

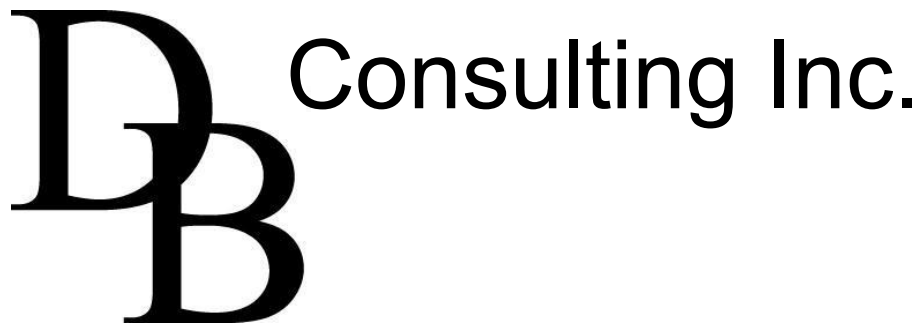
DB Consulting Inc.

PRODUCT AND SERVICES CATALOGUE



2437 Padstow Crescent, Mississauga, ON L5J 2G2
Phone: 647-308-3984 Fax: (888) 392-4950 email: dbarratt@dwrightbarratt.ca

August 2011



PRODUCT AND SERVICES CATALOGUE

The road to zero injuries can provide immediate rewards if management and workers believe that the organization is serious about health and safety.

DB Consulting Inc. develops and delivers custom-designed programs for clients who are not satisfied with "off-the-shelf" products, written for an entire industry or sector. We work with our clients to address their specific and individual needs, creating information sessions that meet legislated requirements as well as emphasizing the unique culture of each client.

Our clients use our products to demonstrate to their staff that this is more than a "training session", and certainly more than checking off a legal requirement

We provide products and on site services under the following general categories:

Part 1 & Part 2 Certification Training

WHMIS Training

Custom Training Programs and Workshops

Trainer Programs and Participant Books for in-house delivery

JHSC Training and Support



Consulting Inc.

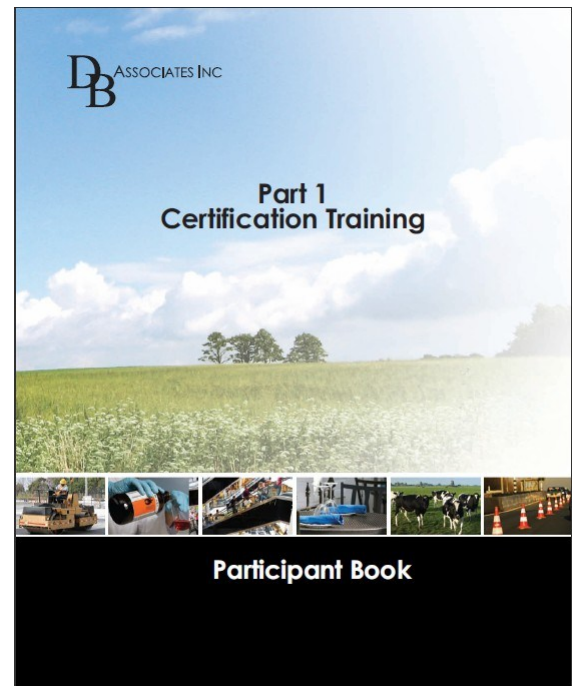
Table of Contents

| | |
|---|----|
| Part 1 Certification Training | 4 |
| Part 2 Certification Training | 5 |
| WHMIS Training | 6 |
| First Aid Training | 7 |
| Workshops/Presentations | 8 |
| JHSC Training and Support | 9 |
| Consulting | 10 |
| Training Price List | 11 |
| Consulting Price List | 12 |
| Products - Posters | 13 |
| Products - Forms | 14 |
| Products - Participant Books | 16 |
| Products - Price List | 19 |

Part 1 Certification Training

Part 1 and Part 2 Certification courses were developed specifically to address the curriculum requirements for certified members of Joint Health and Safety Committees, Health and Safety Representatives, Health and Safety Coordinators, supervisors, managers and workers.

Upon successful completion of the Part 1 training course and all of the subsequent Part 2 workplace specific training courses, which are identified by their employers, the participants will have satisfied the requirements for certified members of the Joint Health and Safety Committee, mandated by the WSIB.



Participants will be able to:

- Work effectively as key members of a Joint Health and Safety Committee.
- Carry out the responsibilities of a certified member and advise on hazard evaluations and controls in the workplace.
- Conduct workplace inspections, participate in accident investigations, and respond to work refusals.
- Work as an integral part of the Internal Responsibility System to ensure a safe and healthy workplace.

This three-day training course is delivered at your workplace to reduce staff travel and expense. We can fit the course schedule into your work day, starting as early as 7:00am and as late as 9:00, in three consecutive days or over three weeks, and can train on weekends if required. The course can be delivered to fit your operational needs, please call and discuss alternatives to 3 consecutive days or training. Public courses are available in Vaughan, ON.

Although our training is in English, French resource books and exams are available.

Part 2 Certification Training

Upon completion of Part 2 Workplace Specific Hazard training all participants will be able to advise on hazard evaluations and controls in the workplace and effectively conduct workplace inspections.

These awareness level courses meet the WSIB Part 2 Training requirements; they are also recommended for all members of the JHSC, Health and Safety representatives, supervisors, managers and workers.

- All course content meets the WSIB learning objectives for Part 2 Certification training.
- Provides current legislation.
- Provides information to enable your staff to prepare required action plans.
- Provides resources for both JHSC members and other staff.
- Compliments your in-house training or information sessions.
- Strengthens your internal responsibility system by educating all staff.



Training Part 2 Programs

| | |
|--------------------------------|---------------------------------|
| Slips, Trips and Falls | Violence in the Workplace |
| Musculoskeletal Disorders | Biological Hazards |
| Machine Guarding | Driving Hazards |
| Confined Space | Environmental Hazards |
| Fire and Explosion | Energy Hazards |
| Noise Hazards | Working Alone |
| Ladders and Associated Hazards | Chemical Hazards |
| Lift Truck Hazards | Machine Guarding Hazards etc... |

As employers identify their workplace specific hazards, we can customize new training programs to assist them in training all of their certified members. Courses are 1 ½ hours & a maximum of 4 courses can be delivered in a day.

WHMIS Training

The Workplace Hazardous Materials Information System, or WHMIS as it is commonly known, is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with job to protect their health and safety.

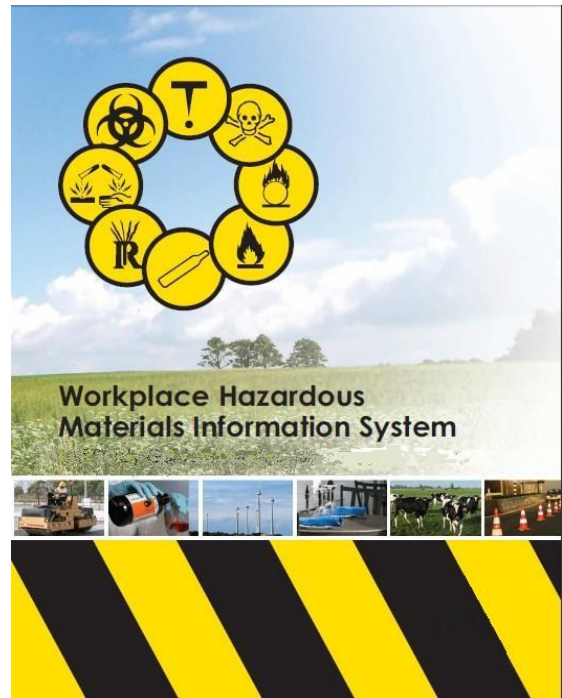
Above all else, WHMIS is an information system, using labels, Material Safety Data Sheets, and worker education programs to ensure that workers are aware of the hazards of the materials they handle.

It is important that staff, trained in WHMIS, are given every opportunity to retain the knowledge received during training and one method would be to ensure that they each receive a manual to refer to when questions arise in the future.

DBAI can provide a custom designed program for your in-house trainers, safety staff or supervisors to deliver as needed. This can be supplemented with a quiz, which serves a permanent training record, and wallet cards for workers to carry for quick reference.

This half day course will meet the training requirements of the WHMIS regulation.

Although our training is in English, French participant books and exams are available.



First Aid Training

Employers are required by the Workplace Safety and Insurance Act to provide trained personnel, first aid equipment, and/or facilities in all workplaces. The size of your organization, will determine the requirements required by Regulation 1101. Training of the individual who has been assigned the responsibility for the first aid box/ station must be provided by an agency that is approved by the Workplace Safety and Insurance Board of Ontario.

Standard Level

The objective of this two-day standard level first-aid and CPR certification course is to provide participants with the necessary knowledge, skills and training to adequately assess and perform in critical situations.

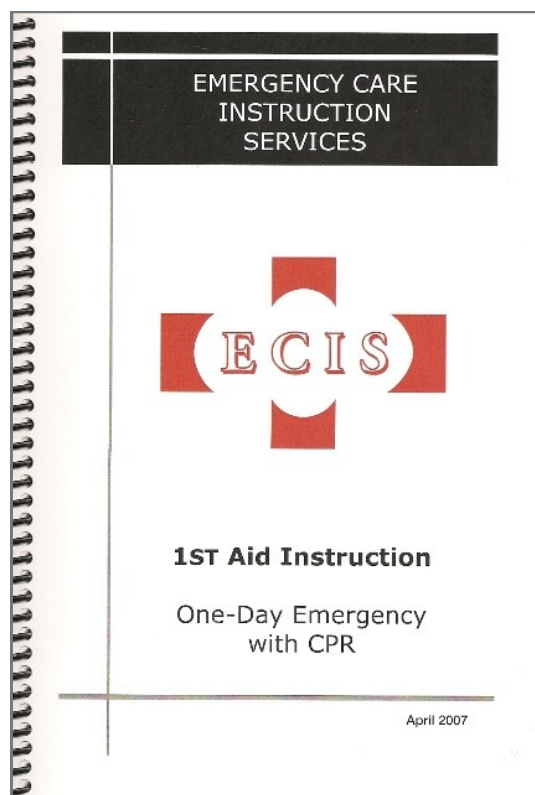
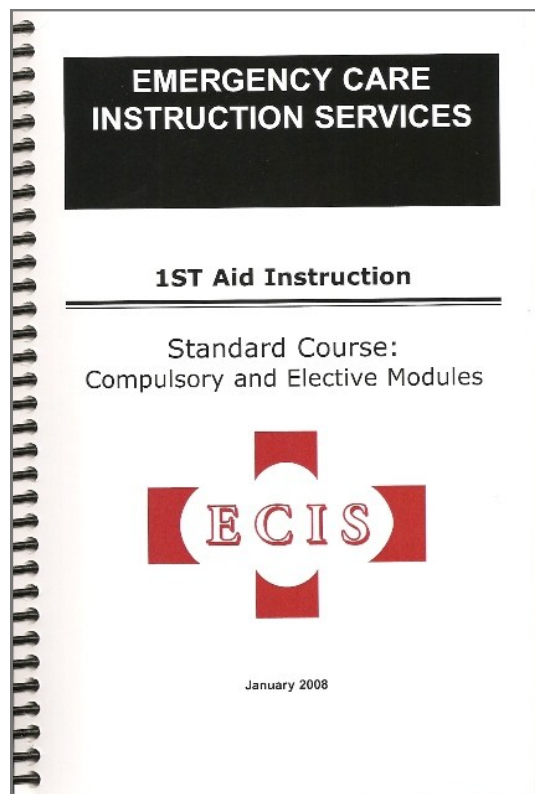
Emergency Level Recertification

To attend this one-day emergency level first-aid and CPR re-certification course the registrant must hold a valid E.C.I.S standard first-aid certificate.

This is offered on a one time basis only and is designed to complement, not replace the standard level program. Topics covered include: First Aid law, priorities of Emergency Care and more...

This recertification is valid for 3 years and at that time, the participant must begin the process again.

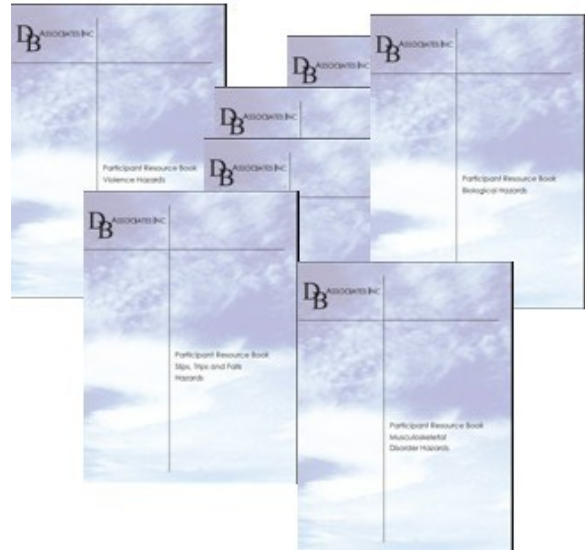
Our first aid facilitators are instructor qualified and use comprehensive training materials provided by Emergency Care Instructions Services, which are a recognized training agency of the Workplace Safety and Insurance Board (WSIB).



Workshops and Presentations

We believe that all staff information sessions are opportunities to deliver multiple messages. While we provide the health and safety content, you work with us to incorporate company values, mission and vision, and strategic direction. Your message becomes part of our message.

Our products are amazingly effective - our size makes them surprisingly affordable. We believe that information is ineffective if it does not affect behaviour. This is why all of your staff will leave each information session with a printed booklet with all of the session content - not just printed Power-Point slides - for easy reference in the weeks and months that follow.



Each booklet includes specific plans designed to help your staff transition from theory to action.

Our workshops include the following:

- Competent Supervisor—Supervisor Due Diligence
- Violence in the workplace—Supervisors
- Health and Safety Orientation training
- Introduction to the Occupational Health and Safety Act
- Slips, Trips and Falls awareness training
- Violence in the Workplace awareness training
- Custom workshops

As employers identify their specific needs, we can customize new training programs to assist them in training their staff or provide materials for in-house training. Most workshops are ½ day sessions and a maximum of 2 workshops can be presented in a day. This may vary with custom designed workshops.

JHSC Training and Support

We provide a complete portfolio of training programs for members of Joint Health and Safety Committees. This begins, of course, with Basic and Part II Certification programs, as well as workshops on how committees operate effectively, how to conduct workplace inspections, how to investigate injuries – including critical injuries - and committee record-keeping.

In addition, we can provide you with a monthly or quarterly safety newsletter, for either posting on safety bulletin boards, or distribution to all staff. This newsletter is printed with your letter-head, and deals with matters that are unique to your plant and your committee. We also create newsletters to be sent monthly to members of the Committee, or to the workplace inspection teams. These can be used to link your inspections to Ministry inspection “blitzes”, provincial or national initiatives, such as Fire Prevention month, or your own priorities, such as support of a Wellness initiative or an industry program. Our list of programs include:

- Workplace Inspections
- Accident Investigation
- Effective JHSC
- Report Writing

JHSC’s should not work in a vacuum and need to establish links with external resources to assist them in meeting their responsibilities regarding hazard recognition, assessment and control. Once a working relationship is established with us, ongoing assistance is available as needed.

DB ASSOCIATES INC

What to do, when and how to do it

SAFETY FOCUS - H&S Committee

Looking Ahead for Committee Members

If you are a member of a Health and Safety committee, January means that you have some planning to do. When did you meet last? It is easy to get busy and forget about scheduling committee meetings. Get together and set meeting dates for the rest of the year right now.

How about inspections? Make sure that they happen regularly, that the inspection reports are filed, and that any issues are addressed before the next inspection.

Does your committee have new members? Do they require training? Make sure your Director knows about this.

Have you heard about a from other staff? If so, make it on the agenda for the next meeting. Your responsibility as a committee member is to get these issues to the committee. Have the answers today, before you get the issue on the agenda.

Once the annual calendar is set, there are a few additional items to make note of:

- Health and Safety Committee training will be provided.
- A self-study guide for Accident Investigation is also on the way, expect it soon.

As always, we need your input on the health and safety program, areas that still need attention. We expect to see a survey of members in February, from your perspective, and your input on Working Safely a "Your Company Name" Job Hazard Analysis

Job Hazard Analysis

A job hazard analysis is a valuable tool for improving workplace safety. It is a technique that focuses on job tasks as a way to identify hazards before they occur. It is accomplished by identifying the essential job functions or primary tasks that must be satisfied to fulfill the purpose of the job.

There are four basic steps:

1. Selecting the job.
2. Breaking the job down into a sequence of steps.
3. Identifying potential hazards.
4. Determining preventative measures to overcome these hazards.

"Your Company Name" Job Hazard Analysis

This form can be used to analyze jobs and recognize workplace hazards. A hazard is the potential for harm and often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. It is very important to involve cast members who perform the particular jobs in the hazard analysis process as they have a unique understanding of the job.

Job Task Hazard Analysis should answer the following questions:

- What can go wrong?
- What are the consequences?
- How could it arise?
- What are other contributing factors?
- How likely is it that the hazard will occur?

| | |
|---|------|
| Job | Name |
| Job Task: | |
| Task Description | |
| Hazard Description | |
| Hazard Controls (Preventative Measures) | |
| Reviewed by: | |

Consulting

Most Ontario businesses are too small to employ a full-time health and safety professional – but they still must comply with the laws and regulations in Ontario that deal with health and safety issues. Other businesses are local offices of multinational corporations, with corporate health and safety programs developed and delivered by the head office. They really only need someone on a part-time basis to make sure that the unique Ontario requirements are addressed in their corporate program. And, some firms have come to realize that safety in the workplace should be part of the line responsibility if it is to be built into the corporate structure. For them, everyone is a health and safety person. They don't need a Safety Officer - they just need regular updates and reminders to keep the program on track and current.

We can help in each of these situations and provide as much, or as little, consulting as you need. Whether it is policy review, training, inspection or supporting your Joint Health and Safety Committee, we have the tools and the experience to work with you, in your workplace, to keep your health and safety program operating, as you want it to. Maybe you need a policy written, a monthly newsletter for your staff, training for your committee members and workplace inspection team. Perhaps you need a quick review to determine exactly what you need.

You may be dealing with Ministry of Labour orders, a WSIB Workwell Audit or be involved in any of the current Ministry initiatives on specific workplace hazards. In any of these situations, you need to get the issues resolved, so you can get back to carrying on your business. Whether you need just a little bit of help, or a lot, we are a phone call or email away.

Training Price List

ON SITE PART 1 CERTIFICATION TRAINING

A minimum class size of eight participants has been established to ensure that there is adequate discussion among the participants to enhance the learning experience. If you have problems meeting the minimum requirement, please call to discuss alternatives. The cost is **\$250.00 + HST per person**, which includes the cost of all materials. **Price will be increasing September 2011 \$275.00 per person**

ON SITE PART 2 CERTIFICATION TRAINING

A minimum class size of six participants has been established to ensure to enhance the learning experience and ensure that client needs are met. If you have problems meeting the minimum requirement, please call to discuss alternatives. A maximum of 4 sessions may be completed in a day. The cost is **\$37.50 + HST per module per person**, which includes the cost of all materials.

ON SITE WHMIS TRAINING

A minimum class size of eight participants has been established to ensure to enhance the learning experience and ensure that participant needs are met. The cost per individual is **\$50.00 + HST per person**, which includes the cost of all materials.

ON SITE FIRST AID TRAINING - STANDARD COURSE

This two-day standard level first-aid and CPR certification course is recognized by the Workplace Safety and Insurance Board as meeting the legislated requirements for employers with more than 5 employees. The cost is **\$95.00 + HST per person**, which includes the cost of all materials.

ON SITE FIRST AID TRAINING - 1 DAY RE-CERTIFICATION

This one-day emergency level first-aid and CPR course is recognized by the Workplace Safety and Insurance Board as meeting the legislated requirements for re-certification of a First Aider who holds a valid ECIS Certificate. The cost is **\$75.00 + HST per person**, which includes the cost of all materials.

WORKSHOPS/PRESENTATIONS

Each ½ day workshop is priced at **\$250.00 + HST per workshop** with the additional cost of **\$10.00 + HST per person** to cover cost of the participant's book.

Consulting Price List

Our staff can assist you in identifying potential problems in your work environment; assess training needs, review health and safety policies and procedures if requested. We will take the necessary steps to ensure that you receive the appropriate resource, whether it is a product, training, information or consulting services.

The base rate for consulting is \$80.00 per hour. There is no charge for proposals (for training programs, development of training materials etc) when requested by our clients, which can include time at site (if applicable), research (if required) and writing time.

Travel to and from sites for training and consulting purposes will be expensed as economically as possible. Mileage (if travelling to locations off of public transit or if transporting materials) will be billed out at \$0.50 per km. return, unless travel is included in overall proposal.

Any additional cost (such as shipping, printing, photocopying, etc.) for completion of a product will be charged to the client.

New clients will receive the first hour free.

Products - Posters (letter size)

WHMIS Flyer

WHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with to protect their health and safety. Post an easy-to-understand reference for staff to refer to when they see WHMIS symbols in the workplace or at home. It identifies each symbols and summarizes the nine categories found in Material Safety Data Sheets.

WHMIS SYMBOLS

WHAT IS WHMIS?
WHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with to protect their health and safety. WHMIS has three main purposes:

- To provide a standard method for the identification of hazardous materials in the workplace.
- To provide workers with information about hazardous materials.
- To ensure that there is a consistent format for this information in all jurisdictions in Canada.

Material Safety Data Sheets (MSDS)
The material safety data sheet is a fact sheet summarizing information about a hazardous material. It contains nine categories of information:

- Material identification.
- Manufacturer information.
- Hazardous ingredients.
- Health, physical, and fire hazards.
- First aid.
- Chemical reactions and incompatibilities.
- Spill, leak, and disposal procedures.
- Protective measures required for safe handling and storage, and preparation data.

UNDERSTAND YOUR ROLE IN THE INTERNAL RESPONSIBILITY SYSTEM

Internal Responsibilities System (IRS) Flyer

Système de responsabilités interne affiche
Occupational Health and Safety (OHS) Legislation, found in all provinces, is the foundation for safety in the workplace. All of these legislations establish the health and safety requirements in the workplace, outline the responsibilities for workplace parties and promote the active participation of everyone in creating a safe workplace. This flyer will remind all staff of the employers, supervisors and workers responsibilities under the legislation.

Available in **French and English**

Internal Responsibility System

Duties and Responsibilities of an Employer

- Take every reasonable precaution in the prevention of accidents and ensure that the organization complies with legislation.
- Provide protective equipment, where prescribed by legislation.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- Appoint "competent" supervisors.
 - Inform a worker, or supervisor, about any hazard in the work environment.
- Ensure training is provided in the handling, storage, use, disposal and transport of any equipment, hazardous substances, tools, materials, etc.
- Help the Health and Safety Committee to carry out prescribed duties.

Duties and Responsibilities of a Supervisor

- Ensure that a worker complies with the legislation.
- Ensure that any equipment, protective devices or clothing required by the legislation or the employer are used or worn by a worker.
- Advise a worker of any potential or actual danger to the health or safety of the worker of whom the supervisor is aware.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Duties and Responsibilities of a Worker

- Work in compliance with the legislation.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report any known hazards, missing or defective equipment or protective device, or known violations of the Act or regulations to the supervisor or employer.
- Not remove or make ineffective any protective device required by the regulations or the employer. (Guards or locking devices are examples).
- Operate equipment and work in a safe manner.
- Not engage in any prank, contest, test of strength, etc.

UNDERSTAND YOUR ROLE IN THE INTERNAL RESPONSIBILITY SYSTEM

Ladder Flyer - Retail

Utilisation sécuritaire des échelles affiche

One key to reducing falls from ladders in the retail industry is to ensure that staff are aware of the hazards, have training and know how to inspect ladders prior to using them. This flyer can be used as a gentle reminder of your organizations expectations and training.

Available in **French and English**

Ladder Safety - Retail

- Use the correct ladder for the job.
- Get help if you need it.
- Never use a step ladder as a chair and never use a chair as a step-ladder.
 - Always have three point contact when climbing a ladder.
 - Don't carry items in your hand, have someone pass them to you.
- Are steps / rungs loose (moveable by hand)?
- Are there loose or missing nails, screws, or bolts?
- Are braces, uprights or rungs cracked, split, rusted or broken?
- Do wooden parts have splinters?
- Are the non-slip feet damaged, worn very thin or missing?
- Is the ladder unstable?
 - Are spreaders loose or bent?
 - Is stop on either hinge spreader broken?
 - Are there loose hinges?
 - Are there broken, split, or worn steps?
 - Are there loose, broken, or missing extension locks?
 - Are the spreader locks or extension locks defective?
 - Is the ladder missing the identification labels?

UNDERSTAND YOUR ROLE IN THE INTERNAL RESPONSIBILITY SYSTEM

Products - Forms

Job Hazard Analysis Form

Analyse des risques d'accidents de travail

Job hazard analysis is a valuable tool for improving workplace safety. It is a technique that focuses on job tasks as a way to identify hazards before they occur. It is accomplished by identifying the essential job functions or primary tasks that must be satisfied to fulfill the purpose of the job. This double sided form will help the complete these tasks.

"Your Company Name" Job Hazard Analysis

This form can be used to analyze jobs and recognize workplace hazards. A hazard is the potential for harm and often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. It is very important to involve cast members who perform the particular jobs in the hazard analysis process as they have a unique understanding of the job.

Job Task Hazard Analysis should answer the following questions:

- What can go wrong?
- What are the consequences?
- How could it arise?
- What are other contributing factors?
- How likely is it that the hazard will occur?

Job: _____ Name: _____

Job Task: _____

Task Description: _____

Hazard Description: _____

Hazard Controls (Preventative Measures): _____

Reviewed by: _____

Preventive Measures: _____

Pad of 25 - available in **French and English**

Workplace Inspection Form

Rapport d'inspection des lieux de travail

Employers are required to inspect their workplace to identify and assess hazards found. This standardized form will ensure consistency in reporting.

Workplace Inspection Report

Inspection Location: _____ Inspector (s): _____
 Date: _____
 Time of Inspection: _____

Copies to: _____

Hazard Classes: A - May cause major injury B - May cause moderate injury C - May cause minor injury

| # | Location | Hazard | Class A B C | Repeat (Yes/No) | Recommended Action | Responsible Person | Date |
|---|----------|--------|-------------|-----------------|--------------------|--------------------|------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Pad of 25 - Available in **French and English**

Workplace Violence Reporting Form

Recent amendments to the Occupational Health and Safety Act (OHSA) states that every employer must develop and maintain a program to implement the workplace violence policy which must include measures and procedures for staff to report incidents to the employer or supervisor.

Workplace Violence Reporting Form

Location of Incident: _____ Name of Person Completing Report: _____

Date of Incident: dd / mm / year Time: AM PM Reporting Date: dd / mm / year Time: AM PM

Alleged Victim: Name: _____ Age: Male Female
 Address: _____

Victim is: employee visitor client other (specify) _____

Alleged Offender(s): Name(s): _____ Address(es): _____
 Age: Male Female Age: Male Female
 Description: _____

Relationship of the offender to the victim (if any):
 co-worker parent/ spouse client visitor other (specify) _____

Other details (e.g. condition of individual, weapons involved): _____

Apparent motive: _____

Are you aware of any witnesses or other employees involved in this incident/these? Yes No
 If yes, provide name(s), address(es): _____

Did the worker receive health care for this injury? Yes No
 If yes, when: dd / mm / year Time: AM PM

Where was the worker treated for this injury? (Please check all that apply)
 On-site health care Ambulance Emergency department Admitted to hospital
 Health professional office Clinic Other: _____

Report Submitted to: Name: _____ Title: _____ Location: _____

Pad of 25

Products - Forms/Pamphlet

Incident Reporting Form

Formulaire d'enquête sur les incidents

Conducting each accident investigation will be unique, since each incident will be unique. However, there are some general principles and steps that should be followed in order to ensure that all of the relevant information is gathered, the focus is on underlying causes rather than superficial events, and that the best recommendations arise from the investigation.

Pad of 25—available in **French and English**

Incident Investigation Form

First Name: _____ Last Name: _____ Store #: _____

Job Title: _____ Reported to: _____

Accident Date: ____/____/____ Time: ____:____ AM/PM Reporting Date: ____/____/____ Time: ____:____ AM/PM

Check all that apply: Accident Near Miss

Sudden Specific Event / Occurrence Motor Vehicle Incident Harmful Substances/Environmental
 Gradually Occurring Over Time Fire/Explosion Struck/Caught
 Occupational Disease Overexertion Fall Slip/Trip
 Fatality Repetition Other

Area of Injury - Check all that apply: Left Right Left Right Left Right

Head Teeth Upper Back Shoulder Hip Ankle
 Face Neck Lower Back Arm Hand Thigh Foot
 Eye(s) Chest Abdomen Elbow Fingers Knee Toes
 Ear(s) Pelvis Forearm Lower

Describe what happened to cause the incident/illness and what the worker was doing at the time (lifting a 50 lb. box, slipped on wet floor, repetitive movements, etc.). Include what the injury is and any details of equipment, materials, environmental conditions (work area, temperature, noise, chemical, gas, fumes, other person) that may have contributed. (If more room required use the back of the page)

Did the accident/illness happen on the employer's premises (owned, leased or maintained)? Yes No
Specify where (Store Room, Kitchen, Stage, Parking Lot, etc.): _____

Are you aware of any witnesses or other employees involved in this accident/illness? Yes No
If yes, provide name(s), position(s): _____

Are you aware of any prior similar or related problem, injury or condition? Yes No
If yes, please explain: _____

Did the worker receive health care for this injury? Yes No
If yes, when: ____/____/____ Time: ____:____ AM/PM

Where was the worker treated for this injury? (Please check all that apply)

On-site health care Ambulance Emergency department Admitted to hospital
 Health professional office Clinic Other

H&S Recommendation Form

Recommandation du Comité santé et sécurité

Health and safety committees and health and safety representative inspect their workplace to identify and assess hazards found. When required parties may make a recommendation to the employer. This standardized form is an aid ensure that all important information is included in the recommendation and will assist to ensure consistency in reporting.

Pad of 25—available in **French and English**

H&S Committee Recommendation

To: _____ Date: _____ Store #: _____

From: _____

Co-Chair Signature—Employer Representative _____ Co-Chair Signature—Worker Representative _____

Please Respond by: _____ (Within 21 calendar days)

Occupational Health and Safety Issue: _____

Committee Recommendation: _____

Employer Response: Accept recommendation Target date or time frame: _____
 Reject recommendation Reasons why: _____

Date returned: _____ Employer (Representative) _____

Committee Comments: _____

Workplace Violence Pamphlet

Employers are required to assess violence hazards in the workplace and develop and maintain a program to implement the policy with respect to workplace violence. One method an employer could use assess the hazards and to provide workers with information and with respect to the workplace violence program is with this pamphlet staff survey.

WORKPLACE VIOLENCE & HARASSMENT EMPLOYEE RISK ASSESSMENT

What should you do if you think you are, or may be, the target of workplace violence or harassment?

Immediately tell your supervisor if you think you have been injured because of workplace violence or harassment
 Ask your supervisor for assistance if you think you may be a target for workplace violence or harassment
 Cooperate with any investigations by providing all relevant information

This assessment can help you decide if you are at risk of workplace violence or harassment. Answer these questions and then give this to your store director. There may be steps you can take right now to reduce the chance that you will be a victim of workplace violence or harassment.

3. Have you been threatened with physical harm (e.g. showing objects etc.) while an employee of Sphera? Yes No
 If yes, did you report the incident? Yes No
 Have you experienced a physical assault or attack while an employee of Sphera? Yes No

Your Companies Name

WHAT IS WORKPLACE VIOLENCE?

Company Name "defines" workplace violence in three ways:
 X Physical force against a worker
 X Intimidation or threats of physical force
 X Intimidation or threats of physical force that result in a worker being injured or in fear of injury

Harassment is not:

X A comment regarding performance
 X The exercise of management functions or operational directives by a supervisor when done in a respectful manner
 X A disagreement or misunderstanding between two employees
 X Re-assignment of duties
 X Appropriate discipline
 X A single comment or action unless it has a serious and lasting harmful effect
 X Rudeness unless it is extreme and repetitive

The risk of workplace violence or harassment can come from anyone in the workplace:

- Stranger
- Customer
- Colleague
- Supervisor

What can you do to help?

Provide information for the hazard assessment
 Offer suggestions on how to eliminate the identified hazards
 Learn everything you can about workplace violence and harassment
 Report incidents or threats of violence and encourage others to do the same
 Support the health and safety committee as they work

Your Companies Name

WHAT IS WORKPLACE HARASSMENT?

Company Name "defines" workplace harassment as:
 X An action which is hurtful or insulting
 X An action intended to cause a reasonable person to feel they are fearful. An event that make fun of another person

You Need to Report Workplace Violence and Harassment

WHAT IS WORKPLACE HARASSMENT?

Company Name "defines" workplace harassment as:
 X An action which is hurtful or insulting
 X An action intended to cause a reasonable person to feel they are fearful. An event that make fun of another person

What is Sphera doing about Workplace Violence and Workplace Harassment?

Writing a policy that will be posted in every workplace, warning everyone that violence and harassment will not be tolerated
 Creating an action plan to identify hazards in the workplace that could contribute to violence and harassment and working to eliminate them
 Teaching all employees about the damage that workplace violence and harassment can do through education, training and, if necessary, discipline
 Training Supervisors to recognize potential workplace violence and harassment and take steps to prevent it
 Working with the HSC to identify hazards and investigate incidents of violence or harassment

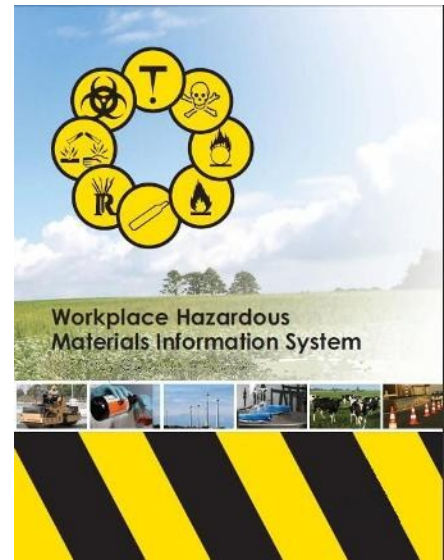
Products - Participant Books

WHMIS Participant Books

Système d'information sur les matières dangereuses utilisées au travail

These participant books are part of our WHMIS training program but can also be purchased to enhance in-house training programs.

Available in **French and English**



Part 2 Workplace Hazard Training Books

These participant books are part of our Part 2 Workplace Specific Hazard training program but can also be purchased to enhance in-house training programs or as a resource for Joint Health and Safety Committees.

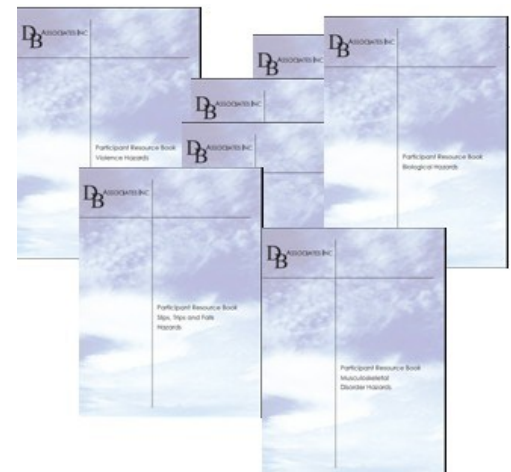
They include all relevant legislation, assessment tools, were designed to assist in the development of Action Plans to control identified hazards.



Hazard Awareness Resources Books

These participant books are part of our Workshops and Awareness training program but can also be purchased to enhance in-house training programs or as a resource for Joint Health and Safety Committees.

They include all relevant legislation, assessment tools, were designed as awareness level training.



Products - Participant Books

Health and Safety Orientation

Programme de formation initiale en matière de santé et de sécurité

These participant books are part of our Orientation training program but can also be purchased to enhance your in-house training programs for new employees.

Available in **French and English**

Ladder and Associated Hazards - Retail

Programme de formation sur les échelles et les risques connexes

Falls from ladders and associated hazards such as hazards encountered when transporting the ladder to and from storage, hazards the worker is exposed to when erecting or lowering ladders and hazards to other workers that are near the area where ladders are in use, are identified in this resource book. Appropriate legislation is referred to and controls are suggested. Ideal for meeting your legislated requirements for training staff who regularly use ladders at work.

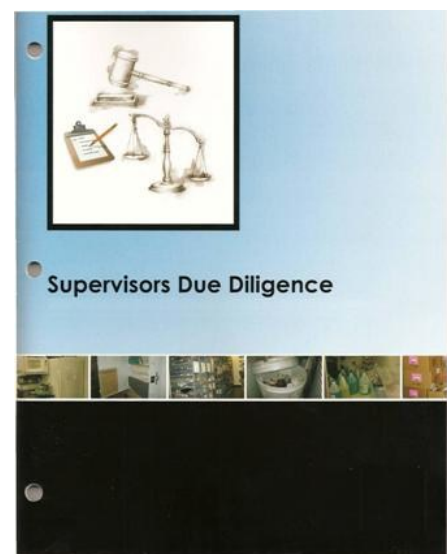
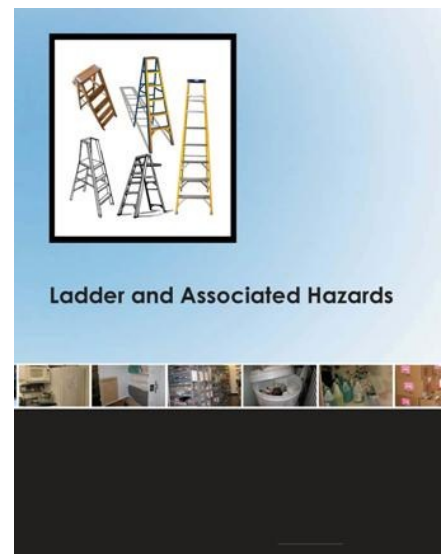
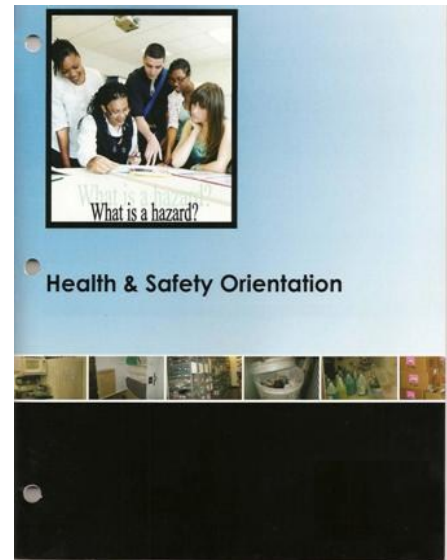
Available in **French and English**

Supervisors Due Diligence

Programme de formation des Superviseurs sur la diligence raisonnable

Due Diligence training for supervisors is a proactive management tool designed to meet your organizations due diligence requirements. Under Occupational Health and Safety legislation you are required to have “competent supervisors” in place.

Available in **French and English**

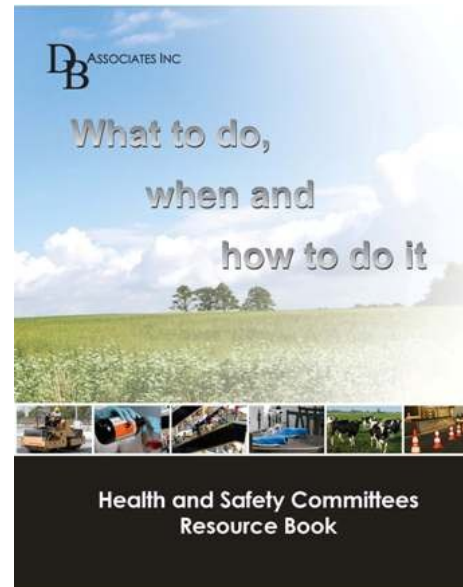


Products - Participant Books

Health and Safety Committee Resource Comités de santé et de sécurité – ressource

National organizations should have a consistent, effective program across Canada. In some provinces, this guide will set a standard that may exceed a particular provincial standard. This resource is not intended to provide legal advice but is a guide to understanding the duties and responsibilities of Health and Safety Committee members.

Available in **French and English**



| Product Price List | Qty | Cost |
|---|------------|---------------|
| WHMIS Poster | Pkg 10 | \$25.00 + HST |
| Internal Responsibilities System (IRS) Poster | Pkg 10 | \$25.00 + HST |
| Système de responsabilités interne affiche | Pkg 10 | \$25.00 + HST |
| Ladder Poster - Retail | Pkg 10 | \$25.00 + HST |
| Utilisation sécuritaire des échelles affiche | Pad-25 | \$25.00 + HST |
| Job Hazard Analysis Form | Pad-25 | \$25.00 + HST |
| Analyse des risques d'accidents de travail | Pad-25 | \$25.00 + HST |
| Workplace Inspection Form | Pad-25 | \$25.00 + HST |
| Rapport d'inspection des lieux de travail | Pad-25 | \$25.00 + HST |
| Workplace Violence Reporting Form | Pad-25 | \$25.00 + HST |
| Incident Reporting Form | Pad-25 | \$25.00 + HST |
| Formulaire d'enquête sur les incidents | Pad-25 | \$25.00 + HST |
| H&S Recommendation Form | Pad-25 | \$25.00 + HST |
| Recommandation du Comité santé et sécurité | Pad-25 | \$25.00 + HST |
| Workplace Violence Pamphlet | Pkg 25 | \$25.00 + HST |
| WHMIS Participant Books | ea | \$10.00 + HST |
| Système d'information sur les matières dangereuses utilisées au travail | ea | \$10.00 + HST |
| Assorted Part 2 Hazard Training Books | ea | \$20.00 + HST |
| Assorted Hazard Awareness Resources Books | ea | \$20.00 + HST |
| Health and Safety Orientation | ea | \$10.00 + HST |
| Programme de formation initiale en matière de santé et de sécurité | ea | \$10.00 + HST |
| Ladder and Associated Hazards - Retail | ea | \$10.00 + HST |
| Programme de formation sur les échelles et les risques connexes | ea | \$10.00 + HST |
| Supervisors Due Diligence | ea | \$20.00 + HST |
| Programme de formation des Superviseurs sur la diligence raisonnable | ea | \$20.00 + HST |
| Health and Safety Committee Resource | ea | \$30.00 + HST |
| Comités de santé et de sécurité – ressource | ea | \$30.00 + HST |