



Health and Safety Policy

Design Group Staffing Inc. hereinafter referred to as Agilus is committed to protecting the health and safety of its internal employees, external contractors and assignment employees and client companies.

Agilus will:

- 1 Comply with applicable municipal, provincial and federal legislation to the best of our ability.
- 2 Provide Health and Safety and Workplace Hazardous Material Information Systems (WHMIS) orientation to all internal employees, external contractors and assignment employees.
- 3 Assign a representative from each branch to participate in Agilus quarterly Health & Safety meetings.
- 4 Ensure that at least one internal employee per office is certified in First Aid.
- 5 Ensure that a First Aid Kit is located in each office.
- 6 Conduct Client Company Site Assessments where external contractors and assignment employees are performing duties in skilled trades or general labour and/or working in a light industrial setting.
- 7 Internal employees, external contractors and assignment employees must report any unsafe practices or sub-standard conditions.
- 8 Report internal and external (client company site) workplace incidents to the appropriate governing bodies within the required timeframes.
- 9 Promote and encourage continued adherence and improvement to Health & Safety practices to both internal and external audiences.
- 10 Offer a Return to Work (RTW) Program with appropriate modified duties for internal employees.
- 11 Partner with client companies to offer a RTW Program with appropriate modified duties for external contractors and assignment employees.

Employees are required to:

- 1 Actively participate in the Agilus Health and Safety Program.

- 2 Complete Client Company Site assessments as required.
- 3 Report branch workplace incidents immediately to Agilus designated individual.
- 4 Facilitate the completion and submission of provincially specific injured worker reporting forms as required for incidents/accidents occurring at client company sites.
- 5 Report any unsafe practices or sub-standard working conditions at Agilus offices and client company sites.
- 6 Complete the legislated Health and Safety Awareness Training for Workers and Supervisors (Province of Ontario ONLY)



Craig Brown
CEO, Agilus