contractor Health, Safety & Environmental Package" HSF-003 form (refer to section 13.0 of the Litens Health & Safety Manual).
3. Specific fire fighting equipment and protection material will be required at the hot work site before any work can be started. Contractors will be responsible for providing basic fire protection equipment (this is to be discussed with the Safety & Environmental Supervisor / Officer and/or Maintenance Supervisor before arriving at the facility).
4. No hot work is permitted without a designated fire watch present. A designated person will serve in that role (the designate will be selected by Maintenance Supervisor or the Safety & Environmental Supervisor / Officer). The fire watch designate will have total control over the hot work area for fire prevention. If unsafe conditions are observed during the hot work operation, the work will be stopped until the hazard can be neutralized or eliminated.
5. Personnel performing hot work will ensure that all hot work equipment is in proper working order and in a firesafe condition. An inspection of the hot work equipment will be conducted by the Fire Watch Designate, Maintenance Supervisor or the Safety & Environmental Supervisor / Officer before a permit is issued. Unsafe equipment will not be permitted for use.

6. Any contractor's equipment or material, that is to be stored in the facility overnight, must be properly secured in an area designated by Maintenance Supervisor or the Safety & Environmental Supervisor / Officer. Facility equipment must be returned to its proper storage area after use.

Refer to Section 0.9.1 of the Fire Safety / Spill Response manual for detailed Hot Work Guidelines and Procedures.

### **Records**

The following records shall be maintained in accordance to the Records of Health & Safety Manual

HSF-003 Contractor Health, Safety & Environmental Package  
EMS-011 Hot Work Permit

### **Responsibility**

All personnel performing Hot Work  
Maintenance Supervisor  
Safety & Environmental Supervisor / Officer

## ***Environmental Policy***

*Litens' management will prepare, implement and maintain our Environmental Management System; ensuring it is focused on the environmental impact, scale and nature of our activities and products.*

*Through continual improvement efforts, a commitment to pollution prevention will be maintained; focusing on our environmental aspects and associated impacts.*

*Litens will comply with all legal and other requirements, that apply to our operations and which relate to our environmental aspects. In addition, we are committed to follow relevant trade and industry requirements, when they are readily available and, will result in clear environmental benefits. Litens will maintain access to current legal and other requirements that apply to our operations.*

*We will exercise environmental due diligence by identifying, assessing and managing the environmental aspects and associated impacts.*

*Environmental objectives and environmental targets will be defined by senior management, using our environmental aspects and impacts as their foundation. The Litens environmental objectives and targets will be reviewed on a regular basis to measure their effectiveness, progress, and to make any necessary revisions. In addition, this policy will be reviewed by senior management, on a regular basis, to ensure it maintains its relevance to our organization, employees and stakeholders.*

*Senior management will communicate this policy to all persons working for or on behalf of Litens including other interested parties, ensuring it is understood, documented, implemented and maintained at all levels of the organization.*

*The Litens Environmental Management System Policy will be made available to the public.*



<b>Policy # 5.11</b> <b>Employee Handbook</b>	<b>Last Revised:04/15/2002</b>	<b>Revision Number: 1</b>
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### Environmental Guidelines

All Litens employees have the mandate to maintain our Environmental Management System (EMS) and work within its guidelines to conform to the ISO-14001 standard, as applicable.

- 1) Do not place any industrial liquid waste (solvent, oils, etc.), into any sinks, or drains. Ask your supervisor for proper disposal methods, in accordance to EMI-007 Internal Liquid Waste Disposal Work Instruction.
- 2) All portable containers/drums/bottles must be properly labelled to identify all hazards associated with their use. Do not mix any liquid industrial wastes / chemicals unless you have been trained and authorized to do so.
- 3) No containers holding liquid industrial waste shall be placed outside the building. Such containers shall be adequately labelled and arrangements made to be removed by an approved liquid industrial waste company as licensed by the Ontario Ministry of the Environment.
- 4) Litens EMS allows for the recycling of many materials. Please do your part to reduce wastes going into the landfill by placing them in the appropriate marked containers, such as:
  - A. Paper (plain paper, plotter paper, newspaper (blank, printed and cut-offs) - to be placed in the blue/green paper recycling boxes (EMI-011)
  - B. Cardboard (Corrugated and non-corrugated) - to be placed in the blue containers in production labelled "Recycle Only" (EMI-005)
  - C. Glass (Jars, Bottles) (EMI-005)
  - D. Plastics (plastic bottles / containers) (EMI-005)
  - E. Cans (Aluminum cans only) (EMI-005)
  - F. Steel / Aluminum / Mixed Metal Turnings (EMI-005)
  - G. Copper / Brass Wire (EMI-005)
  - H. Scrap parts (steel, aluminum, plastics) (EMI-005)
  - I. Toner / Ink jet cartridges (EMI-009)
  - J. Used Aerosol cans (EMI-005)
  - K. Used Oil filters (EMI-005)
  - L. Empty oil / coolant plastic containers / Oily plastic film / bags (EMI-005)
  - M. Used Fluorescent Bulbs (EMI-026)
  - N. Used Batteries (dry and wet cell) (EMI-025)
  - O. Obsolete computer equipment and monitors (EMI-024)
  - P. Used gloves / rags (EMI-005)
  - Q. Used oily paper towels, cardboard, wipers, absorbent (EMI-005)
  - R. Used carbide inserts (EMI-005)
  - S. Wood (used wooden pallets / crates) (EMI-005)
  - T. Organics Composting (Food Scraps, coffee grounds, filters, tea bags) (EMI-031)
  - U. Plastic packaging (shrink wrap, LDPE, HDPE) (EMI-005)

Where applicable, liquid waste manifesting shall be completed in accordance to EMI-003 Liquid Waste Monitoring/Manifesting work instruction.

- 5) Notify your supervisor of any leaks or spills. Only authorized and trained spills response team personnel are to be involved in the clean-up of spills. A listing of Spills Response Team members is posted on the Safety & Environmental bulletin board. Any spills are handled in accordance to EMP 4.4.7 Emergency Preparedness and Response.
- 6) Only trained and certified personnel are authorized to work on refrigerant type equipment, in accordance to EMI-015 Refrigerant Servicing Equipment Instruction.
- 7) Litens Significant environmental Aspects & Impacts are as follows:
  - Hazardous liquid industrial waste use /disposal (used oil);
  - Hazardous solid industrial waste (absorbent, oily cardboard);
  - Spills (Hydraulic oil, machine coolant);
  - Scrap material (assemblies, parts, turnings);
  - General Waste Disposal;
  - Old corrugated cardboard disposal (OCC);
  - Other recyclables (paper, aluminum cans, glass, plastic);
  - Energy consumption (power, gas, water);
  - Engine test facility / vehicle testing fuels and emissions.
- 8) The importance of conforming with Litens EMS include ensuring Litens:
  - prevents pollution;
  - complies with all applicable legal and other requirements;
  - continually improves the environment.
- 9) The benefits of implementing Litens EMS include:
  - Reducing Landfill, Saving Energy;
  - Conserving natural resources;
  - Preventing emissions of greenhouse gases and water pollutants;
  - Stimulating the development of greener technologies;
  - Reducing Litens' disposal costs;
  - Increasing economic benefits through reduced disposal costs;
  - Providing for a healthier community.
- 10) The potential consequences of not following Litens EMS include:
  - Potential for polluting the environment and causing environmental impacts;
  - Increase Litens disposal & waste removal costs;
  - Loss of ISO 14001 Registration;
  - Non-compliance with legal and other requirements (penalties from legal authorities, business loss);
  - Possible disciplinary action.