

# Workplace Occupational Health and Safety Policy

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## Intent

Jacob & Samuel drilling Ltd is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Jacob & Samuel drilling Ltd will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. Jacob & Samuel drilling Ltd is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

Jacob & Samuel drilling Ltd is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, Jacob & Samuel drilling Ltd will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. Jacob & Samuel drilling Ltd understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

Jacob & Samuel drilling Ltd will act in compliance with all Local, Federal, and Provincial workplace health and safety legislation.

## Employee Responsibilities

### Board Members and Executives

- These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of Jacob & Samuel drilling Ltd.
- They must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies efficacy on an annual basis, and revise where necessary.

### Managers

- Responsibilities include their assistance in developing, implementing, and enforcing Jacob & Samuel drilling Ltd policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

## Human Resources

- Liaison with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop Best Practices.
- Design and develop accident / incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province / state.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

## Employees

- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.

## All Staff Are Responsible for the Following:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

*\*We are all responsible for health and safety at Jacob & Samuel drilling Ltd.*

## Communication

Jacob & Samuel drilling Ltd encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by Human Resources. The Human Resources team will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Human resources of any matter they perceive to be an actual or potential workplace hazard.

- Communication can be written or oral, and may be anonymous, if so desired.

## Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Occupational Health and Safety Policy of Jacob & Samuel drilling Ltd. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_