



Bachly Construction
Health and Safety
Signed Policies

Revised January 2026

Health and Safety Signed Policies

Contents

Introduction	3
Workplace Violence Prevention Policy Statement.....	4
Workplace Harassment Prevention Policy Statement	5
Health & Safety Policy Statement	6
Scent Free Policy	7
Visitors Policy Statement	8
Progressive Discipline Policy	9

Introduction

PURPOSE: Policy statements are utilized to communicate the health and safety principles, philosophies, and requirements from which the company manages its business activities. Policy Statements as a minimum address the following criteria:

- The basic objectives or intent of the policy
- The general responsibilities of Workers, Trade Contractors, Visitor's and Suppliers
- Acknowledgement that legislative standards are the minimum requirements
- Intolerance for non-compliance with policies

Policy statements must be regarded by all associated with the business activities of the company as minimum acceptable standards or practices.

PROCEDURE: The following Policy Statements will be implanted:

- Health and Safety Policy
- Workplace Violence Prevention Policy
- Workplace Harassment Prevention Policy
- Visitors Policy
- Progressive Discipline

Policy statements are reviewed and issue by Senior Management in conjunction with the Health and Safety Coordinator on a yearly basis.

The Health and Safety Policy Statement must be signed and dated by a senior executive office of the company.

DISTRIBUTION: Distribution and communication of the policy statements on site will be as follows:

- Posted on the health and safety bulletin board
- Provided to Management Staff, Workers, Trade Contractors, Suppliers and Visitors during orientation

RECORDS: A record pertaining to the communication of policy statements will be documents through forms utilized for orientation meetings, toolbox safety talks and/or other general health and safety meetings.

Workplace Violence Prevention Policy Statement

For the purpose of this policy, the term workplace violence as defined in the Occupational Health and Safety Act is as follows:

Workplace Violence

1. The exercise of physical force by a person against a worker, in a workplace, that cause or could cause physical injury to the worker
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker
3. A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Bachly Construction strives to provide all employees, suppliers, contractors and visitors with an environment free of workplace violence. Mutual respect must be the basis of intention, co-operation and understanding among all staff and/or contractors. Bachly Construction will not tolerate or condone behavior that is likely to threaten the health and safety of any of our workers or contractors. This policy applies to all business operations and personnel as well as social events that are organized by or on behalf of the company.

Act of workplace violence can take the form of either physical contact or threat of physical contact. They may occur as a single incident or may involve a continuing series of incidents. Abuse in any form destroys worker confidence and lowers workplace morale. This in turn reduces productivity and can impact quality of life.

Any potential situation of violence than can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. All of these incidents shall be investigated and based on the findings appropriate measures will be taken, including disciplinary action and contacting local authorities.

Successful implantation of this policy will be ensured through effective planning, implantation, open communications, and monitoring of procedures regarding the prevention of workplace violence. All workers, supervisors, managers and contracting will receive training regarding standards or workplace behavior, their roles and obligations, and procedures for dealing with any concerns and issues raised.

Retaliation against persons who bring a complaint of actual or perceived violence is strictly prohibited and will be dealt with accordingly.

A complaint of workplace violence that is intentionally fraudulent, frivolous, or malicious may be subject to disciplinary action.



President
Bachly Construction

January 12, 2026

Date

Workplace Harassment Prevention Policy Statement

Workplace Harassment

Workplace harassment is defined in the Occupational Health and Safety Act, as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome'. The following examples as cited from the Canadian Human Rights Commission are what we consider to be different forms of harassment. It can include comments or actions related to race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Sexual Harassment

Sexual Harassment includes offensive or humiliating behavior that is related to a person's sex, as well as behavior of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

We are committed to a workplace that values people and is free from workplace harassment. Every employee, contractor, and/or visitor in our workplace will be treated fairly and with respect. It is the responsibility of senior management, managers, supervisors, workers, contractors and visitors to ensure that a harassment free workplace is fostered and maintained.

Successful implantation of this policy will be ensured through effective planning, implantation, open communications and monitoring of procedures regarding the prevention of workplace harassment. All workplace parties will receive training regarding standards of workplace behavior, their roles and obligations, and procedures for dealing with their concerns and issues.

Any potential situation of harassment that can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. these incidents shall be investigated and where appropriate measures will be taken.

Retaliation against persons who bring a complaint of harassment is strictly prohibited and will be dealt with accordingly.

A complaint of workplace harassment that is intentionally fraudulent, frivolous, or malicious may be subject to disciplinary action.



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Health & Safety Policy Statement

We place the utmost importance on the health, safety and the well-being of our employees and others who may be affected by our work. To achieve and maintain a safe working environment, we have developed a health and safety program which is designed to promote workplace safety, provide specific health and safety training for all employees, monitor the workplace for compliance with legislative requirements and always attain compliance.

The following are the principles on which our Health and Safety has been based:

- The responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers)
- Health and safety is one of the key cornerstones of a successful business
- Through pro-active participation, employees may contribute to the reduction of hazards which could result in personal injuries and/or property damage
- Health and safety is a condition of employment. Every worker, subcontractor, supplier, and visitor must comply with the company and customer safety policies, rules, procedures and furthermore, must exercise good judgement in each assignment.
- Legislated health and safety requirements will be considered minimum requirements. Our policies/procedures are designed to meet and/or exceed current requirements
- The success of our company depends on our reputation to provide quality work and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

In keeping with these principles, we expect all persons associated with our company to comply with the intent of this policy. Those who fail to adhere to the spirit of this policy will not be welcomed in our workplaces and will be disciplined accordingly.



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Scent Free Policy

At Bachly Construction we are always striving to ensure we provide an environment that promotes the health and safety of all our employees. Due to a rise in health concerns and allergies related to scented products, Bachly Construction has adopted a scent-free environment.

To reduce exposure, we encourage staff to limit the use of the following products while in the office:

- Perfume and cologne
- Hair spray
- Scented body and room sprays
- Scented candles and potpourri

If any of these scents can be detected from more than an arm's length away, then they are too strong for the office!

For some, these scented products can widely affect a person's health and trigger symptoms such as:

- Headaches
- Dizziness, light-headedness
- Nausea
- Upper respiratory symptoms
- Skin irritation

Bachly Construction recognizes the hazards caused by exposure to scented products and this policy was developed in consideration with the health needs and concerns of employees and/or visitors who are scent-sensitive.



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Visitors Policy Statement

At Bachly Construction we believe that occupational health and safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make every day a safe one.

We remain responsible for the well-being of our visitors.

- Visitors are required to always accompany their host.
- Visitors are asked to report concerns, unsafe conditions, or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their location and activities is worn or used. As a minimum appropriate head and foot protection must be always worn and other protective equipment must be worn when required.

To ensure that our employees and guests are working in a safe environment we kindly insist that these minimum standards be strictly observed.

All visitors must:

- Always wear required personal protective equipment
- Obey all posted signs and warnings
- Only smoke in designated smoking areas
- Be alert and yield to vehicular traffic
- Not touch or interfere with work activities, materials, or equipment
- Stay with their host and keep out of restricted areas
- Never enter unguarded areas or areas that have been barricaded

In case of emergency

- Call 911 and state the nature of the emergency, location and the person making the call. Stay on the line until information is confirmed.
- If you hear an emergency alarm, walk to the nearest safe exit, and proceed to the grouping area. Stay with your host at the grouping area. Do not leave the site. (Everyone must be accounted for)



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Progressive Discipline Policy

Workers, Trade Contractors, or others who willfully works in the violation of Company Policies and/or Legislative Requirements will be subject to any of the following disciplinary actions as is appropriate:

1. Verbal or written warning
2. Written warning
3. Removal from the site, suspension, or dismissal

Furthermore, workers or others on site are subject to immediate discharge or ejection from the site for any of the following:

Workers and Others:

- a. Threatening physical harm with a weapon, or using a weapon to physically harm another person
- b. Theft, falsifying time records, or any other dishonest act
- c. Sabotage or intentional damage to company property
- d. Fighting
- e. Consumption of alcohol, possession and/or the use of illegal drugs, or the improper use of prescription of "over the counter" drugs, while on or about the premises of our job sites or performing work on the company's behalf
- f. Insubordination
- g. Willful violation of the Health and Safety Program or legislation creating a potential for injury, death or serious property damage

Our Workers Only:

- h. Without the written permission of the company, working elsewhere while on an authorized leave of absence, WSIB claim, or medical leave
- i. Failure to return to work immediately after the expiration of a leave of absence granted by the company



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