

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 will 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 disobey 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. Management will take 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 will 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 will conduct site inspections.

Workers will 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 will support and investigate 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 will focus our program on training, awareness, and positive encouragement.

Adopted 2006. Last revised and dated this 21<sup>st</sup> day of October 2020.



President and CEO  
Darrell J.I. Haight, B.Sc., P.Ag.



Chief Operating Officer  
Rhonda L. Smith, B.Sc., P.Ag.