



# NWO Well Services Ltd.

176 Clavet Street  
Thunder Bay, Ontario  
P7A 2M4  
1-807-707-7000  
info@nwowellservices.ca  
www.nwowellservices.ca

---

## NWOWS OH&S Book: Employee Rights and Responsibilities

### Disclaimer:

Understand that the purpose of this book is to increase, reinforce, and enhance workplace safety in our company. We have taken every precaution and made every effort within reason to understand all regulations, and acts associated with the contents and purpose of this book. However, should we have missed something, the regulations or act are updated between our annual safety review, or misinterpreted something - ALL contents of this book are designed to be founded upon Reg. 903 of the MOE under the Ontario Water Resources Act, the Occupational Health & Safety Act, Transport Canada and the MTO, WHMIS Legislation, and all applicable CSA Standards.

Furthermore, in all cases the content in this book is superseded by all the above legislation, regulation, acts, and any and all interpretations by qualified civil servants in those fields. Should you at anytime feel that something in this book is indeed out of step with the law, inform management ASAP, and they will address it - until it can be addressed, you are to follow the law.

### Role and Duties of NWO Well Services Management & Ownership:

- It is our responsibility to take every precaution reasonable in the circumstances for the protection of a worker.
- We must provide facilities, equipment, and protective devices required to protect workers. Training (both written and demonstrated) and supervision, must be adequate for the specific equipment and workplace.
- Testing and medical surveillance, air monitoring and examination are required in workplaces where workers may be exposed to hazardous environments or materials.
- We must also assist the Joint Health & safety Committee as required, including responding within 21 days to any recommendations concerning health and safety in the workplace.
- All contractors who perform work or supply services at our workplaces (shop, worksite, etc) must abide by the business's policies and procedures while on the jobsite.
- Develop an OH&S Program.

### Role and Duties of NWO Well Services Supervisors:

- Provide a safe workplace and assign safe work. You are required by law to take all reasonable precautions to protect your workers from illness or injury.
  - Provide training and information
  - Inform your workers of job hazards and train them to do their jobs safely.
  - Provide supervision
  - You must supervise your workers to ensure that they work safely and use equipment and protective devices properly where required.
- 
- Supervisors failing to comply with the *Occupational Health and Safety Act* are subject to fines of up to \$25,000 from the MOL, and or up to 12 months imprisonment. As well as denial of bonuses, and possible termination of employment at NWO Well Services.

### Role and Duties of NWO Well Services Workers:

- Know about danger. Your employer must tell you about hazardous materials or equipment used in your workplace. You should also receive training before using any such materials or equipment.
- Participate in making your workplace safe. You're an important part of workplace safety. Ask your employer or contact your worker health and safety representative to find out how you can help. They have information and materials you can use to make a difference.
- Refuse unsafe work. If you believe your work is unsafe you can refuse that work until the situation is corrected. You must, however, tell your supervisor immediately. In the meantime, you should remain in a safe place near your workstation. You cannot be suspended, fired, or docked pay for refusing unsafe work.
- As a worker, you have the responsibility to:
  - Work safely
  - Don't take risks. You might injure yourself or another worker.
  - Report unsafe conditions
  - If you see anything that looks unsafe, tell your supervisor or employer **immediately**. Don't wait until someone gets hurt.
  - Wear the right safety equipment for the job
  - Wear your protective clothing and equipment, and get trained to use it properly.
  - Ask your employer first
  - Your employer needs to know about your concerns and questions about health and safety issues, and take the necessary measures to avoid injuries.
- Employees failing to comply with the *Occupational Health and Safety Act* are subject to fines of up to \$25,000 from the MOL, and or up to 12 months imprisonment. As well as denial of bonuses, and possible termination of employment at NWO Well Services.

### Rights of Workers:

#### The Right to Participate:

- Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership on JHSC's.

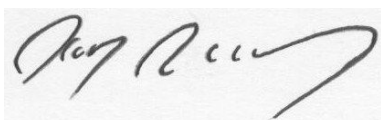
#### The Right to Know:

- The worker has the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances.

#### The Right to Refuse Unsafe Work:

- Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another worker. The Act describes the exact process for refusing dangerous work and the responsibilities for the employer in responding to such a refusal.

Brett MacAskill,



Director of NWO Well Services Ltd.

Updated May 1st, 2017