



“On the road to Zero Disabling Injuries”

### **THE FILTER SHOP at B.G.E. - Vision for a Safe Work Place**

Whenever asked who is “THE FILTER SHOP at B.G.E. (The Filter Shop)”, I find myself explaining what we do: *“We provide indoor air quality for people, buildings and processes. We make sure that our customers and their premises are protected from the unseen world of fine particulates and contaminants.”* Then I describe how we do... it which is even more important. *“We provide clean air through manufacturing, distribution and service and we achieve this through our exceptional people who are trained and experienced and work safely in our branches and on every client site”.*

I am personally committed to ensuring that our people, in every branch and every department, feel safe when they come to work every day. I take full responsibility of our safety program and insuring that our employees return home safely at the end of each day. Our belief is that 100% of accidents and injuries can be prevented. The vision for Zero Disabling Injuries begins at my desk and permeates through everyone who works for our company including all of our employees at every location, visitors and subcontractors. The Filter Shop’s Safety Policy is put in place not only for our employee’s protection but for the protection of our customers and the public.

Employees at every level, including management, are responsible and accountable for The Filter Shop’s overall safety initiatives. Our management team supports the coordination and cooperation of all employees concerning safety on all our job sites. Our safety committee reviews policies and incidents on a monthly basis to ensure that measures are put in place to prevent accidents from happening. We remind our employees to think about safety every day as they work. **Stay in the moment**, avoid distractions and stay focused.

The Filter Shop demands 100% participation of all employees to participate in our safety program and provides proper equipment, training and procedures. Everyone is responsible for following all procedures, working safely and, wherever possible, improving safety measures. All employees are leaders in safety by refusing to cut corners and by reminding their peers of our safe work standards; realize that silence is consent.

I believe that this safe work attitude permeates from work to home and continues throughout every day.

**Work Safely!  
Play Safely!  
Drive Safely to Zero!**

**Roberta MacGillivray  
President, THE FILTER SHOP**



## **Assignment of Responsibility and Accountability for Safety**

### **Senior Management Team and Safety Committee**

1. Management shares with its employees and customers the aim to be the industry leader in health, safety, and environmental performance in the air filtration industry.
2. To be accountable for safety and environmental performance and must hold all levels accountable for our safety program through ongoing monitoring of performance and annual review of the Safety Manual. (See Forms Section 15 for Management Safety Manual Review Checklist.
3. To establish annual safety goals and recognize those who achieve safety performance excellence and conduct corrective action for those intentionally performing unsafe acts.
4. To create a culture where safety is an integrated to our The Filter Shop's processes and receive equal or greater attention than other management priorities of cost, quality and schedules.
5. To provide the physical and financial resources and management support necessary to carry out the safety program.
6. To build a '100% safe culture' where accidents or incidents are an unacceptable consequence of performing work.
7. To positively recognize outstanding safety performance (individual or group).
8. To establish applicable health, safety and environmental specifications for acquiring materials and equipment.
9. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by The Filter Shop and by legislation to protect their health and safety.
10. To provide an arena where employees can communicate freely about safety considerations and areas of improvement.

### **Human Resources and Safety Department**

1. To develop orientation and safety programs that educates and communicates the company's values and goals for safety.
2. To keep records and statistics in relation to safety performance.
3. To produce and maintain formal documentation to support safety performance requirements.
4. To know and apply The Filter Shop's safety policy and relevant Occupation Health and Safety legislation.
5. To communicate and maintain a companywide safety conscious environment.

### **Manager, Supervisor and Team Leader's Responsibilities:**

1. To lead through positive example by personally participating in The Filter Shop's safety activities and integrate those activities into all phases of work.
2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by The Filter Shop and by legislation to protect their health and safety.



3. To provide all employees with proper, well maintained tools and equipment, as well as any other special personal protective devices which may be required.
4. To carry out regular inspections in the work place to ensure a safe and healthy environment and warn all employees of any potential or actual dangers and to advise them how to isolate, prevent, or remove such dangers.
5. To arrange for medical treatment when required, in the case of injury or illness, including transportation to a doctor or hospital when necessary.
6. To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future and complete all reporting requirements including WCB forms.

#### **Employee's Responsibilities:**

1. To report all accidents, injuries or near miss incidents to your supervisor immediately.
2. To read, understand, and comply with The Filter Shop's safety policy, safe work practices, procedures and rules.
3. To conduct oneself in a manner that will not injure himself/herself or any other co-worker.
4. To wear the safety equipment and personal protective equipment and clothing required by regulations and their employer.
5. To notify their manager(s) of any unsafe conditions or acts that may be of danger to other workers or themselves.
6. To stop work immediately when faced with a situation that may cause injury to a co-worker or themselves and inform their manager immediately.
7. To take every reasonable precaution to protect the safety of other workers and themselves.

The bottom line is injuries can cause both grief and pain to the injured employee, their family, as well as the company in many ways. We ask all of our employees to take ownership of their work place by keeping areas tidy and hazard free by refusing to cut corners, and to maintain dialogue with your co-workers to keep our safe work standards in place. Refuse to accept non-compliance, and realize that silence is consent.