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# **Appendix M**

## **Health and Safety Policy**

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9/06



**OLYMEL S.E.C./ L.P.** employs more than 9,000 people in 17 locations across Canada. We are the industry leader in the areas of slaughtering, processing, marketing and distributing pork and poultry products.

Our Red Deer plant slaughters and processes more than 9,000 hogs per day and is in the process of doubling that number with their plant expansion.

We pride ourselves in the proven expertise and professionalism of our human resources and in the state-of-the-art technology. In addition, the high level of our staff's ability and commitment strengthen our worldwide recognition of quality products.

Our focus is simple:

**QUALITY**

- ✓ in our people
- ✓ in safety
- ✓ in our products
- ✓ in our operations

*Welcome to the team!*



**The Place you are appreciated!**

**OLYMEL S.E.C./L.P.**



**FLAMINGO.**

### *Our Mission...*

*Olymel intends to remain the Canadian leader in slaughtering, processing, marketing, and distributing pork and poultry products nationally and internationally. In its actions and decisions to maintain a consistent growth, Olymel is focusing on profitability in response to its partners.*

### *Our Values...*

- ❖ *Importance of Human Resources – Team Spirit*
- ❖ *Competitiveness – Ownership*
- ❖ *Coherence between what we say and what we do – Flexibility*
- ❖ *Satisfaction – Adaptability*

### *Our Strategy...*

*We guarantee quality taste of our product; we trust the expertise and professionalism of our people; we implement operating policies that meet or surpass the strictest health standards in the industry and we use innovative regulated processing methods that are flexible, effective and efficient.*

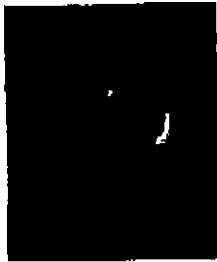
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**Red Deer**

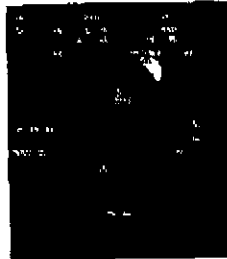
## DEPARTMENT MANAGERS



**Eric Blenvenus**  
Vice President  
Operations, Western Canada



**Matt Schroonderwoerd**  
Director - Veterinary & Pork  
Quality Affairs



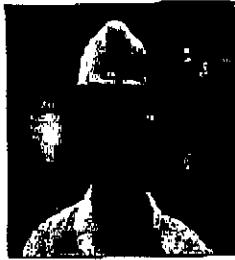
**Kent Lockwood**  
Human Resources Manager



**Rob Karol**  
Plant Manager



**Dean Hardman**  
Maintenance Manager



**Rob Kretler**  
Pork Cut Superintendent  
Day Shift



**Rick Wacht**  
Kill Floor Superintendent  
Day Shift



**Rob Askerblode**  
General Superintendent  
Pork Cut



**Darian Popadynec**  
Pork Cut Superintendent  
Day Shift



**Randle Mulligan**  
Logistics/Warehouse Manager



**Stephen Davies**  
Health and Safety Coordinator



**Grant McCagherty**  
Shipping Foreman



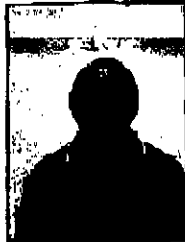
**Sylvain Martel**  
Project Coordinator

**OLYMEL SEC/LP**



**FLAMINGO**

## **WELCOME TO OLYMEL** Your Welcoming Team...



**Dwight McCulley**  
Senior Recruiter



**Roger McKinnon**  
Labour Relations Manager



**Willy Spykema & Scott Nelson**  
Trainers



**Vincent Peters**  
Health & Safety



**Shannon Lanigan**  
Quality Assurance



**Kathy Campbell**  
Union

**Red Deer**

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**OLYMEI S.E.C./L.P.**



### **OCCUPATIONAL HEALTH AND SAFETY POLICY.**

The Management of Olymel is committed to provide a safe and healthy work environment for all employees and contractors.

It is the responsibility of management to provide effective standards to protect everyone and also ensure compliance of all applicable laws, acts and regulations.

The safety of all employees and contractors is of utmost importance.

Olymel promotes the responsibility off all workers to work safe and prevent accidents and occupational injuries.

The management will incorporate occupational health and safety management to the overall production process and strive towards zero tolerance of accidents and occupational injuries.

Eric Rivest 15-09-2005  
Vice President, Operations, Western Canada

**Red Deer**

## **PLANT OVERVIEW:**

- 1 -

The plant has a mechanized rail system that carries the carcasses through many work stations. Each station addresses a different area of the carcass.

The carcasses then proceed through the Blast Chill Tunnel which provides quick cooling of the meat resulting in a better quality product. After the Blast Chill Tunnel the carcasses are held in an equilibrium cooler which allows the temperature of the meat to drop to the desired packaging temperature.

Once the meat has reached the desired temperature, it moves on to the Pork Cut Department to be broken into cuts, trimmed to order and packaged. Once packaged, it is assembled, loaded onto trucks to be shipped throughout the world.

## **HEALTH AND SAFETY OVERVIEW:**

Industrial injuries carry a severe cost to the injured person, family, co-workers and the company. The purpose of this manual is to inform all employees at Olymel of the company's standards of safe work practice and operational policies.

The Management of Olymel are committed to providing a safe working environment for all of our employees. It is the policy of our company to eliminate accidents by the use of every reasonable precaution and by aggressive promotion of safe work practices.

It is the responsibility of Olymel to establish and maintain the best possible standards of plant and equipment maintenance ensuring that physical and health hazards are eliminated or guarded against, and to develop work procedures instrumental in establishing an industrial accident and disease free environment.

It is the responsibility of Olymel to ensure every employee is trained in proper work procedures to obtain optimal output without industrial accidents or disease, and to ensure all employees adhere to proper work methods and regulations.

It is the responsibility of every employee to follow proper work procedures, to adhere to all regulations pertaining to their work, and to cooperate in attaining an industrial accident and disease free environment.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment (PPE) is provided for every employee to protect themselves. It is your duty and responsibility to use it.

Hard hats, hair nets (including moustache and beard nets), steel toed boots, ear plugs and clean attire in good condition must be worn in all production areas of the plant.

**HEALTH AND SAFETY OVERVIEW (CON'T):**

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The PPE supplied by Olymel includes (but is not limited to):

- ☞ ear plugs / muffs
- ☞ steel toed boots
- ☞ belly guards
- ☞ hard hats
- ☞ hair nets (including moustache and beard nets)
- ☞ safety glasses
- ☞ skinner gloves
- ☞ mesh gloves
- ☞ arm guards
- ☞ water proof aprons / suits

**HARD HAT CODING**

- |                            |                                      |
|----------------------------|--------------------------------------|
| ▪ White                    | Management                           |
| ▪ Red                      | Lead Hand                            |
| ▪ Blue                     | Quality Assurance                    |
| ▪ Green                    | Union Rep                            |
| ▪ Orange                   | Union Health and Safety Rep          |
| ▪ Yellow                   | Union Floor Worker                   |
| ▪ Yellow with Red Dot      | Union Floor Worker on Modified Duty  |
| ▪ Yellow with Green Stripe | Plant Worker under 3 month Probation |
| ▪ Gray                     | Visitors                             |

Your Department Foreman will ensure the PPE required in that department is supplied and utilized.

Any employee not wearing proper PPE will receive disciplinary action.

Personal Protective Equipment and policies exist to protect you from injury and to comply with the regulations of the Occupational Health and Safety Act. Any damage to this equipment from misuse will result in replacement at the employee's expense.

**KNIFE SAFETY**

Knives, even in the hands of the most skilled worker, have the potential to cause serious injury. Even one moment of carelessness can result in injury. You can greatly reduce the risk of injury by following some basic guidelines:

- ☞ Concentrate on your job
- ☞ Keep the knives sharp - dull knives are more dangerous because more pressure is required to make a cut and therefore the knife is more likely to slip
- ☞ Use the proper knife for the job
- ☞ Wear the PPE required: mesh gloves, arm guard, belly protector, etc.
- ☞ Never use your knife to move meat from one place to another
- ☞ Never turn around suddenly with a knife in your hand - someone could be standing behind or beside you
- ☞ Store your knives in a scabbard - never leave your knives lying around
- ☞ Do not come to work tired or while feeling residual effects of drugs or alcohol as you will not be as alert and therefore more prone to accidents

All employees will be trained on the proper usage of our knives and mouse traps (knife sharpeners located on assembly line).

## HEALTH AND SAFETY OVERVIEW (CON'T):

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### POWER PROCESSING EQUIPMENT SAFETY

Power Processing Equipment can cause serious cuts and injuries when not handled properly. You can greatly reduce the risk of injury by following these guidelines:

- ☛ Ensure all guards are in place prior to running the equipment
- ☛ Never leave your equipment running unattended
- ☛ Wear the proper PPE whenever operating a piece of equipment
- ☛ Concentrate on your task at hand
- ☛ Make sure the floor is clean to provide stable footing
- ☛ Make sure you are properly trained for the job – If you are at all unclear about your equipment or your job, ask your Foreman
- ☛ Do not come to work tired or while feeling residual effects of drugs or alcohol as you will not be as alert and therefore more prone to accidents

### HIGH PRESSURE AIR HOSE SAFETY

Employees using a high pressure air hose will be issued and must wear safety glasses. High pressure air hoses can cause serious injuries; they must not be used for personal cleaning.

### WHMIS – WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM

WHMIS is a program describing the hazards of chemicals found in the workplace. The system also describes to workers how to safely utilize the product and what to do if exposed. WHMIS consists of three components: labels, Material Safety Data Sheets (MSDS) and a training program.

#### 1) WHMIS Labels

There are two main types of WHMIS labels:

- a) The **Supplier Label** describes the hazard, precautionary measures and first aid measures. This label has a unique slash marked border and requires the following content elements: product identifier, supplier identifier, hazard symbols, risk phrases, precautionary measures, First Aid measures, and reference to MSDS.
- b) The **Work Site Label** utilizes if the product is decanted into a smaller container or if the supplier label is soiled or missing - **you must notify your Foreman of soiled or missing labels**. These labels must include content elements: product identifier, information on safe use of the product, and reference to MSDS.

#### 2) Laboratory Sample Labels

These special samples are for analysis and often do not have MSDS's. Required content elements are: sample identifier, identify ingredients in the sample that are controlled products, name of the person sending the sample, hazardous laboratory sample identifier, and an emergency telephone number of the person sending the sample.

#### 3) Material Safety Data Sheets (MSDS)

The MSDS is the document that provides detailed and technical information of the controlled product. Required content elements of MSDS are: hazardous ingredients, preparation information, product information, physical data, fire or explosion hazard, reactivity data, toxicology properties, preventative measures, and First Aid measures.

MSDS manuals are located in the Health Center, Maintenance Office, Quality Assurance Office and the Safety CoOrdinator's Office. You should refer to the MSDS if you cannot understand the label. The MSDS should be sent with anyone exposed to a hazardous product when they go to the hospital or a clinic.

**HEALTH AND SAFETY OVERVIEW (CON'T):**

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**4) WHMIS Training**

The Health and Safety Coordinator or designate will instruct all employees to WHMIS as it applies to Olymel.

**UNSAFE CONDITIONS**

It is all employee responsibility to report unsafe conditions and acts to their Foreman as soon as possible. The Foreman receiving the report will designate someone to investigate and ensure corrective action is taken. Some examples of unsafe conditions and potential hazards include:

- ☞ Loose or corroded wires
- ☞ Ladders in need of repair.
- ☞ Absence of warning signs where temporary hazards appear
- ☞ Light bulbs in need of replacing
- ☞ Floors or stairways in need of repair
- ☞ Missing or defective handrails
- ☞ Leaks of any kind
- ☞ Unusual sounds - ie: hissing, crackling or hums
- ☞ Unusual odours
- ☞ Exposed flammable or combustible materials including accumulation of oily rags
- ☞ Inoperative fire extinguishers, sprinkler valves, etc.
- ☞ Improperly stacked cartons and supplies
- ☞ Sloppy housekeeping – ie: blocked exits, trip hazards (hoses, electrical cords, scraps of meat or fat), etc.
- ☞ Horseplay on plant floor
- ☞ Employees not using the handrails
- ☞ Employees walking around with a knife in their hand instead of a scabbard

**HEALTH AND SAFETY RESPONSIBILITIES:**

**Managers, Foremen, and employees are all responsible for Safe Acts, Safe Conditions, Safe Procedures and Awareness.**

**Management Safety Responsibilities**

- ✓ Enforcing all Health and Safety Regulations
- ✓ Correcting all unsafe acts or conditions
- ✓ Ensuring equipment and facilities are properly maintained
- ✓ Providing appropriate First Aid facilities and training
- ✓ Referring troubled employees to the Health Center

**Foremen Safety Responsibilities**

- ✓ Enforcing all Health and Safety Policies and Procedures
- ✓ Checking for and correcting unsafe acts and conditions
- ✓ Inspecting for safety hazards in charge area
- ✓ Providing appropriate training and on-going supervision
- ✓ Assisting in the development of Health & Safety programs
- ✓ Assisting in the investigation of workplace accidents

## **HEALTH AND SAFETY RESPONSIBILITIES (CON'T):**

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### **Safety Coordinator Responsibilities**

- ✓ Interpreting Health and Safety legislation to Managers, Foremen and employees
- ✓ Developing Health and Safety Policies and Programs in collaboration with Managers, Foremen and employees
- ✓ Participating in accident investigations as required
- ✓ Implementing and maintains a WHMIS program
- ✓ Reporting accidents / injuries to Alberta Labour as required in legislation
- ✓ Coordinating safety training programs
- ✓ Coordinating disaster planning
- ✓ Coordinating departmental safety tours and recommends corrective action
- ✓ Responding to identified concerns for safety

### **Health Office Staff Responsibilities**

- ✓ Monitoring employee health
- ✓ Providing first aid / assessment of medical aid
- ✓ Responding to all emergencies
- ✓ Providing Employee Assistance Program contact numbers as required
- ✓ Maintaining and stores a confidential health record on each employee
- ✓ Maintaining audio-metric testing program
- ✓ Completing pre-employment health assessments

### **Health and Safety Committee Responsibilities**

- ✓ Identifying and reporting unsafe or unhealthy conditions
- ✓ Participating in departmental safety tours and recommending corrective actions
- ✓ Reviewing Health and Safety Programs
- ✓ Referring troubled employees to the Health Center
- ✓ Reviewing accident / incident documentation at Health and Safety Meetings
- ✓ Communicating with employees regarding Health and Safety Programs

### **Employee Responsibilities**

- ✓ Knowing and complying with all Health and Safety Policies and Procedures that apply to your job
- ✓ Following safe work procedures
- ✓ Reporting all unsafe acts and / or conditions to your Foreman, Lead Hand or Safety Representative
- ✓ Reporting injuries immediately to your Foreman and the Health Center staff
- ✓ Making suggestions to improve safety in your work area
- ✓ Using the safety equipment that is provided
- ✓ Participating in training programs as required

Any employee found causing malicious damage or defacing company property will face disciplinary action. All accidental damage must be reported immediately.

## EMERGENCY PROCEDURES:

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The purpose of an emergency procedure is to ensure the safety of the workers in the event of an emergency situation. These hazards might be of the nature where only the people in that area are at risk, or a total plant evacuation may be necessary. Before any action is taken, the hazard must be identified, the location noted, a decision made to evacuate and what exits to use.

Known potential hazards and emergency procedures for them are:

### ⇒ Ammonia / Carbon Dioxide / Natural Gas Leaks

Slight presence of smell (ammonia) is not uncommon however if the concentration is great enough it will not allow a person to enter or stay in a room safely.

Follow emergency procedures immediately.

### ⇒ Fire

Clear the smoke invested area. Keep the area free from other employees.

Follow emergency procedures immediately

### ⇒ Power Outages

Shut down all equipment, machinery and water hoses which could cause harm to you or others.

Proceed to your respective cafeteria.

## COMMUNICATION PROTOCOL

The Production Manager or designate will be responsible for all communication directly with the following parties on all related matters:

- Union – UFCW President or designate
- CFIA – Veterinarian in charge or designate
- Contractors – Maintenance Superintendent or designate
- CCSI – Site Coordinator or designate
- Western Hog Exchange – Barn Manager or designate

All inquiries from the news media must be forwarded to Paul Beauchamp, Vice President of Corporate Affairs, located at Olymel Head Office, St. Hyacinthe, Quebec. Phone: 1-450-771-0400.

## PLANT EVACUATION PROCEDURES:

### ROLES AND RESPONSIBILITIES

#### 1) Discovering the Emergency

- ✓ Call for help from Foremen, Lead Hands or Safety Staff
- ✓ Identify hazard
- ✓ Do as instructed

#### 2) Foremen / Superintendents

- ✓ Clear the area of hazards if possible
- ✓ Order evacuation of employees to respective cafeteria if emergency is confined to one area, to South parking lot if Pork Cut is evacuated or North parking lot if Kill Floor is evacuated
- ✓ Call switchboard operator (dial 0) and indicate the following:
  - ⇒ Nature of emergency, location and number of victims
  - ⇒ On site employees needed – ie: nurse, maintenance, etc.
  - ⇒ External resources needed – ie: ambulance, police, fire department, etc.
  - ⇒ Call Lead hands to assist

## PLANT EVACUATION PROCEDURES (CON'T):

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### Lead Hands

- ✓ Assist in clearing hazards
- ✓ Shut down power to equipment, lines and shut off hoses when safe to do so
- ✓ Report to evacuation area to assist with roll call

### 4) Employees

- ✓ Stop work immediately when first informed of emergency
- ✓ Put all knives in scabbards
- ✓ Turn off Wizard Knives
- ✓ Proceed immediately to respective cafeteria or Muster Points (designated emergency meeting points on the property) - do not stop to remove safety equipment or wash hands
- ✓ Once reaching Muster Point, go to numerical stations (employee number) for your roll call
- ✓ Do not leave premises unless told to do so by you Foreman
- ✓ Employees that do not follow procedure or employees that leave the property without permission will face disciplinary action

### 5) Switchboard Operator

- ✓ When informed of emergency, note:
  - ⇒ Identity of caller
  - ⇒ Time of call
  - ⇒ Nature of emergency - ie: fire, medical, hazardous material release, etc.
  - ⇒ Location of emergency in facility
  - ⇒ Call 911 - give them above information
  - ⇒ Notify Site Security ext# 5259 to notify them of "an emergency in progress with site evacuation" and that external resources responding to site
  - ⇒ Notify : Rob Karol, Production Manager - ext# 5261 - cell: 505-0625 - Ch #1
  - : Eric Bienvenue, VP Western Can. Oper. - ext# 5215 - cell: 1-450-888-0294
  - : \_\_\_\_\_, Health & Safety Coordinator - ext# 5238 - Ch #1
  - : Dean Hardman, Maintenance Manager - ext #5205 - Ch #1
  - : Rob Ackerblade, Pork Cut Superintendent - ext# 5202 - cell: 396-9722 - Ch #1
  - : Brian Beggs, Kill Floor Superintendent - ext # 5253 - Ch #6
  - : Jim Wendling, Transportation/Logistics - ext# 5269 - cell: 396-5710 - Ch #2
  - : Kerri Lockwood, HR Manager - ext# 5220 - cell: 396-5783
  - : Don Sim, Corporate Affairs Manager - ext# 5210 - cell: 318-0996

### 6) Health Office Staff

- ✓ Transport emergency equipment to Security Shack, request assistance to carry oxygen, stretcher, etc.
- ✓ If anyone sustained minor injuries during the emergency, treat them in the Security Shack
- ✓ During debriefing and following emergency, advise employees of the Employee Assistance Program as needed

### 7) Safety Coordinator

- ✓ Coordinates, documents and evaluates the evacuation
- ✓ Initiates investigation into the emergency with collaboration from all employees involved
- ✓ Reports accident / injuries as required by legislation to Alberta Labour

**PLANT EVACUATION PROCEDURES (CON'T):**

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**8) Payroll Department**

- ✓ Verify employees absent due to illness or holidays, staffing report lists and report to Security Shack

**9) Health and Safety Committee**

- ✓ Stand by to assist as required

**EMERGENCY EQUIPMENT AND IMPLEMENTATION:****SELF CONTAINED BREATHING APPARATUS (SCBA)**

There are four (4) Self Contained Breathing Apparatuses and two (2) fully encapsulating suits located at the Security Shack that are available for emergency use along with spare air tanks. There are also two (2) Self Contained Breathing Apparatuses stored in the Logix Computer Room.

Maintenance Foremen and Lead Hands are designated to safely carry out this emergency procedure. They are responsible for regular checking, testing and cleaning the equipment.

**Procedure:**

- ☞ After emergency evacuation procedures have began, a Maintenance Foreman or Lead Hand will obtain a SCBA, encapsulation suit, 50 foot lifeline and an air horn in preparation of entering the unsafe area and select another Maintenance Foreman or Lead Hand as a partner that would be physically capable of pulling them out if necessary.
- ☞ The second Maintenance Foreman or Lead Hand will obtain a SCBA, encapsulating suit and an air horn in preparation of interrupting utility service to the unsafe area. They will then proceed to meet their partner near the unsafe area.
- ☞ The Foreman or Lead Hand entering the unsafe area will attach the lifeline to themselves and ensure their air horn is operational. If they experience a problem while in the unsafe area, they will sound the air horn and their partner will then pull them out.
- ☞ The partner Maintenance Foreman or Lead Hand will also have an air horn that they will sound if evacuation of emergency procedure employees is required.

**SERIOUS EMPLOYEE INJURY**

- ☞ The Health Center Staff will be accompanied by a Foreman with a radio to the accident site. The Foreman will relay details of victim location and severity of accident to the Switchboard Operator while the Health Center staff attends to the injured person.
- ☞ The Switchboard Operator will call 911 relaying the exact details that have been provided. They will then call Security informing them of external resources enroute and incident location.
- ☞ Security will ensure the plant entrance and route to the victim is clear of obstacles.
- ☞ The Safety Coordinator will conduct an investigation of the accident and contact Alberta Human Resources and Employment, Workplace Health and Safety to report an on-site accident as required in Section 13 of the Occupational Health and Safety Act.

**EMERGENCY EQUIPMENT AND IMPLEMENTATION (CON'T):**

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**BLACK OUT PORCEDURES**

In the event of a blackout during working hours, the following procedures will be followed:

- ✓ Wizard Knife Operators will turn off their equipment, the rest of the machinery will turn off automatically
- ✓ Put all Knives in Scabbards and leave in a safe place out of the way of other employees
- ✓ All employees should proceed to their respective cafeteria in an orderly manner. No employees are to leave this area without permission from their Foreman.
- ✓ As soon as information is made available on the length of the Blackout, a Foreman will announce contingency plans – ie: breaks rescheduled, employees may be sent home for balance of shift, etc.

**LOCK OUT PROCEDURES**

Employees must follow the written lock out procedures during all maintenance protocols:

- ✓ All equipment that is to be serviced or repaired shall be locked out or made inoperative in such a manner as to prevent accidental start up of equipment or adjacent equipment.
- ✓ Only trained personnel may work on equipment
- ✓ All authorized employees must ensure that any machine to be worked on is at a zero mechanical state. This means eliminating all energy sources including: Electrical Energy, Hydraulic Energy, Gravitational Energy, and Spring Energy.
- ✓ It is both the Foremen and Employee's responsibility to ensure that procedures are strictly followed.

**Locking Out Equipment**

- ✓ Notify the most immediate Forman prior to locking out any equipment
- ✓ Identify all energy sources to be neutralized
- ✓ Neutralize all energy sources:
  - ⇒ The machine must be turned off by use of the power switch on the machine itself
  - ⇒ The MC switch must be turned off and locked out with a padlock and a danger tag - the number on the machine will match the number of the proper MC switch to lock out
  - ⇒ Remove Control Fuse
  - ⇒ Shut off all supply valves and vent air or gas pressure from reservoirs, accumulators, surge tanks and lines but leave vent lines open
  - ⇒ Drain and bleed hydraulic lines to release pressure and leave bleed line open
  - ⇒ Block any moveable parts including gravity conveyors
  - ⇒ Lower or fix securely any suspended parts
  - ⇒ Cool down any heat systems such as steam lines or wear protective shields and gloves
- ✓ Lock out and tag all neutralized energy systems. A padlock will be used to secure machinery controls in the off position
- ✓ Test all equipment and systems to ensure that they have been deactivated - this means pushing the start buttons, operating valves and inspecting movable parts to ensure that they are at rest and positively blocked
- ✓ When a job requires the service of two or more employees, each individual shall report to the employee whose name is on the tag (the owner) to ensure the safety of all concerned

**LOCK OUT PROCEDURES (CON'T):**

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- ✓ Shift Completion and Lock Removal by Someone Other than Owner:
  - ⇒ If the work on the machine has not been completed by the end of the shift, the lock must be left on the machine
  - ⇒ In an emergency situation where the lock must be removed and the owner is not available, the Maintenance Foreman may authorize removal of the lock
  - ⇒ An employee may leave written permission for removal on the tag and in the maintenance log book. If written permission is not given, then the employees must be contacted for permission

**Common Errors When Locking Out Equipment**

- ☞ Failure to use lock
- ☞ Locking through the shackle of another lock
- ☞ Leaving key in lock
- ☞ Failure to tag
- ☞ Removing fuses only
- ☞ Not ensuring there is no secondary power entering the machine
- ☞ Assuming equipment is inoperative without testing
- ☞ Assuming the job is too small to bother locking out
- ☞ The system of lock out / tag out not being supervised and enforced

**EMPLOYEE HEALTH AND SAFETY INFORMATION:****HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)**

HACCP is an internationally recognized, systematic and preventative approach for food safety. All federally registered establishments are required to have a HACCP program implemented and approved by the Canadian Food Inspection Agency (CFIA). Each establishment will monitor their own HACCP Program with the CFIA verifying the proper operation of the program.

**1) Hazard Analysis**

Hazard Analysis is a general assessment of the potential food safety hazards throughout the entire process for a given product. This begins at the Producer level (raw products) and moves through specific processing steps for each operation. Examples of processing steps at Olymel include:

- ✓ Holding
- ✓ Hog drive
- ✓ Kill floor
- ✓ Pork cut
- ✓ Distribution center
- ✓ Transport

**EMPLOYEE HEALTH AND SAFETY INFORMATION (CON'T):**

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**2) Critical Control Point**

A Critical Control Point is any point, step or procedure at which control can be applied and a food safety hazard can be prevented, eliminated or reduced to an acceptable level. An example of a Critical Control Point at Olymel would be the chilling of a product.

- Critical Limits are set and monitored: fresh = 4 degrees C; frozen = -18 degrees C
- Monitoring is done throughout the day
- In case of deviation, corrective action is taken
- Records are kept by the Quality Assurance Department

**3) HACCP Do's**

- ✓ Wear clean and well maintained clothing. Smocks are to be buttoned / tied, inside layers of clothing maintained, white cotton gloves are to be laundered and hard hats cleaned
- ✓ Hair nets are to cover all hair including moustaches and beards, and are to be worn properly at all times in production areas.
- ✓ Employees should clean up after themselves in the bathroom, lunchroom and work stations
- ✓ Contaminated products (abscess, foreign material, product on the floor) should be handled according to product handling protocol - this is for everyone's safety as well as the safety and quality of the product.
- ✓ While working on the Kill Floor, all knives should be sterilized after handling each carcass or contamination.
- ✓ Report any deviations in product quality, specification problems or contamination to the HACCP Forman or the HACCP Coordinator.
- ✓ Ask questions if you are unsure about something - ie: specifications of product, contaminated product, how to clean your area, hygiene products, etc.
- ✓ Take pride in both the quality and safety of your work. Every position in this facility is extremely important as we depend on every person to carry out their task to the best of their abilities.
- ✓ Wash your hands, gloves and mesh gloves after washroom breaks, lunch, handling contaminated product, touching pallets and totes. Also wash your boots before you enter or exit production areas.
- ✓ If you handle inedible product or anything for inedible product, ensure that you wash before going back to the line or handling edible product.
- ✓ Floor cleaners are to wear blue coveralls and black gloves to signify they are floor cleaners and they handle inedible materials only. Black gloves will not be used to handle edible product for any reason.
- ✓ Keep white edible tubs off the floor and remember blue tubs are for inedible product only. Garbage is to be placed in grey inedible containers identified as "Garbage."

**4) HACCP Do Not's**

- ✓ Do not take drinks, food, gum, chewing tobacco, etc. into production area at any time.
- ✓ Do not go into production areas without wearing Personal Protective Equipment (PPE). This applies to all production areas twenty-four (24) hours a day.
- ✓ Do not make a mess without cleaning and sanitizing the area, equipment and station.
- ✓ Do not ignore safety and hygiene signs.
- ✓ Do not ignore contamination or deviations because you are unsure of what to do. If you ever have any questions, ask your Foreman.

**EMPLOYEE HEALTH AND SAFETY INFORMATION (CON'T):**

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- ✓ Never handle inedible product, garbage or pallets and then go back to handling edible product without washing your hands.
- ✓ Never wear white smocks outdoors, into the lunchroom, washroom or smoking area.
- ✓ Do not wash equipment (tubs, totes, spacers, etc.) beside edible product. Take equipment to a segregated area to wash.

**HEALTH CENTER**

The Health Center is staffed by a Registered Nurse or Paramedic and is open daily from 05:30(am) to 00:30 (12:30am) while the plant is in operation.

There are also four physicians from The Associate Clinic in Red Deer that will participate in an on-site clinic on a weekly rotation schedule. **The doctors see patients by appointment only.** Appointments are made through our Health Office.

**BACK CARE**

Back injuries are a common problem in the meat industry. Warm up exercises before lifting help prevent back problems. Take the following precautions when lifting both at work and at home:

- ✓ Plan how you are going to lift
- ✓ Clear the path
- ✓ Bend your legs halfway, as if to sit
- ✓ Keep you back straight, but inclined forward enough that your arms can lift straight up
- ✓ Keep your feet flat on the ground, 12 to 15 inches apart, with one foot slightly ahead of the other
- ✓ Take a deep breath and hold until the object is off the ground
- ✓ Lift with your legs, stand up smoothly and move your arms to a comfortable position
- ✓ Move your feet to pivot -- avoid twisting your back

Always get help for awkward loads. Communicate when team lifting (two or more persons).

**REPETITIVE STRAIN INJURIES (RSI)**

A repetitive strain injury refers to disabling conditions of the soft tissues and joints -- often the upper limbs and neck of workers. In the meat industry, workers often have repetitive tasks or are in one position for a length of time, making them susceptible to injury. We at Olymel manage RSI by:

- ☞ Encouraging completion of warm up exercises prior to work
- ☞ Providing rest breaks throughout the shift so you can stretch the affected muscles
- ☞ Encouraging employees to report symptoms to the Health Center as soon as possible
- ☞ Providing a modified work program until a doctor authorizes the affected employee to return to full duties

Our Health Center staff will:

- ☞ Apply heat or cold to affected area
- ☞ Counsel worker on the use of anti-inflammatory medication
- ☞ Initiate Worker's Compensation forms as required

At home, the injured employee should:

- ☞ Apply heat or cold as recommended by your Doctor or the Health Nurse
- ☞ Rest the joints you use at work as much as possible
- ☞ Take medication as recommended by your Doctor or the Health Nurse

## **EMPLOYEE HEALTH AND SAFETY INFORMATION :**

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### **NOISE RISKS - PREVENTING HEARING LOSS**

Meat packing plants produce enough noise to cause permanent hearing loss over time. Hearing protection in the form of earplugs or earmuffs are supplied by Olymel. All persons entering production areas must wear hearing protection. To meet legislative requirement, the Health Center will test your hearing annually. Be careful of noise exposure in off-work hours.

### **CUTS AND WOUND CARE**

All cuts / wounds must be reported immediately to the Health Center. Breaks in the skin, with or without stitches, act as a direct route for bacteria resulting in infection. Keep wounds clean and dry. Do not breath on, cough on, or touch the wound while uncovered,

Signs of infection Include:

- ☛ Redness around or streaking away from the wound
- ☛ Swelling or hard area around the wound
- ☛ Area around the wound warm to touch
- ☛ Any discharge from the wound, particularly yellow or green in colour

Pork carries highly infectious bacteria, some of which may cause tetanus (lock jaw). These bacteria can increase the irritability of the central nervous system.

Signs of an infection of this nature include:

- ☛ Muscle spasms
- ☛ Headache
- ☛ Irritability
- ☛ Facial spasms
- ☛ Difficulty swallowing

If you find yourself with any of the above symptoms, please contact the Health Office immediately.

Tetanus injections assist your immune system to fight off these bacteria. These should be repeated every ten (10) years.

### **COMMUNICABLE DISEASES**

In the interest of public health and safety, an employee who feels they have signs or symptoms of an illness are required to inform the Health Center immediately and then visit their family doctor for testing. If a communicable disease is confirmed, further testing and treatment would be initiated as required.

### **PERSONAL HYGIENE AND SANITARY PRACTICES**

The highly infectious bacteria found in pork can be passed onto your food or cigarettes and ingested when you eat or smoke. These bacteria can make you very sick. Transfer of these bacteria can be avoided by:

#### **1) Hand Washing**

Wash hands thoroughly with soap and water after using the washroom, before you eat or smoke, and before entering or leaving the production areas. Rubber gloves are provided for specific jobs and are available from your Foreman.

**EMPLOYEE HEALTH AND SAFETY INFORMATION (CON'T):**

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**2) Jewellery**

No jewellery is permitted to be worn in the production areas of the plant. Jewellery is a safety hazard because it can trap bacteria, get caught in machinery or be lost in product.

**3) Hair, Beard and Moustache Nets**

All employees are required to wear Nets to cover all hair, beards and moustaches while in production areas. This is to comply with the Canadian Food Inspection Agency Regulations. There are no exceptions.

**HOUSEKEEPING AND EMPLOYEE REGULATIONS**

Good housekeeping is essential in establishing and maintaining a safe and healthy work environment. It is very possible to fall into the saws or skinners if you trip and serious injuries or fatalities can occur. If everyone helps practice general housekeeping it will greatly reduce the risk of injury for everyone. Things every employee can do are:

- ☛ Help keep isles clear of equipment and garbage
- ☛ Pick up slippery materials off the floor
- ☛ Coll hoses when not in use
- ☛ Keep drains clear

**☛ Dressing Rooms and Lockers**

The Dressing Rooms must be kept clean at all times. Please pick up and place soiled clothing in the "Dirty Laundry" receptacles.

Lockers are to be kept clean at all times. Please do not store food in lockers. It is prohibited to store extra haimets, beard nets, smocks or gloves due to possible contamination.

**☛ Mesh Glove Room**

All safety equipment can be attained in the Mesh Glove Room. Return all mesh and cotton gloves to Mesh Glove Room after one use on production floors.

**☛ Work Clothes**

Clean work clothes are to be picked up before start of each shift from the smock room and are to be discarded after each shift in the "Dirty Laundry" receptacles.

**Due to health code restrictions, it is prohibited to wear any smocks in either cafeteria and it is completely prohibited to take white smocks outdoors at any time.** There are designated hooks provided outside production areas for this reason. The only smocks that are permitted to be worn outdoors are Red or Blue smocks. It is very important to follow these health code restrictions at all times.

**☛ Cafeterias**

There are two separate cafeterias for the Kill Floor employees and the Pork Cut employees. Kill Floor employees are not allowed in the Pork Cut employee cafeteria and vice-versa due to possible cross contamination.

Food and beverages are to be kept in the cafeteria areas only – no food or drink, gum or chewing tobacco is allowed in production areas. Your Orientation Trainer will show you where each cafeteria is located.

**EMPLOYEE HEALTH AND SAFETY INFORMATION (CON'T):**

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**☛ Smoking Areas**

Smoking is allowed in the smoke pit only. All other areas of the plant including cafeterias and change rooms are non-smoking areas.

**☛ Alcohol and Drug Impairment**

No employee that is or appears to be under the influence of alcohol or street drugs is permitted on site. Any one caught consuming alcohol or illicit substances on site will be subject to disciplinary action and possible termination.

No employee is permitted to work in the plant when taking medication that might alter judgement or mental alertness. If you are unsure about the effects of any medication you are taking, please contact the Health Center.

**DISCIPLINARY POLICIES****1) Absenteeism – SICK LINE = 346-3544 1-877-488-8700-ex-5266.**

If an employee cannot come in to work, it is required they call a minimum of thirty (30) minutes before their shift start time with their name, area, Foreman name and reason for absence.

If an employee has not called in within three (3) hours from the start time of their shift, they will be coded as AWOL which will result in disciplinary action or possible termination.

If seven (7) separate incidents of accountable absences occur within a year, the employee will receive a verbal warning their Foreman.

If eight (8) separate incidents of accountable absences occur within a year, a written warning will be given and the employee will be expected to make an agreement for improvements to avoid future absences.

If a ninth (9) accountable absence occurs within a year, the employee will receive a one (1) day suspension.

Ten (10) separate incidents of accountable absences within a year are considered excessive and unacceptable. If an employee reaches this number of accountable absences, their employment with Olymel will be terminated.

\* An absence of successive days for the same reason is considered as one (1) accountable absence.

\* Three (3) accountable lates are considered as one (1) accountable absence.

**2) Alcohol or Illicit Drugs on Company Property**

First (1<sup>st</sup>) Offence = Three (3) month suspension  
Second (2<sup>nd</sup>) Offence = Termination of employment

**3) Smoking in Non-Smoking Areas**

First (1<sup>st</sup>) Offence = Four (4) hour suspension to be served at the start of following shift  
Second (2<sup>nd</sup>) Offence = Three (3) day suspension  
Third (3<sup>rd</sup>) Offence = Five (5) day suspension  
Fourth (4<sup>th</sup>) Offence = Ten (10) day suspension  
Fifth (5<sup>th</sup>) Offence = Termination of employment

**EMPLOYEE HEALTH AND SAFETY INFORMATION (CON'T):**

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**4) Leaving Work Premises During Paid Work Hours Without Permission**

First (1 <sup>st</sup> ) Offence	= Written warning
Second (2 <sup>nd</sup> ) Offence	= One (1) day suspension
Third (3 <sup>rd</sup> ) Offence	= Five (5) day suspension
Fourth (4 <sup>th</sup> ) Offence	= Twenty (20) day suspension
Fifth (5 <sup>th</sup> ) Offence	= Termination of employment

**5) Horse Play**

First (1 <sup>st</sup> ) Offence	= Three (3) day suspension
Second (2 <sup>nd</sup> ) Offence	= Five (5) day suspension
Third (3 <sup>rd</sup> ) Offence	= Ten (10) day suspension
Fourth (4 <sup>th</sup> ) Offence	= Termination of employment

**EMPLOYEE TIME CARDS (SWIPE CARDS)**

Employee clock in and out times are updated through an automated swipe card machine that is directly linked to our payroll system. The Swipe Panels are located on the Production Floor – every area has its own panel. Please ask your Foreman if you are not sure where the Swipe Panel is in your area.

It is every employee's responsibility to clock in and out. Hours that are not clocked in or out cannot not be paid to an employee until they are accounted for. If you lose your swipe card, you must report it to your Foreman immediately so he can swipe you in and send you to the Payroll Office for a new swipe card. If you find your lost swipe card, please return your replacement card to the Payroll Office immediately.

**EMPLOYEE WAGE RATES**

Please refer to your United Food and Commercial Workers Union Collective Agreement (UFCW Local 1118) your Orientation Instructor will supply to you.

**EMPLOYEE BENEFITS:**

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All employees that have successfully completed a sixty (60) working day probationary period are entitled to the following benefits paid by Olymel through Alberta Health Care and Great West Life.

After completion of probationary period, each employee will be called to sign up for our employee benefit plan. This coverage includes employee's spouse and any dependent children residing with the employee.

Alberta Health Care	100% premium coverage
Extended Health Care	\$50.00 annual deductible: ⇒ 80% prescription coverage ⇒ 80% ambulance coverage ⇒ Semi-private hospital room ⇒ Chiropractic, physiotherapy, acupuncture & massage combined coverage to a maximum of \$500.00 / year ⇒ Prosthetic appliances, crutches, wheelchairs, etc. ⇒ Hearing Aids maximum \$500.00 / family member ⇒ Home nursing services
Vision Care Coverage	Maximum \$150.00 yearly / family member
Basic Dental Care	80% Coverage with no deductible: ⇒ Oral examinations ⇒ Cleanings (9 month periods) ⇒ X-rays ⇒ Fillings / extractions ⇒ Steel crowns ⇒ Root canals ⇒ Periodontics ⇒ Relines and appliance repairs ⇒ Emergency dental out of province
Major Dental Care	60% Coverage with no deductible: ⇒ Porcelaine Crowns ⇒ Bridge work ⇒ Gold inlays or onlays (subject to limitations) ⇒ Dentures
	* Maximum of Basic and Major Coverage combined; \$1500.00 / yearly per family member
Orthodontia	50% coverage to a maximum of \$1500.00 / lifetime per family member
Basic Life Insurance	Insurance coverage of \$30,000.00
Optional Life Insurance	100% paid by employee Extra Life Insurance available in \$25,000.00 units to a maximum of \$250,000.00 for employee and / or spouse
Accidental Death & Dismemberment	Basic – 100% premiums paid by company Voluntary – 100% premiums paid by employee
Short Term Disability	50/50 premium cost shared between company and employee Employee eligible after 60 working days 60% wage coverage subject to the EI on your length of service
Long Term Disability	100% employee cost Employee eligible after one (1) year of service 60% wage coverage Continues after Short Term Disability term has ended
Union Pension Plan	Eligible after one (1) year of service 100% covered by company