

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 3, 4 and 5 and sign the bottom.
4. Attach a current WSIB Clearance Certificate 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.

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 3. 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 Advisor (use package to obtain P.O.).

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

This page is intentionally left blank.

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.

If the contractor will bring WHMIS controlled materials / products on-site, Material Safety Data or Safety Data Sheet.
List all WHMIS controlled materials, and attach copies of MSDS' or SDS'.

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 Contract Originator or Litens Safety & Environmental Advisor upon their arrival on site and will be adequately briefed, and I will ensure they work in compliance to these rules and policies.

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

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).

In connection with your discussion with, delivery of goods to, and/or performance of services for, Litens Automotive Partnership ("Litens"), it is anticipated that you may, from time to time have access to confidential and/or proprietary information and trade secrets (collectively, "Materials") relating to Litens. Accordingly, you agree to treat all Company Materials "Materials" in accordance with this agreement.

For purposes of this agreement, the term "Materials" includes all prints, designs, drawings, layouts, developments, technical data, models, prototypes, samples, knowledge, technology, inventions, discoveries, improvements, licensed rights, know-how, show-how, trade secrets, processes, plans, books, records, customer and/or competitor information, market information, business plans, finances and other information whatsoever (including, if applicable, patents and/or patent applications), in whatever format or medium, and whether or not marked "confidential", "secret", "proprietary" or in some other applicable fashion.

You agree that the Materials will be kept strictly secret and confidential, held in trust for Litens and not used for your benefit or the benefit of any third party, with all rights to commercially exploit anything derived from the Materials (for any use) being reserved exclusively to Litens

You agree to use adequate procedures to preserve the secrecy of the Materials. At Litens' request and, in any event, upon termination of the Project, you and your officers, employees, agents and representatives will promptly return all of the Materials you have in your possession to Litens, without retaining any copies, notes or extracts thereof.

Nothing in this agreement grants you any right or license under any patent(s), patent application(s), copyright(s), trademark(s), trade secret(s) or other form(s) of proprietary technology or intellectual property rights contained or referenced in the Materials (and whether now or hereafter owned, used or controlled by Litens and/or its affiliates, suppliers and customers). You agree to refrain from seeking any intellectual property rights based (wholly or in part) on Litens' Materials.

You further agree not to decompile, disassemble, decode, reproduce, redesign or reverse engineer any of Litens' Materials.

You also agree that you shall not advertise or otherwise disclose that fact that Litens has contracted to purchase any goods or services from you, nor any other information relating to your involvement in the Project, without, in each case, the prior written permission of Litens.

Without limiting any rights or remedies available to either party (including injunctive relief to prevent any actual or threatened breach of this agreement), you agree to use reasonable efforts to amicably settle any disputes or differences which may arise under this agreement.

Your obligations arising under this agreement shall continue after the termination of your contract. This agreement shall only be waived, modified or amended in writing when signed by authorized representatives of both you and Litens.

This agreement is subject to the laws of the Province of Ontario and the laws of Canada applicable therein, excluding conflicts of laws provisions.

As confirmation of the acceptance of this agreement, please execute, date and return a copy of this letter to the attention of the Litens Contract Originator at your earliest convenience.

ACCEPTED and AGREED:

Company Name: _____

Contractor Name: _____

Signature: _____

Date: _____

Contractor will provide personnel (Temporary Workers) to assist Litens Automotive Group in specific, time-limited projects, as discussed and documented between the parties.

Contractor warrants that all services will be provided in a good and professional manner by duly trained employees or subcontractors who have the requisite experience to provide such services.

Contractor agrees to assume full responsibility for paying, withholding and transmitting payroll deductions, premiums, taxes and remittances that may be required by applicable provincial or local laws, in respect or on behalf of each Temporary Worker who performs services. Without limiting the generality of the foregoing, this shall include but not be limited to provincial Income Tax, Worker's Compensation, Employment Insurance, Employer Health Tax and Canada Pension Plan. Contractor will require by written contract that its subcontractors shall agree to comply with these responsibilities for all Temporary Workers they provide. Contractor and its Subcontractors shall ensure that all Temporary Workers assigned to work in Canada are adequately insured in accordance with the Workplace Safety and Insurance Act (or Provincial equivalent), as required by law.

Contractor and each of its Subcontractors acknowledge that they are the sole employer of the Temporary Workers. Contractor and its Subcontractors shall ensure that all Temporary Workers are fully advised and understand the agency is their employer, and not Litens Automotive Group or any of its subdivisions or affiliates. Temporary Workers provided by Contractor and/or its Subcontractors shall not be entitled to any of Litens' group benefit coverage, including profit sharing, retirement programs, pensions, welfare, life or disability insurance, bonus, vacation pay, notice of termination, termination pay, severance pay, arising pursuant to contract, statute, common law or otherwise. Prior to assigning any Temporary Worker to Litens, Contractor shall have each Temporary Worker, including those provided by Subcontractors, sign a written acknowledgement of these facts.

As the employer of the Temporary Workers, Contractor and its Subcontractors shall be responsible for all duties relating to hiring, discipline, reassignment and termination of their Temporary Workers. Contractor shall indemnify and save Litens harmless from any costs, demands, complaints or liability whatsoever arising (including reasonable legal fees) with respect to any claim by a Temporary Worker against Litens for termination pay, notice of termination, severance pay, holiday pay, vacation pay or employment related benefits claims of any kind including any claim from the Canadian Revenue Agency, where such Temporary Workers claim to have been an employee of Litens and will require, by written contract, all of its Subcontractors to do the same.

Contractor further agrees to indemnify and save Litens harmless from any and all claims involving personal illness, injury, death, damage or destruction to property or equipment (including, but not limited to claims asserted by Contractor's officers, employees and agents), or any losses reasonably flowing therefrom, caused by any negligent act or omission on the part of Contractor, its officers, employees or agents. Contractor shall ensure by written contract that all its Subcontractors do the same.

ACCEPTED and AGREED:

Contractor: _____

Authorized Representative & Title: _____

Signature: _____

Litens is committed to work with our employees and business partners to create and maintain a safe and healthy working environment that meets or exceeds industry standards and regulations in all jurisdictions in which we perform business activities. It is Litens goal to achieve health and safety excellence, which will involve continually improving health and safety management systems and results that contribute to becoming an industry leader in health and safety.

To achieve this goal Litens will adhere to the following principles:

- Identification and evaluation of all health and safety hazards and the management of their risks, including however not limited to: health and safety inspections, audits, root cause analysis, risk assessments, job hazard analysis, ergonomic assessments;
- Compliance with all applicable health and safety legislation including applicable guidelines, standards and industry best practices;
- Promote a culture of behaviours and conditions that contribute to the prevention of incidents and injuries;
- Regular health and safety communication and training, including however not limited to: safety talks, safety meetings, employee meetings, communication boards;
- Instruction and supervision to ensure that everyone is capable of safely carrying out their work;
- Avoidance of materials and methods posing health and safety risk when alternatives are available;
- Tracking and communicating health and safety performance throughout the organization, and benchmarking key health and safety performance indicators against similar organizations;
- Ensure all contractors and suppliers meet acceptable health and safety performance standards;
- Integrate health and safety into all organizational activities;

Management is accountable for the implementation of this policy and will hold all parties accountable for fulfillment of their responsibilities.

Employees shall be trained and held accountable for complying with the health and safety policy and relevant procedures, practices, instructions and rules. Each employee has a duty to report workplace conditions or practices that pose a health and safety hazard and take reasonable actions to eliminate such risks.

This policy will be communicated to all persons working for or on behalf of Litens, and will be made available to external interested parties. 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.



Paul Robinson, President & CEO

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. If a contractor may be an independent operator, a special WSIB questionnaire is required -- see the Safety & Environmental Advisor.
- 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 Advisor will maintain the contractor records, as indicated in the records section.

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

4.0 Definitions

- 4.1 **Principal:** Litens Automotive Group.
- 4.2 **Originator:** Any Litens employee arranging an on-site contract or service by a company or individual not employed by Litens.
- 4.3 **WSIB:** Workplace Safety and Insurance Board
- 4.4 **WSIA:** Workplace Safety and Insurance Act
- 4.5 **Contractor:** Any person, group or company providing on-site service.
- 4.6 **P.O.:** Purchase Order

5.0 Work Instruction Steps

5.1 Litens Contract Originator

- 5.1.1 Provide the contractor with a blank FRM-00112 form (Contractor Health, Safety & Environmental Package). The contract originator shall ensure the instructions, on the FRM-00112 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 3 from the completed FRM-00112 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 FRM-00112 package shall be forwarded to the Safety & Environmental Advisor 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 (FRM-00112) 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 FRM-00112) is sufficient grounds for removal of services from Litens.

- 5.2.4 Contractors and sub-contractors must meet with Safety & Environmental Advisor 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 Contractor Health, Safety & Environmental Package
- Completed and signed page 3 of the package (acknowledgement)
 - Signed confidentiality agreement
 - Signed contractor's acknowledgement of responsibility
- 7.2 WSIB Clearance Certificate
- 7.3 Other contractor documents - copies of certificates, environmental approvals etc.

Violation of any of the following rules is sufficient ground for disciplinary action ranging from counselling to immediate dismissal depending on the seriousness of the offence:

1. Personal Protective Equipment as specified must be worn at all times, and special protective clothing or devices must be worn as directed or as 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, repairs 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. Lock out machines before oiling or cleaning. Never attempt adjustments or cleaning while the machine is running.
6. Before starting 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.
7. Never attempt to circumvent, change, limit or impair the effectiveness of any machine guard other than during authorized set-up or maintenance procedures. Report all defective, incorrectly installed or missing protective devices to your supervisor.
8. Never place your body or part of your body between fixed or moving objects (pinch point) such as: equipment, racks, cells, material handling equipment, robots, etc.
9. Gloves, loose jewellery, rings and loose clothing are not to be worn near any rotating shafts, spindles, gear belts, or other sources of entanglement. Long hair must be tied back and above shoulder level.
10. There shall be no smoking in areas designated as non-smoking.
11. Ensure machinery/equipment has come to a complete stop prior to removing any chips or shavings. Do not attempt to remove any chips or shavings with your unprotected hands. Use an approved brush, hook or compressed air to remove chips or shavings from machines.
12. Never tamper with electrical equipment. Call your supervisor.
13. 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.
14. Do not ride or stand on forks of lift trucks or hand trucks while they are in motion.

- Do not exceed a safe speed when operating lift trucks.
15. When operating or parking a lift truck, do not block Emergency Exits or Fire Extinguishers.
 16. Only trained and authorized employees are permitted to use ladders. When using ladders or working at elevated heights:
 - a) Do not leave tools on the top where they are liable to fall and injure someone
 - b) Do not use a ladder with broken, split or otherwise defective rungs, side rails or rubber feet. Report them to your supervisor.
 - c) Ensure the area below is adequately safeguarded preventing worker access to the area.
 - d) Approved fall protection must be worn when there is a risk of falling 3 metres.
 - e) Always maintain 3 points of contact with the ladder.
 - f) Ensure they are inspected prior to each use. Replace or repair defective ladders.
 - g) Ensure they are secured or held in place by one or more workers while in use.
 - h) Use a 4 to 1 ratio that creates a proper angle for ladder height to distance from vertical base
 17. Only trained and authorized employees are permitted to use cranes. When using cranes:
 - a) Never pass material or other loads over another person
 - b) Be aware of anything in a crane's path

When a crane is being used:

 - a) Be aware of overhead crane use
 - b) Never approach or walk under a suspended load
 18. Only approved lifting devices (i.e. lift trucks, lift tables, 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.
 19. All hazardous liquids (flammable, acids, etc.) must be kept in appropriate containers and properly identified with labels.
 20. All compressed gas cylinders (i.e. propane, acetylene, oxygen cylinders) must be securely fastened by a chain and properly identified.
 21. Oily rags must be stored in an approved fireproof container with a lid, which is to be kept closed when not in use. All flammable and combustible substances are to be kept away from open flames and sparks (e.g. cigarette lighters are not to be stored in employee pockets while performing a welding operation).
 22. Materials, parts, tools, oil, grease, or other articles must not be left in aisles or wherever they may cause a trip or slip hazard to any person.

23. 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.
24. Do not run in the plant. Do not engage in horseplay or play practical jokes.
25. Report all accidents/incidents, injuries, fires, emergencies regardless of severity must be reported to your supervisor immediately.
26. All employees must adhere to the operator safety instructions attached to each piece of equipment.
27. Only trained and authorized employees are permitted to work at heights. When working at a height above three (3) metres and there is a hazard of falling, a worker shall wear an approved safety harness and lifeline adequately secured so the worker cannot fall freely for a vertical distance of more than 1.5 metres.
28. Only trained and authorized employees are permitted to operate lifting devices such as: lift trucks, lifts, hoists, mobile elevating platforms, vehicle inspection hoists, etc.
29. No food or uncovered drinking container shall be taken into the plant or locker/change rooms. Eating is permitted only in the cafeteria and picnic area provided.
30. Report all hazards to your supervisor.
31. Conduct pre-use/pre-shift inspection on all equipment.
32. Employees are prohibited from bringing audio equipment into the plant. Employees are prohibited from using personal cellular equipment during working hours.
33. Do not violate any safety rules or practices or engage in any conduct which tends to create a safety hazard.

All employees are urged to make suggestions which will assist in the safe performance of work. Bring any unsafe conditions found in the plant to the attention of your Joint Health, Safety & Environmental Committee member 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. Practice these ergonomic principles on your job:
 - Stay flexible, exercise and build your strength
 - Use tools that are not too large for your hand and are designed for the task
 - Use your entire hand to grip objects; don't use just the tips of your fingers or pinch grips
 - Use gloves that fit snugly, but not too tightly; gloves which are too large reduce your ability to manipulate objects
 - Refrain from applying too much force or pressure to accomplish a task
 - Refrain from using the palm of your hand to pound on objects or tools – use a mallet
 - Use tools with padded or textured grips when possible
 - Keep your wrist straight (neutral); avoid making extreme motions with your wrists
 - Change body positions frequently to minimize fatigue
 - Alternate use of both your hands when possible to avoid repetitive motion strains
 - Keep your elbows bent and close to your body; this puts less weight and pressure on your shoulder

If you have any questions regarding the above safety tips or on ergonomics in general, please contact your supervisor.

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 Advisor.
- 3.2** Approved eye protection is required when:
- using compressed air guns (including pneumatic staple guns);
 - performing push-out operations (safety glasses and full face shield protection required);
 - disassembling parts with loaded springs (safety glasses and full face shield protection required);
 - in the Tool Room / Machine shop / Proto Shop 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;
 - un-strapping returnable dunnage straps;
 - working on parts washers;
 - dismantling tooling or machinery;
 - all manual workcentres on Production floor;
 - un-strapping cardboard box straps.

Note: Eye protection consisting of CSA approved safety glasses with side shields are provided to Litens employees at no cost once every six months. Employees who require safety glasses prior to the six-month allowed period (due to safety glasses being lost or damaged beyond the normal wear and tear) will be required to pay \$5.00 for the replacement cost of the safety glasses, which will be made as a payroll deduction with use of the PPE Replacement Fee Authorization Form

- 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) Pin Printer Operations;
 - e) Working on plant floor (730), WC89/100 (150);
 - f) Machine Shop / Proto Shop:

- 3.5** Approved Safety shoes must be worn while in the warehouse.
*Unless only "walking through" through the designated safe zone marked with green lines. 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 Officer.
- 3.8** The requirement for PPE will be determined during machine safety inspections. Appropriate equipment will be designated by the Safety and Environmental 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 Officer) are required to be worn by Scrap Evaluation Technicians when handling scrap parts, when removing improperly staked parts from equipment and when working on parts washers.
- 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.
- 3.12** When there is risk of being exposed to the hazard of head injury, employees are required to wear head protection in accordance with section 80 of the Industrial Regulations, under the Occupational Health & Safety Act.
- 3.13** Approved Traffic Safety Vest must be worn by shippers and receivers when they are working outside of the building in the shipping and receiving areas.
- 3.14** High Visibility Safety Vests must be worn by all employees walking in the shipping/receiving areas.

4.0 Responsibility

All Employees

5.0 Reference

Occupational Health & Safety Act, Industrial Establishments Regulation 851

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 (VFRS) by dialing 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

- 1) Remain CALM
- 2) Walk, don't run.
- 3) If your path or exit is blocked or you encounter smoke, use your alternate exit.
- 4) Upon leaving the building, assemble in your assigned area.
- 5) Take note and report if any person is missing from your area.
- 6) Do not re-enter the building until the ALL CLEAR SIGNAL has been given by the Safety & Environmental Advisor or the Vaughan Fire & Rescue Service.

Evacuating Endangered Occupants

- 1) Close the door. Leave the door unlocked for possible entry of rescuers.
- 2) Dial 9-1-1 and communicate to the dispatcher where you are in the building.
- 3) Signal firefighters by waving or using the voice communication system.
- 4) Crouch low to the floor if smoke enters the room. Attempt to seal all cracks where smoke can get in.
- 5) Move to the most protected area, if possible partially open a window for air. (close the window if smoke comes in).
- 6) Wait to be rescued. Remain calm. Do not panic.
- 7) 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.

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 Advisor or, if maintenance work, Maintenance Supervisor / Facilities 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 Advisor and/or Maintenance Supervisor / Facilities 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 / Facilities Supervisor or the Safety & Environmental Advisor). 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 / Facilities Supervisor or the Safety & Environmental Advisor 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 / Facilities Supervisor or the Safety & Environmental Advisor. Facility equipment must be returned to its proper storage area after use.

Records

- FRM-00112 Contractor Health, Safety & Environmental Package
- FRM-00033 Hot Work Permit

Responsibility

All personnel performing Hot Work
Maintenance Supervisor
Facilities Supervisor
Safety & Environmental Advisor

Litens' management will establish, implement and maintain an Environmental Management System; ensuring it is focused on the context, including the nature, scale and environmental impacts of our activities, products, and services.

Through continual improvement efforts, a commitment to enhanced environmental performance, and to the protection of the environment including pollution prevention, waste reduction, and resource conservation will be maintained.

Litens will be committed to fulfil compliance obligations, 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 compliance obligations that apply to our operations.

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

Environmental objectives will be defined by senior management, using our environmental aspects and impacts as their foundation. Litens environmental objectives 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.

Litens Environmental Policy will be made available to the public.



Paul Robinson, President & CEO

Litens is committed to reducing the impacts of its operations on the environment. This includes emissions to the atmosphere; water discharges to sanitary wastewater treatment systems; storm water runoff to local creeks, streams, rivers, and lakes; and minimizing the amount of waste generated and sent for disposal. Litens is committed to energy efficiency.

Litens Environmental Management system establishes management's commitment to pollution prevention, waste minimization, and good environmental practices.

In order to achieve this goal Litens and its employees, visitors, contractors and guests, are expected to follow established environmental guidelines, which incorporate Litens best practices and standards that often go above and beyond local regulatory requirements.

Following the environmental guidelines listed below will assist you in complying with legal requirements and with the principles stated in Litens Environmental Policy.

Do's

1. Do be aware of the environmental aspects and impacts of your activities at Litens.
2. Do suggest ideas via Litens Ideas for Improvement Program to improve environmental performance, i.e. opportunities for recycling, reduction of usage of materials, energy savings, etc.
3. Do notify your supervisor immediately if you discover a leak or spill inside or outside the facility.
4. Do attempt to stop a leak or spill ONLY if it is SAFE to do so (i.e. upright a drum, shut off a valve, etc.).
5. Do notify your supervisor immediately if you discover a release to air from equipment that is not operating properly.
6. Do ask your supervisor to find out where the correct designated storage and/or disposal location is for all waste liquids including mop water, oily water, water from washing paint brushes, rinsing containers, etc.
7. Do place all waste materials in their designated location and/or container.
8. Do know the materials that are recycled and know where recycling materials should be placed.
Materials that can be recycled at Litens include:
 - a) Paper (plain paper, plotter paper, newspaper)
 - b) Cardboard (Corrugated and non-corrugated)
 - c) Glass (Jars, Bottles)
 - d) Plastics (plastic bottles / containers)
 - e) Cans (Aluminum cans only)
 - f) Steel / Aluminum / Mixed Metal Turnings
 - g) Copper / Brass Wire
 - h) Scrap parts (steel, aluminum, plastics)
 - i) Toner / Ink jet cartridges
 - j) Used Aerosol cans
 - k) Used Oil filters
 - l) Empty oil / coolant plastic containers / Oily plastic film / bags

- m) Used Fluorescent Bulbs
- n) Used Batteries (dry and wet cell)
- o) Obsolete computer equipment and monitors
- p) Used gloves / rags
- q) Used oily paper towels, cardboard, wipers, absorbent
- r) Used carbide inserts
- s) Wood (used wooden pallets / crates)
- t) Organics Composting (Food Scraps, coffee grounds, filters, tea bags)
- u) Plastic packaging (shrink wrap, LDPE, HDPE)

9. Do take care when handling liquid materials to prevent spills, i.e. dispensing/transferring liquids, transporting liquids, etc. Check that valves are closed securely after dispensing fluids. Monitor fluid levels.

10. Do clean paintbrushes, pans, etc. only in designated areas.

11. Do be familiar with the properties of chemicals that you may be handling. Know where to find the SDS (Safety Data Sheet) information.

12. Do keep your area tidy, with all items and materials stored properly.

13. Do turn off lights, fans, and other equipment when not required.

14. Do dry sweep areas when possible and dispose of waste appropriately.

15. Do report compressed air leaks to your supervisor.

Don'ts

1. Do not pour or dispose of any chemicals or liquid waste into sinks, floor drains, sewer drains, or outside on the ground or into any drain.

2. Do not place empty drums, totes or tanks outside without a lid that is securely closed. Place only in designated areas.

3. Do not place oily equipment or materials outside.

4. Do not mix waste with recyclable materials or mix different wastes together.

5. Do not ship or receive dangerous goods unless you have been trained.

6. Do not sign waste manifests unless you have been authorized and trained to do so.

7. Do not respond to a spill cleanup unless trained in spill response. Do not move any leaking containers outside. Report any leaks to your supervisor.

8. Do not work on equipment containing refrigerant unless you have been trained and certified to do so.