

At Trace Associates Inc. (Trace), health and safety is a lifestyle with a goal to protect our employees, including physical, psychological, and social well-being, clients, property, the environment, and the public. We want our health and safety culture to be positive, empowering, and flexible.

### **Why is health and safety important to Trace?**

Trace management wants people to make it home safely and in good health at the end of each workday. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public, and the environment from far-reaching effects of serious accidents and health issues. We are also protecting our ability to conduct business and employ people in a positive and fun environment.

### **Health and safety program violations**

We educate and train our employees, clients, contractors, subcontractors, and subconsultants to minimize the potential for violations. Those who knowingly violate health and safety rules will face disciplinary action, dismissal, or legal action. Visitors may also face legal action if they knowingly violate health and safety rules. In addition, Trace may face legal action and fines for violations of regulatory requirements.

### **Who is responsible?**

Trace management is referred to as the senior leadership team and includes middle/division managers and the Health and Safety Manager. Management takes an active and visible role in our safety culture and program development and is committed to complying with all applicable legislation and regulations. Senior leadership team members and partners conduct management tours.

Division managers and supervisors are responsible for identifying needs, communicating hazards, investigating hazardous conditions and accidents, providing training, supplying or wearing appropriate health and safety and personal protective equipment when required, participating in health and safety training programs and informing all staff of any unsafe work conditions. Supervisors conduct site inspections.

Workers practice safe work, provide feedback to management, follow rules, report hazards and incidents, eliminate and control hazards, and focus on fun and positivity. Everyone at Trace is a health and safety leader and has the right and responsibility to refuse to do work when unsafe conditions exist. Management supports and investigates those situations.

By fulfilling our health and safety responsibilities, everyone who works for Trace will share the benefits of a healthy and safe workplace. We focus our program on training, awareness, and positive encouragement.

Adopted 2006. Last revised and dated this 31<sup>st</sup> day of August 2022.



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