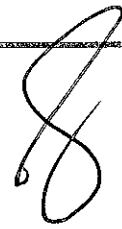




SAFETY MANUAL

RECORDS & STATISTICS POLICY & PROCEDURE



POLICY

Electric Motor Service Limited will collect and maintain records and use the records to generate safety statistics that will guide continual improvement.

Responsibilities

Human Resources

Human resources is responsible for maintaining master employee files. These are maintained in a secure (locked) location and protected from damage for at least as long as the employee is working for the company.

Safety Manager

The Safety Manager is responsible for maintaining records other than personnel records. These include but are not limited to:

- Incident investigation reports
- Hazard assessments
- Toolbox meeting minutes
- OH&S reports
- Inspections
- Internal and external audits

These records are to be kept for seven years. The records will be kept in secure filing cabinets for paper copies and secure directories for electronic information. Copies of documents that do not contain confidential information may be released or posted, but the master must remain secure.

PROCEDURE

Both leading and lagging indicators are used to assess the effectiveness of the safety management system. Leading indicators provide advanced warning of developing weaknesses before losses occur. Lagging indicators are used to measure the final outcome of the work activities.

The following leading indicators are used to track ongoing activities by month.

- Formal inspections
- Specific safety trainings delivered
- Management safety walk
- Near miss report
- Safety committee meeting
- Toolbox meeting
- Hazard report
- Open safety action items from meetings, inspections, investigations, etc.



SAFETY MANUAL

RECORDS & STATISTICS POLICY & PROCEDURE

The following types of incidents are to be reported and tracked (for both our company and our subcontractors):

- All injuries
- All incidents that cause property damage or interrupt operations
- Incidents, called "near misses," that had the potential to result in the above
- All incidents that, by regulation, must be reported to OH&S, WCB, or other regulatory agencies.

Incidents are tracked in the following categories:

1. Near-miss incidents
2. Injuries
 - a. First aid
 - b. Medical Aid
 - c. Modified duties
 - d. Lost Time
 - e. Fatality
3. Incident
 - a. Property damage
 - b. Vehicle damage

Monthly and yearly statistics will be kept in accordance with industry practice. Along with the incidents that are tracked, the company also tracks the amount of person-hours that the company works (including subcontractors) and the total kilometers driven by company employees (or subcontractors) while on company business.

Board Chairman

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Date:

A handwritten date "A-2/18" in black ink, written in a cursive style.