

## Purpose

The purpose of the Health & Safety Policy (this “**Policy**”) is to ensure 407 ETR Concession Company Limited (“**407 ETR**”) has established an effective Health and Safety Program that reduces the risk of injuries, occupational illnesses, and other accidental losses.

## Scope and Responsibilities

This Policy applies to 407 ETR employees and, where the context so requires, contractors, consultants, suppliers, representatives and agents of 407 ETR (collectively, “**Personnel**”). All Personnel are responsible for ensuring they are familiar with the requirements and guidelines of this Policy and related procedures.

## Policy

As an employer, 407 ETR is responsible for the health, safety, and welfare of its Personnel. Management supports and is fully committed to 407 ETR’s Health & Safety Policy, and seeks to ensure that every reasonable precaution is taken to protect the health and safety of Personnel.

Improving health and safety at 407 ETR is accomplished through the use of continuous improvement principles and systems designed to promote and maintain the physical, mental and social well-being of Personnel within an injury-free and healthy workplace. To this end, 407 ETR regularly maintains and evaluates its Continuous Improvement Action Plan (CIAP).

407 ETR considers health and safety matters a priority in its business planning and in the design and implementation of projects.

Supervisors are held accountable for the health and safety of their Personnel, and must take steps to ensure that such Personnel are following all relevant laws, regulations, policies, procedures and safe work practices.

Personnel are expected to observe all relevant laws, regulations, policies, procedures and safe work practices communicated to them, such that a healthy and safe work environment is maintained at all times. Personnel must immediately notify their supervisor upon becoming aware of any unsafe work condition or practice that may not be in accordance with relevant laws, regulations, policies, procedures, and/or safe work practices.

## Guidelines

Management, in conjunction with the Joint Health & Safety Committee will review this Policy on an annual basis. More frequent reviews may take place in response to organizational and legislative requirements.

### **Continuous Improvement Action Plan (CIAP)**

407 ETR will conduct an annual assessment based on the current CIAP to ensure a functioning Occupational Health & Safety (OH&S) Program is maintained. Annually, within the first quarter, the CIAP for the current year will be determined, including:

Goals and timelines for the year; and

Assigned responsibility for each department to achieve the established goals.

407 ETR will approve and support the CIAP through allocating needed resources in personnel, time and money. The CIAP must be reasonable and adaptable to the 407 ETR’s business objectives.

Progress reports on the OH&S Program and improvements will be communicated to all Personnel.

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The CIAP created is based upon the data and reports collected throughout the year through external audits and the bi-annual inspection of 407 ETR's facilities by Management.

**Reviews and Trends**

Quarterly, Management will review the following:

- Trends identified in injury and incident reports, as well as recommendations for interventions;
- Incident and injury root causes;
- Hazard Reports analysis;
- Health & Safety Committee recommendations (if any); and
- Status of all current claims.

**Exceptions**

Any exceptions will be identified and approved as per the process set out in the [Policy and Procedure Process Guide](#)

**Policy Maintenance**

Standard maintenance and review as per the process set out in the [Policy and Procedure Process Guide](#)

**Policy Owner**

Vice President, Human Resources

**Related Policies**

[501 - Return to Work Program](#)

[503 - Rights Roles, and Responsibilities](#)

[506 - Joint Health and Safety Committee Mandate](#)

[507 - Accident-Incident Investigation Policy](#)

**Related Procedures**

[500 A - Health & Safety Training and Communication](#)

**Related Scripts**

[Occupational Health and Safety Act](#) and Applicable Regulations

[Workplace Safety and Insurance Act](#)

**Related Forms**

Year End Injury Summary Form

**Section:** Health & Safety**Title:** Health & Safety Policy**Number:** 500

## Revision History

Date	Version number	Modifications
December 18, 2014	1.0	New Policy Issuance
August 12, 2015	2.0	Annual review by Health & Safety Manager, no material change to content.
February 12, 2016	3.0	Annual review by Health & Safety Manager, no material change to content.
July 7, 2017	4.0	Annual review by Health & Safety Manager, no material change to content.

## Policy Authorization

Approvers	Approval Date
Jose Tamariz President and Chief Executive Officer	December 18, 2014
Louis-M. St-Maurice Chief Financial Officer	December 17, 2014
Greg MacKenzie General Counsel	September 16, 2014
Randy Luyk VP, Business Process Management	September 16, 2014
Wayne Anthony VP, Human Resources	September 8, 2014
Sharon Davis Joint Health and Safety Committee - Certified Worker Representative	September 8, 2014

**Note.** Completion of the SharePoint workflow by the individuals above is evidence of approval of this document. Workflow approval for this document is available in SharePoint.