

FRONTIER

WORKPLACE HEALTH AND SAFETY POLICY

At Frontier Supply Chain Solutions, the health and safety of our employees comes first. We are committed to doing everything possible to prevent injuries and to maintain a healthy work environment.

To this end:

- The company is committed to maintaining a workplace health and safety program to ensure the goals of this policy are met.
- Every person in the company must integrate good workplace health and safety practices into their daily activities.
- All employees are required to support the workplace health and safety program.
- Management is responsible for enhancing health and safety consciousness.
- Management must ensure that employees are trained in healthy and safe work procedures allowing for the work to get completed without accident and injuries.
- A workplace health and safety committee will be created with effective employee representation to ensure that a comprehensive program is completed and maintained.
- All employees are accountable for helping to implement this program and following any procedures, policies or practices created as part of the program.



EMERGENCY PROCEDURES AND EVACUATION PLAN

Introduction:

Workplace safety is important business. It is one sure method to contribute to the success of our organization by minimizing the risks of fire and accidents, by being vigilant and safety conscious. As an organization it is Frontier's responsibility to protect our people and our physical assets. This document outlines the plan to maintain a safe workplace, to prevent workplace accidents and to deal with emergencies when necessary.

In Case of a Fire:

This procedure is applicable to any event that would necessitate an emergency evacuation of the building – whether it be fire, bomb threats, gas leaks etc.

If you discover a fire:

- (a) **For Small Fires** – Frontier has fire extinguishers situated around the building and warehouse. If you feel confident operating the fire extinguisher, attempt to extinguish the fire by aiming the extinguisher at the base of the fire. Call for other employees to assist you and have someone advise a Fire Marshal. They will contact the fire department for any fire inside the building, even if the fire is fully out.
- (b) **For Larger Fires (or smoky, chemical or propane fires)** – In the event a fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then ensure that there is no one in the area and close the door to the area to confine and contain the fire. Leave the fire area, immediately advise a Fire Marshal to contact the fire department and to evacuate the building.

If you hear a Fire Alarm or Evacuation Announcement:

- (a) Leave the building immediately using the nearest exit. Walk, Do Not Run.
- (b) If you encounter smoke, consider taking an alternate exit. Heat and smoke rise leaving cleaner air near the floor. Crawl low under the smoke.
- (c) Pay strict attention to your Fire Warden for any specific instructions.
- (d) Proceed immediately to the front of the building and assemble on the front parking lot, a safe distance away from the building. Move clear of the property so as not to impede access by fire fighting personnel and equipment.

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- (e) If you are the last person out of the area, close the doors behind you to contain the fire.
- (f) The Fire Marshal will be taking attendance; please ensure you have been accounted for by reporting your presence to them.
- (g) **DO NOT LEAVE THE ASSEMBLY AREA. DO NOT ATTEMPT TO RE-ENTER THE BUILDING!** In the case of inclement weather, the Fire Marshal will advise you of the appropriate location to move to. Proceed to this location and remain there until advised. Only re-enter the building when cleared to do so by a Fire Marshal or the Fire Department.

Fire Marshal Duties in the Event of a Fire:

- Ensure the fire alarm has been activated
- Notify the fire department of the emergency situation
- Supervise the evacuation of the department staff and visitors
- Take attendance to ensure everyone is out of the building
- Upon arrival of the firefighters, inform them of the conditions in the building and the staff that have not been accounted for.
- Provide access and vital information to the firefighters.

Everyone's Responsibilities in Regards to Fire Safety:

- Know who the Fire Marshal is for your area.
- Advise the Fire Marshal or call the Fire Department immediately upon discovery of an emergency situation.
- Know the correct building address.
- Know the location of the fire extinguishers.
- Leave the building safely and quickly.

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FIRE PREVENTION:

- ☑ Do not put burning material, such as cigarettes, into garbage containers.
- ☑ Do not dispose of flammable liquids or aerosol cans in garbage containers.
- ☑ Avoid unsafe practices such as loose hanging clothing around flame sources.
- ☑ Do not use unsafe electrical equipment: frayed extension cords, over-loaded outlets or extension cords, in place of permanent wiring.
- ☑ Avoid careless smoking. Use ashtrays.

In Case of a Medical Emergency:

In the event of a medical emergency you should:

- (a) Assess the situation and take charge.
- (b) Call out for help to attract bystanders. Ask a person to get the Emergency First Aid Kit and to call for an ambulance (if necessary). If you are not a trained First Aider, ask the person to get a trained First Aider after calling 911.
- (c) Employees with first aid training are posted on the Workplace Health and Safety Board and are available at the front desk and in the warehouse.
- (d) Make the area safe for yourself and others. Find out what happened; if you suspect a head or spinal injury, do not allow them to move unless you must do so to get them out of immediate danger.
- (e) If you do not suspect a head or spinal injury attempt to move them into the recovery position shown below.
- (f) Look for a medical alert bracelet or pendant. This may give you clues about the person's condition. If qualified to do so, administer First Aid. REMEMBER: **Airway** (clear the airway), **Breathing** (listen for a heartbeat, feel for a pulse), **Circulation** (control bleeding with direct pressure – treat for shock).