



Safe Work Practices Policy

Revision Date: June 1, 2023

The purpose of the J & G Group of Companies Safe Work Practices is to educate all our employees of any knowledge they need to perform a job safely and efficiently. Within the course of a regular workday, an employee will come into contact with many different types of tools and equipment. Although the employee may use some of these tools on a regular basis and be quite familiar with them, there will be however, other tools that the employee is not as familiar with. It is for this reason that we have developed our Safe Work Practices. Our Safe Work Practices manual

- Includes operating procedures and maintenance requirements for all the tools and equipment that an employee may come in contact with, within our company.
- Will be accessible to everyone and will be enforced in the same manner as the company rules and regulations.
- Will be updated whenever the tools and equipment are updated.

All employees are to familiarize themselves with its contents and report any tools or equipment used that are not listed in the manual to their safety representative immediately. He or she will then have the manual updated immediately. Management, in cooperation with the Workplace Health and Safety committee are responsible for the development and revision of Safe Work Practices. These practices are excellent topics at safety meetings and will assist in ensuring that proper operating procedures are followed.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.