

	<b>Section:</b> SM 2.1G
	<b>Subject</b> <b>SAFETY RESPONSIBILITIES OF  TEMP WORKER/CONTRACTOR</b>

**SAFETY RESPONSIBILITIES OF TEMP WORKERS/CONTRACTORS**

The Company is committed to providing a safe working environment for all of its employees and Contractors.

The Temp workers and Contractors must also be committed to working in a safe manner, not only for their own safety but for the safety of others as well. This is not only Company policy; it is your obligation under the law. The prevention of accidents and the elimination of unsafe conditions and hazards are of prime importance to everyone. The common goal is **SAFETY**.

Temp workers/Contractors have the following responsibilities for safe performance:

1. The temp worker/Contractor should have an attitude of safety awareness for himself and co-workers by recognizing and avoiding hazards and unsafe work practices.
2. The temp worker/Contractor shall work in compliance with the provisions of the Occupational Health and Safety Act and its regulations which states that a worker shall:
  - work in compliance with the provisions of this Act and the regulations.
  - use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.
  - report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.
  - report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

No worker shall:

- remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective has ceased, the protective device shall be replaced immediately.
  - use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker.
- engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
  3. The Contractor shall follow and obey all company safety and general rules and regulations.
  4. The temp worker/Contractor shall make it a habit to inspect tools and equipment required to do the job to make sure they are in proper condition for safe use and to use such tools and equipment correctly. Any irregularities shall be reported promptly to the proper authorities.
  5. The temp worker/Contractor shall use the personal protective equipment issued by the company and required for the safe performance of the job.
  6. The temp worker/Contractor shall inspect the area for good housekeeping and report unsafe conditions and the unsafe acts of others immediately.
  7. The temp worker/Contractor shall immediately report to a company supervisor any contravention of the Occupational Health and Safety Act, any hazard or unsafe condition of which they are aware, and any defect or lack of protective device which could endanger the worker or any other employee

<b>Issued</b> 1	<b>Revised October 10 2014</b>	<b>Page Page 1 of</b>
<b>Prepared By: LeighAnne Denorme</b>	<b>Approved By:</b>	<b>Ref.</b>

