

At TRS Staffing Solutions (TRS), Health, Safety and Environmental (HSE) stewardship is a core value, fundamental to the way we do business, and an essential component of our business strategy. Our goal is to minimize impacts to the environment and to protect our employees, subcontractors, clients, communities, and others who could be affected by our activities. To accomplish this, we are committed to:

- Promotion of good health
- Prevention of injuries and ill health
- Efficient use of energy and resources
- Minimization of waste and pollution prevention
- Effective employee engagement in our HSE programs
- Compliance with legal and other requirements, including applicable HSE laws, regulations, Client and Corporate Practices
- Continual improvement of our HSE management, performance, and culture

To achieve these commitments, we have developed and implemented a comprehensive HSE management system. We hold TRS leaders responsible and accountable for providing the financial, human, and organizational resources necessary to ensure its effective implementation and maintenance. Furthermore, our commitment to HSE excellence is demonstrated by:

- Integrating HSE into our business systems and processes
- Defining roles and responsibilities for personnel throughout the organization and ensuring they are understood and acted upon
- Promoting a proactive culture and healthy lifestyle
- Eliminating hazards and risks arising from all phases of our activities and reducing those risks to the lowest practical levels
- Establishing ambitious goals, monitoring our performance, adopting best practices, and taking action to continually improve

This policy is communicated to all employees, contractors, and others working on our behalf, and made available to the public and other interested parties. It is reviewed annually to ensure it remains relevant and appropriate to TRS.

Martin Foulser  
Business Line President  
TRS Staffing Solutions  
January 2022

A handwritten signature in blue ink, appearing to read 'Martin Foulser', located to the right of the typed name.

## **Summary arrangements for the management of HSE**

Scope: Recruitment and supply of temporary/contingent and/or permanent workers/staff to client offices.

Our arrangements are to take reasonable measures to ensure temporary workers and permanent placements are assigned to a safe and healthy working environment provided by our clients.

### **Arrangements are:**

1. Establish that the prospective client has a safe system of work in place for new hires and permanent placements - establish by research, questionnaire to client on safety performance with supporting evidence
  2. Request the client to share information on work site safety hazards and control measures in place
  3. Pass hazard information onto candidates, assess candidates for their level and understanding of work place risks relevant to their profession. - method of communication email, with supporting document (as required).
  4. Build a risk assessment for workplace / job hazards and their mitigation
  5. Build, issue, train and educate new hires with a pre-mobilisation onboard package to cover major hazards and the risk assessment. - email with attachments covering HSE policies, procedures, risk assessments, incident reporting, emergencies, etc.
  6. Following their commencement, follow up with new hires to assess that they are working safely and have had relevant safety inductions, have no issues and that they know what to do in an emergency - documented form on HSE checks also issue safety survey annually.
  7. Where possible TRS management participate in client work site safety walkthroughs - documented review form.
  8. Communicate regularly with the hire temporary/permanent and discuss HSE performance as part of the conversation - documented on employee / placed candidate database record.
  9. Ensure all incidents affecting temporary / contingent workers are jointly investigated with the client, identify corrective actions, lessons learned, communicate to senior management - email and report (internal). Safety alerts to workforce / toolbox talk presentations as appropriate.
  10. Communicate regular safety alerts/toolbox topics to workforce - email and supporting document.
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# Management Structure and Employee Involvement



## 1.0 Management Structure

Organizational responsibility for achieving TRS's HSE objectives rests ultimately with senior management. However, that responsibility passes successively from senior management to line management and to employees generally. All personnel are required to work in consultation and to the full extent of their respective authorities to proactively identify, assess, and control risk associated with TRS's activities.

## 2.0 Employee Involvement

Individual involvement in HSE management is based on the principle of shared employer/employee HSE responsibility.

Individual involvement is provided and encouraged through:

- The establishment of open and honest communication among all levels of the organization;
  - The establishment of HSE committees at the work sites;
  - The participation in toolbox, supervisor, and other HSE meetings;
  - Participation in Safe Work Observations;
  - Compliance with the requirements under relevant local acts and regulations;
  - Awareness of and work for the health and safety of themselves and others in the workplace;
  - Involvement in environmental activities;
  - Compliance with all safe-working directions given in the workplace;
  - Avoidance of misuse or damage to any equipment and materials; and
  - The wear and use of all appropriate protective clothing and equipment in accordance with the project's and the client's HSE management systems' minimum requirements.
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## ROLES AND RESPONSIBILITIES



The titles will change from project to project, as will the responsibilities and tasks. The following bullet items are for guidance only.

### *President and Regional Managers*

#### *Responsibilities:*

- Provide an environment that protects all personnel and the general public using the implementation of the TRS HSE Policy;
- Provide overall direction and support for the implementation of the TRS HSE Policy and Management System; and
- Provide sufficient resources to support approved TRS HSE initiatives.

#### *Tasks:*

- Review proposals and approve the allocation of resources for practical and effective HSE initiatives and
- Verify that specific HSE Procedures are in place for site activities required by the client.

### *TRS Office Managers*

#### *Responsibilities*

- Accountable for the overall direction and support of the implementation of the HSE Management system;
- Verify that the HSE Policy protects all personnel and the general public;
- Accountable for the provision of adequate HSE resources, facilities, and initiatives to effectively implement and manage the HSE Management System;
- Encourage the proactive involvement of all personnel in managing the HSE program;
- Verify that employees are aware of and understand their HSE responsibilities.
- Provide appropriate skills training to all employees;
- Accountable for the effective management of all Workers Compensation cases;
- Accountable for the suitability of contractors to work safely on the project;
- Accountable for overall HSE performance on the project; and
- Administer day-to-day activities of worker's compensation program, if applicable.

#### *Tasks*

- Review the HSE Management system on a regular (at least annually) basis;
  - Review incident records and verify that all follow-up action is completed in a timely manner;
  - Participate in audits and planned inspections.
  - Where possible, investigate all incidents where personal injury occurs;
  - Review audit reports;
  - Review proposals and approve the allocation of resources for practical and effective HSE initiatives;
  - Provide that all orientations including a HSE overview, are presented by the HSE Manager or nominated delegate;
  - Continuously monitor TRS HSE performance indicators and project inspection reports;
  - Expedite the final solution or outcome of recommendations that are identified in the HSE-related reviews.
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## *HSE Manager*

### *Responsibilities:*

- Coordinate the implementation and management of the TRS HSE program and Policy;
- Through regular fieldwork verify that all personnel are fully conversant with the corporate and/or project HSE Management System, its procedures, and related HSE instructions;
- Coordinate orientations and other HSE training where necessary for all personnel;
- Distribute material on HSE education, promotion and awareness;
- Verify that first aid and emergency procedures are in place within a project;
- Manage and maintain the HSE-related records and documentation;
- Verify that Material Safety Data Sheet (MSDS) registers are developed and maintained; and
- Maintain and update HSE Notice Board(s).

### *Tasks:*

- Coordinate the TRS HSE Committees;
- Coordinate appropriate orientation training for personnel commencing employment;
- Coordinate general TRS HSE training for all personnel;
- Coordinate thorough investigation of all incidents;
- Coordinate audits to eliminate conditions and work practices that are hazardous to the job;
- Conduct unscheduled and scheduled inspections of work areas;
- Attend TRS toolbox meetings;
- Review and monitor emergency procedures;
- Display and disseminate HSE material suitable for TRS toolbox topics;
- Encourage hazard identification and reporting by all site personnel; and
- Consult with employee and treating physician regarding an employee's rehabilitation and early return to work.
- Arrange for new employee to read and sign Attachment 2 – Employee Safety Responsibilities.

## *All Personnel*

### *Responsibilities:*

- Co-operate with and constructively participate in the HSE Management program;
- Comply with TRS HSE requirements that apply to an individual's work;
- Work within competencies held;
- Adhere to procedures to protect the safety of you, fellow employees, and the general public;
- Proactively be involved in the HSE program; this involvement may include some aspects of planning, problem solving, priority setting, training, and improving work practices and
- Analyze the work scope (i.e., conduct and or assist with JRAs) to identify and assess HSE hazards and to provide for the development of safe work methods.

In compliance with an individual's "duty of care", all personnel will:

- Be aware of and work for the health and safety of themselves and others in the workplace;
  - Comply with all safe-working directions given in the workplace;
  - Not misuse or damage any equipment; and
  - Wear all appropriate protective clothing and equipment.
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***Tasks:***

- Keep work area in an orderly condition and comply immediately with any lawful directive given by TRS or the Client;
- Report all personal injuries, incidents, near misses, and hazards immediately;
- Use correct PPE and equipment as stated by the project and work requirements; and
- Report all breaches of safe working practices.
- Read and sign Attachment 2 – Employee Safety Responsibilities

***Contractors***

***Responsibilities:***

- Proactively identify, assess, and manage HSE hazards associated with their scope of work on the project in order to provide work methods acceptable to the project;
- Comply with all applicable statutory acts, regulations, and codes of practice;
- Implement the project contractual requirements and the requirements of their own procedures and work methods;
- Include HSE as an agenda item for all contractor management meetings;
- Monitor the execution of the project's work scope to support the consistent application of safe work methods; and
- Provide to TRS documentary evidence that their HSE system and safe working procedures conform to and are equal to or exceed the standard set by TRS.

***Tasks:***

- Analyze their work scope (i.e., conduct JSCs and JRAs) to identify and assess HSE hazards and to provide for the development of safe work methods;
  - Provide skills and other relevant training, in a structured and documented manner, for all personnel for whom the contractor is responsible;
  - Provide that all personnel are supplied with and trained in the correct use, fitting and maintenance of the correct PPE and equipment; and
  - Audit and inspect the work site to correct nonconformance with safe work procedures and identify improvements to work methods.
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