


TAKLA NATION OHS Management System	<i>Document Title:</i> Element 1: Leadership & Commitment		
<i>Document Owner (Position):</i> HR Manager	<i>Document Level:</i> Policy	<i>Reference No.:</i> SAF-POL-001	

1. PURPOSE

Leadership and top management must take overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and work activities. They must ensure that:

- a. the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization.
- b. there is integration of the OH&S management system requirements into the organization's business processes.
- c. the resources needed to establish, implement, maintain and improve the OH&S management system are available.
- d. there is communication of, and conformance to, the OH&S management system requirements throughout the Nation.
- e. the OH&S management system achieves its intended objectives and promotes continual improvement.
- f. the organization establishes and implements processes for consultation and participation of workers which includes the establishment and functional success of health and safety committees.

2. SCOPE

This Policy applies to all leadership activities in the Organization which are related to Occupational Health and Safety Management.

3. HEALTH AND SAFETY POLICY STATEMENT

3.1 Authorization and Distribution


- a. The Health and Safety Policy will be approved by the Takla Nation Council and signed by the Chief of the Takla Nation
- b. The Health and Safety Officer is responsible to ensure that copies of the Health and Safety Policy are posted on bulletin boards, in work areas and in lunch rooms in every organization location.

3.2 Current Policy Statement (signed copy for posting is: SAF-POL-001a)

Policy Statement

Takla Nation is committed to a safe and healthy work environment for employees, contractors, membership, and the general public. As safety is a shared responsibility, all employees and elected officials will support and adhere to established Occupational Health & Safety standards and procedures.

Takla Nation will abide by federal legislation regarding policy health and safety

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committees and workplace health and safety committees.

Purpose/Rationale

Chief and Council are the official government of the Takla Nation, responsible for the overall safety standards related to the work of the government, in alignment with the relevant federal and provincial legislation, and Takla Nation laws, bylaws and/or policies. This policy establishes the framework commitment of the Nation to develop, resource, and maintain appropriate standards, systems, reporting mechanisms, and response mechanisms to support safe work experiences and a safe and healthy work environment.

Principles

Takla Nation is committed to:

- 1. Adherence to legislation*
- 2. Establishing and making available the frameworks and resources to support safety program implementation and maintenance throughout the Nation*

Scope/Limitations

This policy applies to all Takla Nation employees, elected officials, contractors and, as appropriate, membership and members of the public using Takla Nation facilities or services.

Chief and Council are responsible for:


- Establishing and supporting the on-going work of an OH&S Committee comprised of managers and staff;*
- Supporting the establishment and maintenance of a Health and Safety program;*
- Reviewing and acting on the recommendations of the Occupational Health and Safety Committee;*
- Providing a safe and healthy work environment through management and the use of policies, procedures, audits, and appropriate situational responses.*

Takla Nation managers and supervisors, supported by Human Resources, are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:

- Employees perform their work in compliance with accepted safe work practices and procedures;*
- Adequate training is provided to employees so that tasks assigned to employees can be*
- performed safely, including specific health and safety orientation and training to young workers and new workers; and*
- Employees are notified of any potential hazards that may exist in and around the employee's work location.*

Individual employees and contractors are responsible for:

- Taking all reasonable and necessary precautions to ensure their own safety and health and that of anyone affected by their work;*
- Complying with Takla Nation instructions concerning safety and health;*
 - Contractors must ensure they and their employees adhere to any*

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restrictions identified by Chief and Council regarding limitations for intoxicants and/or visits by employees to Takla Landing and specific, identified locations throughout the Takla traditional territory;

- *Reporting any hazards and accidents in the workplace to their immediate supervisor;*
- *Using safety materials, equipment, devices and/or clothing as required.*




Signed: Chief John French, Takla Nation

4. RESPONSIBILITY

4.1 Senior Management

Top management of Takla Nation shall demonstrate leadership and commitment with respect to the OH&S management system by:

- taking overall responsibility and accountability for the prevention of work-related injury and ill health as well as the provision of safe and healthy workplaces and activities;
- ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization;
- ensuring the integration of the OH&S management system requirements into the organization's business processes;
- ensuring that the resources needed to establish, implement, maintain and improve the OH&S management system are available;
- communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements;
- ensuring that the OH&S management system achieves its intended outcomes;
- directing and supporting persons to contribute to the effectiveness of the OH&S management system;
- ensuring and promoting continual improvement;
- supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S management system;
- protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- ensuring the organization establishes and implements a process(es) for consultation and participation of workers;
- supporting the establishment and positive function of health and safety committees.

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4.2 Department Managers/Section Heads


A Department Manager/Head of Section of Takla Nation must do everything reasonably possible to:

- a. ensure that the Health & Safety Program is implemented, and maintained with adequate resources of budget, manpower and equipment
- b. protect the health, safety and welfare of your workers, other workers at your work site and other persons at or in the vicinity of the work site
- c. make your workers aware of their rights and responsibilities under the OHS legislation
- d. make your workers aware of any workplace health and safety issues and resolve health and safety concerns in a timely manner
- e. protect your workers from harassment or violence at the work site and ensure that workers do not participate in harassment or violence
- f. ensure workers are supervised by supervisors who are competent and familiar with relevant OHS legislation and Organization rules that apply to the work performed
- g. ensure the establishment of a Joint Work Site Health and Safety Committee and:
 - work with them to share health and safety information
 - resolve relevant issues in a timely manner
- h. inspect all work areas under their jurisdiction on a regularly scheduled basis
- i. facilitate and attend regularly scheduled OHS meetings
- j. maintain equipment at your work site in safe working order
- k. ensure hazardous products (such as dangerous substances or chemicals) are properly labeled and stored and safety data sheets are readily available to workers
- l. ensure that workers are appropriately trained in safe work practices and procedures
- m. ensure that workers have the appropriate safety equipment know how to use it
- n. ensure that adequate first aid equipment, supplies, facilities and trained respondents are on site to handle injuries
- o. ensure that Emergency Response Drills are scheduled and conducted
- p. ensure that incidents are immediately investigated and root cause actions are implemented
- q. ensure that annual objectives for Health and Safety are established and communicated to all employees and contractors
- r. conduct at least one general safety meeting per year to review OHS performance with all personnel.
- s. ensure that leading indicators for OHS performance are identified and used for establishing incentives in job promotion, bonuses and awards

4.3 Supervisors

A supervisor of Takla Nation must do everything reasonably possible to:

- a. ensure the health and safety of all workers under your direct supervision.


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- b. know the OHS Regulations and Organization procedures that apply to the work under your supervision and make sure those requirements are met.
- c. identify and mitigate hazards wherever possible and ensure that workers under your supervision are aware of all known hazards.
- d. ensure that workers under your supervision:
 - have the appropriate personal protective equipment for the job
 - are properly trained in its use
 - are using it when required
- e. review with your workers all the applicable safety rules, safe work practices, and the relevant emergency procedures
- f. report all incidents and injuries to the Manager and investigate accordingly
- g. inspect your work sites daily and conduct a formal, documented inspection once per week
- h. conduct a Field Level Hazard Analysis daily with all your workers before starting a job
- i. conduct a documented safety meeting with all your workers every week
- j. ensure all work permits are issued properly, according to the work scope
- k. ensure workers know what you expect of them and their right to refuse unsafe work.
- l. explain to workers the safety incentives for good performance as well as the consequences for violating regulatory requirements and organization safety policies.
- m. ensure sufficient schedule for subcontractors and employees in order for them to do their jobs properly and safely
- n. work with the Joint Work Site Health and Safety Committee to share health and safety information and resolve relevant issues in a timely manner

4.4 Worker’s Rights and Responsibilities

All workers of Takla Nation must do everything reasonably possible to:

- a. protect the health and care of yourself and other workers
- b. report immediately to your supervisor
 - any injury or illness that occurs on the work site
 - any sickness or condition that may affect your ability to work
 - any unsafe conditions and actions which are observed in the workplace
- c. refuse work if you think that the job is potentially hazardous and/or if proper safeguards are not in place
 - all workers will be trained in the process for “right to refuse”
 - once the work has been refused, it must not resume until the concern has been addressed
 - no worker shall be reprimanded for refusing to perform unsafe work
 - all instances of “right to refuse” will be documented and recorded.
- d. attend and complete all required training for your job activities
- e. attend and sign all Field Level Risk Assessments before starting work each day

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- f. ensure that you understand how you should respond to an emergency if it occurred
- g. use safety devices and wear the required personal protective equipment for your job
- h. refrain from causing, or participating in, harassment or violent behaviors
- i. comply with all OHS Regulations and Organization procedures that are applicable to your work
- j. never come to work under the influence of alcohol, drugs or any other substance that can affect your performance negatively.

5. IDENTIFICATION OF PROCESS OWNERS FOR THE OHS MS


- a. All plans, policies and procedures which are required to be included in the Occupational Health and Safety Management System should be identified and documented in the management system.
- b. Each Organization position (job title holder) who is accountable for development and review shall be identified.
- c. Frequency of review shall be every 3 years (unless otherwise determined) and signed off appropriately.

Identification of Accountable Parties – Health & Safety Program Areas				
Policy/Procedure	Department	Position	Rev. Date	Signed
Health & Safety Policy	Management	Chief of Takla Nation	Dec/2023	
OHS Management System	Management	HR Manager	Dec/2023	
Annual OH&S Objectives & Targets	Management	Takla Nation Council	Annually/Feb	
Risk Register/Critical Task Inventory	Operations	Senior Manager (General Manager, Operations)	Dec/2023	
OHS Training Matrix	OHS	HR Manager	Annually/Mar	
Site Orientation	OHS	Safety Officer	Annually/Mar	
Emergency Response Plans	OHS	Emergency Services Manager	Annually/Apr	
Annual OHS Audits	OHS	HR Manager	Annually/Nov	
Joint Worksite Health & Safety Committee	Operations	Senior Manager (General Manager, Operations)	Annually/Nov	
Hazard Controls	Operations	General Manager, Operations	Dec/2023	
Incident/Injury Management	OHS	Safety Officer	Dec/2023	
Health & Hygiene	Health	Holistic Services Director	Dec/2023	

6. ANNUAL OHS OBJECTIVES AND TARGETS

6.1 Requirements for Objectives and Targets

- a. The organization shall establish OH&S objectives at relevant functions and levels in order to maintain and continually improve the OH&S Management System and OH&S performance.

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- b. The OH&S objectives shall be consistent with the OH&S policy and associated requirements
- c. Objectives must be measurable (if practicable) or capable of performance evaluation; and they should take into account:
 - o the results of the assessment of risks and opportunities;
 - o the results of consultation with workers and their representatives;
- d. All Objectives shall be monitored on a regular basis during the year and:
 - o reported on a monthly basis to management
 - o communicated to stakeholders, employees and contractors
 - o be reviewed and updated at least annually.

6.2 Objectives and Targets Action Log (sample)

Objectives and Targets					YEAR: 2019
#	Objective	Actions	Targets	Target Date	Responsibility
1.	Reduce Recordable Injury Frequency to support lower WCB costs	a. Complete all JHAs b. Improve Injury Management	Frequency less than 3.0	June 30, 2021	a. Operations Manager b. Health & Safety Officer

7. RELATED DOCUMENTATION

SAF-POL-001a Health and Safety Policy Statement (signed)

8. FORMS

SAF-REC-001 Annual OHS Objectives & Targets (template)

9. RECORDS

OHS/Leadership & Commitment/Safety Policy Statement

OHS/Leadership & Commitment/Annual OHS Objectives & Targets

10. DOCUMENT HISTORY

Rev#	Date	State	Initials	Description of Changes
0.0	2020-09-10	Draft	GT	The document is initiated.