



**LABOUR SOURCE
ORIENTATION
HANDBOOK FOR
EMPLOYEES and CANDIDATES**

Welcome to LABOUR SOURCE

This Handbook provides information and answers questions for Labour Source Employees and Candidates.

If you have additional questions please call Labour Source Monday to Friday 7:30 a.m. to 5:00 p.m.

WEST **call 905-264-9675**
EAST **call 416-499-9675**

www.LabourSource.com

LABOUR SOURCE TEMPORARY EMPLOYEE
ORIENTATION HANDBOOK

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IMPORTANT INFORMATION YOU NEED TO KNOW

What type of employment will I be offered?

LABOUR SOURCE will assign you to assignments at other companies;

The employee must acknowledge and agree that his or her employment is for a set term of not more than 3 months, less a day from the date of hire.

Accordingly, at the end of the term, his or her employment will automatically end and you will not be entitled to any notice of termination nor pay in lieu of such notice, nor any severance pay, pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000, Bill 139, and the common law). Should it be required, this contract may, solely at Labour Source's discretion, lapse into a second contract under the same terms and conditions of the first, it shall be considered a second three month term and not an extension of the first contract

- I understand that failing to appear to any accepted assignments will result in the termination of employment with Labour Source.
- Upon my acceptance as an employee by Labour Source Inc., I agree to be available for assignments during the term of my employ. I understand that my employment with Labour Source, has no guarantees of regular work, and may involve extensive periods of non work, Labour Source makes no warranty of assignment length, or duration unless in writing.

When will I be offered a work assignment?

When you leave our office, we will process your application. If your application meets our standards, we will consider you for suitable assignments.

- You are applying to be considered for assignments by Labour Source Inc. And agree that your employment with Labour Source shall not commence until the start date of your first accepted assignment. You understand that an electronic version of my application may be taken prior to employment, and this does not constitute employment. I agree that my date of hire shall be the first date of work listed in the Labour Source payroll system, and this date shall constitute my first day of employment.
- Upon my acceptance as an employee by Labour Source Inc., I agree to be available for assignments during the term of my employ. I understand that my employment with Labour Source, has no guarantees of regular work,

and may involve extensive periods of non work, Labour Source makes no warranty of assignment length, or duration unless in writing.

- I understand that when I am not on assignment, I must call or email Labour Source at least once a week, during business hours to verify my availability. I understand that failure to do so will result in my termination from Labour Source.
- I acknowledge that failing to respond to 2 separate attempted contacts by Labour Source during business hours will be grounds for termination under this agreement. I also agree that not accepting a position that meets my employment criteria checked in the application shall be grounds for termination.

When I get an assignment, what is next?

- When a new assignment is offered, the employee will be provided with the name of our agency, our contact information, the name of the company (Labour Source's client) you are being assigned to, the company's contact information, your wage rate, benefits (if applicable), hours of work, pay period, estimated term of the assignment (if applicable) and general description of the work. This information will be communicated to you orally prior to starting the job and in writing, with your first pay cheque. If you don't receive this information with your pay cheque you must contact Labour Source.
- **The employee acknowledges and agrees that they are responsible for confirming that they obtain the above information both orally and in writing. If not received, the employee must contact Rita at 905-264-9675 at Labour Source to obtain the information.**
- Upon my acceptance as an employee by Labour Source Inc., I agree to be available for assignments during the term of my employ. I understand that my employment with Labour Source, has no guarantees of regular work, and may involve extensive periods of non work, Labour Source makes no warranty of assignment length, or duration unless in writing.
- I understand that should my employment cease at Labour Source, my employment file shall be closed. If I wish to be considered for future

assignments, it is understood that I must reapply as a new candidate, and no successor rights shall be extended from prior employment.

- I agree that the end of an assignment does not constitute layoff or termination from Labour Source, unless I am on a tem contract with Labour Source Inc. As a placement agency, Labour Source will attempt to place you on other assignments, therefore I understand that under the terms of Bill 139, no termination pay shall be payable until the 13th week of non employment after an assignment ends, provided all the above terms are adhered to, and I am still employed by Labour Source.
- I understand that should any portions of this contract be deemed unenforceable under law, the rest of the contract shall survive as if the unenforceable portion was not part of the entire contract.

How am I paid?

Pay-cheques and automatic deposit receipts are issued at your workplace by Friday for the previous weeks work. If you are not scheduled to work on payday, your pay-cheque or deposit slip may be picked up at Labour Source. Our office hours are 7:30 a.m. to 5:00 p.m. Monday to Friday.

Will I receive vacation pay?

Yes. You will receive 4% vacation pay included on each pay-cheque.

Will I receive holiday and termination pay or severance?

In Ontario, there are nine public holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day. Generally, holiday pay will be paid as follows:

- If you work on a holiday, other than the nine public holidays listed above, you will be paid your regular wage.
- If you work on a public holiday, you will be paid one and one-half times your regular wage for all hours worked, unless you accept another day off in lieu of scheduled holiday..
- I understand that under the terms of this contract that for the basis of the Employment Standards Act, 2000 that my probationary period will be

extended to 6 months from the customary 3 months. I understand that no termination pay shall be payable during that period.

- Holiday pay requires that you work the full shifts before and after the holiday. Holiday pay for those eligible shall be calculated by averaging the 4 weeks before a holiday and dividing by 20. If you work only one day a week for 8 hours, you will receive approximately 1.50 hours holiday pay.
- I agree that should I be eligible for termination or severance pay under the Ontario Employment Standards Act, 2000; that the minimum requirements under the act shall be the maximum amount I will be eligible for as an employee of Labour Source. I understand that termination and severance pay shall be based on the average earnings of my last 12 weeks of employment at Labour Source. I agree that the 12 week period will likely contain periods of non- work, and that those periods shall be included in the 12 week period. I agree for the basis of calculation that I do not have a guarantee of regular work

Who should complete my time sheet?

You are responsible for completing your time sheet and/or punching your card. You must record your working hours on a LABOUR SOURCE time sheet and/ or punch your card, and have it signed by your supervisor. Failure to properly record your hours may result in not being paid for the unrecorded hours.

Can I take days off?

As an employee, you must notify Labour Source in writing at least 2 weeks in advance to be considered for non emergency time off. Permission may/or may not be granted, if permission is not granted, and the time is missed, discipline including termination may be applied

Attempt to schedule medical and other appointments after working hours, failure to do so may result in job loss. Please notify us if you choose not to go to work. If your current assignment is un-available on your return, Labour Source may assist you in receiving another placement.

If you leave the premises during your breaks/lunch, you are expected to punch in and out and let your area Supervisor know you are leaving the building.

You will not be paid for time off.

Whom do I call if I am sick or absent?

Call LABOUR SOURCE as soon as possible or at least one (1) hour before your shift starts. Leave a message indicating your name, name of company, time of shift, and phone number. LABOUR SOURCE will arrange for a replacement worker and will contact your supervisor. You will not be paid for time off for sickness.

Attendance

The employee acknowledges and agrees that if he or she is unavailable for assignment for 2 assignments in a row, in any 3 month period, that he or she will be deemed to have abandoned their employment and/or there will be just cause for termination of employment. In this situation, the employee will not be entitled to any notice of termination, nor pay in lieu of such notice, and severance pay (if applicable), pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000) and the common law.

The employee also acknowledges that your employment with Labour Source and/or its clients may be terminated at any time, without cause, in which case the agency shall only be required to provide you the minimum notice of termination and/or pay in lieu thereof, and the minimum severance pay (if applicable), as required pursuant to the Employment Standards Act, 2000.

What should I do if I do not like my assignment?

If you are dissatisfied with your assignment, call our office immediately or at the end of the shift, you may resign your position with Labour Source. If you walk off the job, without recording your hours with us, you will not be paid for the day and we will assume that you quit your employment with Labour Source.

How much notice should I give if I want to end my assignment?

A minimum of one (1) weeks notice is preferred, . Call LABOUR SOURCE when you want to end your assignment.

Will the companies I work for have a dress code?

Yes. You must wear slacks, shirt and steel-toed shoes/boots. You cannot wear sweat pants or shirts with offensive language or designs. Shorts may be worn with the authorization of your supervisor. A neat, clean appearance is appreciated.

Will I be offered permanent employment?

This will depend on the company's hiring policy and whether there are permanent positions available. Many companies use elect-to- work employees to screen potential permanent employees. Your attendance, quality of your work, job knowledge, skills, teamwork etc. will all determine whether you may be offered a permanent position. Should the company that you are working for wish to hire you directly, they can do so only after you have worked at that company for a contracted period of 12 full-time weeks, unless otherwise stated in writing.

INFORMATION FOR EMPLOYEES

Hours of Work and Overtime Pay

*This document is produced by the Director of Employment Standards as required by section 21.1 of the Employment Standards Act, 2000. **Please read this document carefully and make sure you understand your rights.** If you have any questions, contact the Ministry of Labour.* There are exceptions and special rules for some employees under the Employment Standards Act, 2000
For more information, contact the Ministry of Labour toll-free at 1-800-531-5551.

These are the general rules in Ontario about

- hours of work and
- overtime pay

Maximum Daily Hours of Work

You do not have to work more than:

- 8 hours a day

Or

- the number of hours in your regular workday, if it is more than eight.

If you choose to, you can agree with your employer in writing to work more hours. **If you do not want to work more hours, you do not have to sign an agreement.**

Maximum Weekly Hours of Work

You do not have to work more than 48 hours a week.

If you choose to, you can agree with your employer in writing to work more hours.

If you sign an agreement, your employer must also get approval Cont...
Ministry of Labour's Director of Employment Standards. **If you do not want to work more hours, you do not have to sign an agreement.**

If you agree in writing to work more than:

- **48 hours a week, up to 60 hours a week** – Your employer can ask you to start working the excess hours 30 days after applying for the Director’s approval, as long as certain conditions are met.

- **60 hours a week** – Your employer must have the Director’s approval **before** you can start working more than 60 hours a week.

You cannot work more than the number of hours approved by the Director. This may be fewer than the number of hours you agreed to work.

Your employer must post the application for the Director’s approval where you can see it. When and if your employer gets approval from the Director, the approval form must then be posted where you can see it.

You can cancel an agreement to work excess daily or weekly hours by giving your employer two weeks’ written notice. **Your employer can also cancel an agreement** by giving you reasonable notice.

Overtime Pay

For every hour you work over 44 hours a week, your employer must pay you at least 1½ times your regular rate of pay (“time and a half”). Even if you agree in writing to work more than 48 hours a week, your Employer must pay you overtime pay for every hour you work over 44 hours a week.

You can agree with your employer in writing to average the hours you work over periods of two or more weeks to calculate overtime pay. If you sign an agreement, your employer must also get approval from the Ministry of Labour’s Director of Employment Standards. **If you do not want to have your overtime hours averaged, you do not have to sign an agreement.**

These agreements must have an expiry date and cannot be cancelled unless both you and your employer agree.

Unionized Employees

Generally, if you were represented by a union, your union would make agreements with your employer on your behalf.

Rest Periods and Eating Period

Your employer must give you at least:

- Eleven (11) consecutive hours off work each day. A “day” is a 24-hour period – it does not have to be a calendar day;
- 8 hours off work between shifts (unless the total time worked on the shifts is not more than 13 hours or you and your employer have otherwise agreed in writing); and
- 24 consecutive hours off work each workweek, or 48 consecutive hours off every two work weeks.

You must also get a 30-minute eating period after no more than five hours of work. You can agree with your employer to split this eating period into two shorter breaks.

Your Rights are Protected

Your employer **cannot** intimidate you, fire you, suspend you, reduce your pay, punish you in any way or threaten any of these actions because you:

- refuse to work more than the maximum daily or weekly hours of work;
- refuse to sign an agreement to work more than the maximum daily or weekly hours of work;
- refuse to work more than the number of excess hours you agreed to work; or
- ask questions about your rights under the ESA.

If this happens, contact the Ministry of Labour. Ministry staff can help you understand your rights, answer your questions and investigate your complaint.

Note: If you are represented by a union and you think your rights have been violated, you should talk to your union representative before contacting the Ministry of Labour.

Ministry of Labour Contact Info:

Call the Employment Standards Information Centre at 416-326-7160 or toll-free at 1-800-531-5551.

Visit the nearest Ministry of Labour office (addresses can be found in the blue pages of the phone book).

Visit www.gov.on.ca/lab for more information and to contact the Ministry by

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English "Information for Employees About Hours of Work and Overtime Pay"
information sheet also available in French and other languages.

HEALTH AND SAFETY

SAFETY ON THE JOB

We expect you to leave work every day in the same physical condition you were in when you arrived for work. Working safely is everybody's job. We are all responsible for each other's safety. This is referred to as the "Internal Responsibility System".

PLEASE REFER TO PAGE 21- OCCUPATIONAL HEALTH AND SAFETY ACT RIGHTS AND RESPONSIBILITIES:

Prior to using equipment or machinery at the workplace, you must receive appropriate instruction or training. If you have questions or concerns please discuss them with your supervisor. If you do not receive appropriate instructions, notify Labour Source immediately. You have the right to refuse any work you deem un-safe.

UNSAFE ACTS

1. Failure to use personal protective equipment
2. Failure to read and obey all posted signs and instructions
3. Working on moving or dangerous equipment
4. Operating equipment without authority or training
5. Operating or working at unsafe speed
6. Taking unsafe positions or postures
7. Unsafe loading, carrying or lifting
8. Reaching into a moving machine or moving parts
9. Using unsafe equipment or using equipment unsafely
10. Rendering safety devices inoperative
11. Failure to secure objects or products
12. Horseplay
13. Inattention/carelessness

UNSAFE CONDITIONS

- Improper or lack of machine guarding
- Defective tools, equipment, machines or working surfaces or areas
- Improper hazardous (flammable) material storage
- Improper work procedures or methods
- Deficiencies in lighting and ventilation
- Lack of or misuse of personal protective equipment or the wearing of hazardous clothing

LIFTING

You may need to lift a heavy object. Knowing how to lift properly is very important. Also, if you feel the object is too heavy for you to lift by yourself, you are required to ask for help – i.e. “Buddy Lifting” Remember that your back is not a crane. Please follow the proper procedures lifting:

- Size up the load and test the weight
- Look out for nails or other sharp objects that may hurt you
- Feet should be shoulder width apart and one foot in front of the other
- Grip the load with your palms and use your body weight to get the load moving
- Bend your knees and keep your back straight
- Keep arms and elbows close to the body and make sure you can see where you are going
- When turning, move your feet first then turn your whole body
- Do not twist at the waist or attempt to lift load over shoulder height
- To put the load down, bend at the knees while keeping the back straight

ELECTRICITY

We have general safety rules covering electricity at the workplace. If you are using any electrical equipment, make sure you know how to use it. If you do not know how to operate the equipment, tell your supervisor so that you may be trained in its safe use. Please adhere to the following guidelines:

- Make sure the equipment or your hands are not wet or that you are not standing in any water
- Check to make sure cords are not split, torn, frayed and that the plug is either double insulated or grounded
- Unplug cords by pulling the plug, not the cord
- If equipment smokes, sparks, smells funny or tingles when you use it, turn it off and report it immediately
- If the housing or any guard is cracked, broken or missing do not use, report it immediately
- Understand that if any equipment, machine, thing or device is Locked Out – do not attempt to use it.

PERSONAL PROTECTIVE EQUIPMENT

Our policy at LABOUR SOURCE requires the use of various types of personal protective equipment depending on the job you are performing. If this applies to you, we will ensure that the equipment is appropriate for the job and that it fits properly and is comfortable. We will require you to wear it every day (depending on the situation). You will get used to it quickly and could save you from serious injury. Some of the items you may be required to wear are:

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- Hearing or eye protection
- Hand protection – gloves etc.
- Face mask or respirator
- Fall Arrest equipment

If you have any questions or concerns about personal protective equipment, ask your supervisor.

Steel-toed footwear is mandatory. Other safety equipment may be mandatory within your assigned workplace. If you forget your safety equipment or neglect to use it, you will be sent home.

HANDWASHING TECHNIQUES/TIPS

Frequent hand washing is one of the best ways to prevent the spread of infectious diseases. The most important thing that you can do to keep from getting sick is to wash your hands. By frequently washing your hands, you wash away germs that you have picked up from other people, from contaminated surfaces, or from animals.

What happens if you do not wash your hands frequently?

You pick up germs from other sources and then you infect yourself when you touch your eyes, nose or mouth. One of the most common ways people catch colds is by rubbing their nose or their eyes after their hands have been contaminated with the cold virus. You can also spread germs directly to others or onto surfaces that other people touch. Before you know it, everybody around you is getting sick.

The important thing to remember is that, in addition to colds, some serious diseases -- like hepatitis A, meningitis, and infectious diarrhea -- can easily be prevented if people make a habit of washing their hands.

When should you wash your hands?

You should wash your hands often. Probably more often than you do now because you cannot see germs with the naked eye or smell them,

so you do not really know where they are hiding. It is especially important to wash your hands:

- Before, during and after you prepare food
- Before you eat
- Before smoking
- After you use the bathroom
- After coughing or sneezing
- After handling animals or animal waste
- When your hands are dirty, and
- More frequently when someone in your home is sick.

What is the correct way to wash your hands?

- First wet your hands and apply liquid or clean bar soap.
- Next, rub your hands vigorously together and scrub all surfaces. Pay special attention to the areas between fingers and under nails.
- Continue for 20 seconds. It is the soap, combined with the scrubbing action that helps dislodge and remove germs.
- Rinse thoroughly with warm water.
- Dry your hands with a disposable towel.

It is estimated that one out of three people do not wash their hands after using the restroom. Therefore, these tips are important when you are at work or out in public.

WHMIS INFORMATION SHEET

What is WHMIS?

The Workplace Hazardous Material Information System or WHMIS informs workers about hazardous materials that you may or may not work with at a client company's work site.

Why do you need to know about hazardous materials?

As an employee of Labour Source, you may be asked to work at companies that have hazardous materials. Learning about how to identify and handle the hazardous materials at your workplace helps you to prevent accidents and protect your safety and health.

What information is your employer responsible for providing you regarding WHMIS?

Labour Source will advise you of the type of information available through the WHMIS workplace program. The company you are placed at needs to identify and explain how to handle hazardous materials at the worksite.

How do you know if a material is hazardous?

Hazardous materials must be labeled with the appropriate hazard ^{Cont...} and information. Material Safety Data Sheets (MSDS) with information about the potential dangers of these products and first aid measures must be available at the worksite, in a visible location.

Read the information on these sheets so that you are familiar with the materials. If you notice an absence of a warning label on a hazardous item/container, or if the label is torn or illegible, please notify your supervisor at the work site.

How do you get information about hazardous materials?









1. Warning labels on the containers (see Hazard Symbol Sheet next page);
2. Material safety data sheets (MSDS) describing the material, its hazards and first aid measures;
3. Employee training regarding how to recognize and handle hazardous materials. Ask the company supervisor to identify hazardous materials on the work site.

What can you do to protect yourself?

1. *Be aware* of hazardous materials on the job.
2. Know how to *understand and use the information* on hazardous materials.
3. *Ask* your supervisor if you have any questions.
4. Use proper protective equipment and practice *safe work habits* by obeying all safety rules. Never take short cuts!

If you have any questions or concerns, ask your supervisor.

The following page will list the WHMIS symbols and precautions to take when using such hazardous material.

Symbol	Risks	Precautions
<p>COMPRESSED GAS CLASS A</p> 	<p>Materials that are normally gaseous kept in a pressurized container:</p> <ol style="list-style-type: none"> 1) Could explode due to pressure. 2) Could explode if heated or dropped. 3) Possible hazard from both force of explosions and the release of contents. 	<p>Ensure container is always secured:</p> <ol style="list-style-type: none"> 1) Store in appropriate designated areas. 2) Do not drop or allow to fall.
<p>FLAMMABLE AND COMBUSTIBLE CLASS B</p> 	<p>Materials which will continue to burn after being exposed to a flame or other ignition source:</p> <ol style="list-style-type: none"> 1) May ignite spontaneously. 2) May be a material, which will release flammable products if allowed to degrade, or when exposed to water. 	<p>Store in properly designated areas and work in well ventilated areas:</p> <ol style="list-style-type: none"> 1) Avoid heating. 2) Avoid sources of sparks/flames. 3) Ensure electrical sources are safe.
<p>OXIDIZING MATERIAL CLASS C</p> 	<p>Materials which can cause other materials to burn or support combustion:</p> <ol style="list-style-type: none"> 1) Can cause skin or eye burns. 2) Increase fire and explosion hazard.) 	<p>Store in areas away from combustibles. Wear body, hand, face and eye protection:</p> <ol style="list-style-type: none"> 1) Store in proper containers, which will not rust or oxidize.
<p>TOXIC CLASS D <i>Immediate and Severe</i></p> 	<p>Poisons / Potentially fatal materials which cause immediate and severe harm:</p> <ol style="list-style-type: none"> 1) May be fatal if ingested or inhaled. 2) May be absorbed through the skin Small volumes have a toxic effect. 	<p>Avoid breathing dust or vapors and avoid contact with skin or eyes:</p> <ol style="list-style-type: none"> 1) Wear protective clothing, which is effective against fumes and vapors. 2) Wear face and eye protection. 3) Work in well-ventilated areas and wear breathing protection.
<p>TOXIC CLASS D <i>Long Term Concealed</i></p> 	<p>Materials which may have harmful effects after repeated exposures or over long periods of time:</p> <ol style="list-style-type: none"> 1) May cause death or permanent injury. 2) May cause birth defects or sterility. 	<p>Wear appropriate personal protection and work in a well ventilated area:</p> <ol style="list-style-type: none"> 1) Store in appropriate designated areas. 2) Avoid direct contact Use hand, body, face and eye protection.
<p>BIOHAZARDOUS INFECTIONS CLASS D</p> 	<p>Infectious agents or a biological toxin causing a serious disease or death:</p> <ol style="list-style-type: none"> 1) May cause anaphylactic shock. 2) Includes Viruses, Yeasts, Molds, Bacteria and Parasites which affect humans. 	<p>Special training required to work in designated biological areas with appropriate engineering controls:</p> <ol style="list-style-type: none"> 1) Avoid forming aerosols. 2) Avoid breathing vapors. 3) Avoid contamination of people /area.
<p>CORROSIVE MATERIALS CLASS E</p> 	<p>Materials with react with metals and living tissue:</p> <ol style="list-style-type: none"> 1) Eye and skin irritation on exposure 2) Severe burns / tissue damage on longer exposure. 3) Lung damage if inhaled. 4) May cause blindness if eyes contacted. 	<p>Wear body, face and eye protection and use breathing apparatus:</p> <ol style="list-style-type: none"> 1) Ensure protective equipment is appropriate. 2) Work in well ventilated area. 3) Avoid all direct body contact. 4) Use appropriate storage containers.
<p>DANGEROUSLY REACTIVE CLASS F</p> 	<p>Materials which may have unexpected reactions:</p> <ol style="list-style-type: none"> 1) May react with water. 2) May be chemically unstable. 3) May explode if exposed to shock or heat. 4) May release toxic or 	<p>Handle with care avoiding vibration, shocks and sudden temperature changes:</p> <ol style="list-style-type: none"> 1) Store in appropriate containers. 2) Ensure storage containers are sealed.

ACCIDENT/INCIDENT REPORTING

Our policy at **LABOUR SOURCE** requires **all accidents/incidents to be reported immediately** to:

- your supervisor and/or a member of the Joint Health and Safety Committee, and
- Labour Source.

Once you have reported the accident, you **must also come to the Labour Source office, within 24 hours**, to fill out an accident report.

If an accident does happen, remain calm. Regardless of how minor an incident/accident may seem to you, we require immediate notification. If you have hurt yourself and require first aid, please immediately seek help from your first aid representative. Even if you think you do not need first aid, we require you to report this as well. If we are not made aware of an injury or accident, a potential claim with the Workers Safety and Insurance Board may be declined.

LABOUR SOURCE has an Early and Safe Return to work Policy and Program. Our goal is to get an injured worker back to work as soon as possible in order to mitigate any economic loss on the worker's part. If it appears that you will not be able to perform your pre-injury job, we will work with you to develop a Modified Work Program that suits our mutual needs and your functional abilities.

Our goal at Labour Source is to ensure the safety of everyone in our workplace. We promise you that we will fulfill our responsibility to you, the worker. We commit that we will ensure you are properly trained and never exposed to any hazardous situation of which we are aware.

Remember, it is everyone's responsibility to work safely!

WORKING IN THE FOOD INDUSTRY

As an Elect to Work Employee of Labour Source you may be assigned to work for a client company in the Food Industry. The Food Industry has strict guidelines that must be followed by all employees to produce a safe, quality product.

Each client company will have rules for personal hygiene, product handling, work habits, etc. You must follow all client company policies, procedures, standards, safety rules and rules of conduct for the duration of your temporary assignment.

Please take the time to carefully review the following general guidelines for working in the food industry.

PERSONAL HYGIENE

Cleanliness

- bath or shower and wash your hair regularly
- keep your fingernails clean and trimmed

Hands

Wash hands frequently, using hand cleanser and warm, running water.

Wash hands:

- before starting work
- after break / after lunch
- after using washroom
- after blowing your nose
- or whenever hands become soiled / contaminated

Always dry your hands using disposable paper towel. Do not dry or wipe your hands on your clothing.

Nail Polish

- nail polish shall not be worn

Hair

- you will be required to wear appropriate head covering / hair net
- employees with mustaches or beards will be required to cover them with a beard net

Clothing

- your clothing must be clean and worn so as to prevent entanglement in equipment
- you will be provided with other protective clothing that must be worn, such as white coats, gloves, shoe protectors, aprons, sleeves etc.
- protective clothing must be changed as necessary and in accordance with client company's rules
- used laundry should be placed in containers in accordance with client company's rules
- white coats must be removed before entering the lunchroom, washroom or going outside the building
- street clothes and shoes must be stored off the floor and in designated areas in accordance with client company's rules

Jewelry

- no jewelry shall be worn at work including watches, rings, earrings, broaches and necklaces

Personal Items

- you cannot carry personal items in your pockets such as pens, pencils, knives or other objects

Personal Behavior

- you may not chew gum, candy, stir sticks, toothpicks, tobacco or any other substance outside of designated lunch room areas
- you may not eat, drink or chew outside of designated lunch room areas

ILLNESS & INJURY

Illness

- any illness or disease must be reported to your immediate supervisor
- to avoid contamination of food products when you must cough or sneeze, turn away, cover your mouth and then wash and sanitize your hands
- if you have an infectious/contagious illness (such as vomiting or diarrhea) you must inform your Supervisor immediately
- if you have, or develop, a communicable disease (such as Hepatitis or Tuberculosis) you cannot be assigned to work in food handling areas

Injuries

- any injury must be reported to your immediate supervisor
- cuts, sores, scratches or open wounds must be completely covered by a waterproof bandage
- where the cut is on your hand, you must also wear gloves

Work Habits

- containers containing food must be stored off the floor in accordance with client company's rules
- raw and cooked food products should be stored so they do not come in contact with each other
- before going for your break, lunch or for any reason store and cover all food products in accordance with client company's rules
- do not let clean utensils, equipment or your hands touch the floor
- do not touch garbage bins, if you do, throw out contaminated gloves, wash hands and put on new gloves

Product Handling

- do not bring any glass into the food production area
- while handling exposed food products, do not handle anything else or touch your face
- food that has fallen on the floor cannot be used
- unwrapped food that is found on cartons, lift trucks, or skids may not be used
- when working with cooked products do not handle raw ingredients
- food product must not go through a freeze/thaw/re-freeze cycle
- stock must be rotated – first in, first out
- check expiry dates of raw ingredients
- product requiring refrigeration and/or freezing should not be left sitting too long
-

PLEASE READ AND INITIAL EACH OF THE FOLLOWING LABOUR SOURCE POLICIES

1. CLIENT JOB SITE HEALTH and SAFETY & FIRST AID POLICY

At client job sites, the elect to work employee should read the posted health, safety, and first aid information. Elect to work employees should be aware of the certified first-aid persons on the job site and to be aware of site-specific first-aid regulations.

In some cases, additional training may take place at the client's site. It is **vitaly important** that, if you are reassigned to a new job or department, you inform Labour Source immediately to **ensure that you receive the appropriate safety training.**

When an employee feels that he or she may have **sustained an injury** arising out of employment, no matter how trivial it may be, the employee will **advise both their immediate supervisor at the work site and Labour Source immediately.** Cont...

Employees are also required to record all treatment given or received by them or by a certified first aid person on the log sheet in the first aid kit.

Initial: _____

2. ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT RIGHTS AND RESPONSIBILITIES

As a worker, you have:

- | |
|--|
| <p>1. the right to participate in workplace safety initiatives;</p> |
|--|

2. the **right to know** about any potential hazards;
3. the **right to refuse** work you deem is unsafe.

- Workers responsibilities are as follow:
- Work in a safe manner
- Report any unsafe workplace conditions or workplace inji
- Report any violations of relevant legislation to your employer
- Be conscious of safety at all times
- Co-operate with the employer with regards to safety
- Properly use safeguards, personal protective equipment and safety devices
- Not jeopardize the health, safety or well being of others within the workplace
- Not participate in horseplay or pranks at the work site
- Work in compliance with the legislation affecting the workplace

Initial: _____

3. WHMIS POLICY

The following policy has been explained to me and understood by me at the time of this application: Workplace Hazardous Materials Information System/ WHMIS. I have viewed the WHMIS video and completed the subsequent test.

In order to maintain a safe and healthy working environment, Labour Source provides access to recognized First Aid training and First Aid kits to all colleagues and elect to work employees as required. Certified first aid persons are on site at Labour Source offices to provide assistance to all employees, elect to work employees and guests in the treatment of minor injuries consistent with their level of training and to administer CPR when required.

Initial:

5. EARLY AND SAFE RETURN TO WORK POLICY/MEDICAL CONSENT

At Labour Source, we value the goal of prevention of injuries and illnesses through maintaining a safe and healthy workplace. Our modified work program provides a job or a combination of tasks that a worker, who has incurred a work related injury, may perform on a temporary or permanent basis, without risk or re-injury him or

herself. The policy of the Workplace Safety and Insurance Board (WSIB) is that this will be offered at 85% of your pre-injury rate of pay. Our policy at Labour Source is to pay you at your regular rate. By initialing below you agree that you will accept modified duties offered tailored to your abilities should you be injured on the job and you hereby agree to grant Labour Source Access to any personal medical records related to any injury deemed to be work related. I also authorize Labour Source Inc. to have access to my prior medical records which may determine that a pre-existing condition existed

Initial: _____

6. LABOUR SOURCE DISCIPLINE POLICY

I have read and understood a copy of Labour Source's Temporary Employee Policy and Procedure Handbook. The Handbook reflects Labour Source's commitment to safety and acceptable working conditions. While the following rules do not cover all the possible scenarios in the workplace, I agree that the **following actions are prohibited and will result in disciplinary action:**

- Damage and destruction of property due to careless or willful acts
- Being under influence or in possession of or using alcoholic beverages or controlled substances
- Neglect of duty, or sleeping on the job
- Refusing to follow directional work and safety instructions
- Interfering with the work of the other employees
- Inability or unwillingness to work in harmony with other employees or Discourtesy to other employees
- Posting misleading and/or inflammatory statements on websites, pertaining to Labour Source and or your assignments
- Failure or refusal to wear appropriate Personal Protective Equipment/clothing as required by Labour Source clients.
- Smoking in unauthorized areas
- Failure to immediately report any occupational injury, or dangerous or unhealthy working conditions
- Poor or inappropriate personal hygiene or grooming habits
- Negligence in observing fire prevention and safety regulations
- committing any act which endangers self or others
- Engaging in Sexual Harassment
- Cell phone use or the use of any other phone is not pe during work time. Cont...
- Personal listening devices are not allowed at the workplace while working

I also understand that some of these actions are also prohibited under various other legislation including the Occupational Health and Safety Act, Ontario Employment Legislation, and Human Right Legislation.

Initial: _____

7. DRUG FREE WORKPLACE POLICY

In order to maintain a safe and healthy workplace, Labour Source has adopted a drug-free workplace policy. It is a violation of company policy for any employee to sell, purchase, use, consume, possess, distribute, dispense or transport any illegal substance, or to abuse any controlled substance, on company or client company premises and at any time during working hours, including breaks. It is also important that employees report to work unimpaired.

Initial: _____

8. LABOUR SOURCE'S HUMAN RIGHTS POLICY

At Labour Source, we observe and uphold the Human Rights Code and we are committed to the provision of equal treatment without discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, family status, marital status, same-sex partnership status, the receipt of public assistance (in accommodation only), and record of offenses (in employment only).

As an employee or candidate we ask that you join us in ensuring that workplaces are free from harassment or other unwelcome comments and actions. We require written notice of any potential concerns, so that Labour Source our Employees and /or clients may attempt to investigate and remedy any potential violations

Initial: _____

9. OVERTIME: (OPTIONAL)

I agree to work more than the prescribed 48 hours per week. I am willing to work overtime, should it be available, up to 60 hours per week. This agreement may be cancelled by giving 2 weeks written notice. I have received a copy of the Labour Source Employee Policy and Procedure Handbook that includes the Ontario Ministry of Labour fact sheet "About Hours of Work and Overtime Pay".

Initial: _____

10. PRIVACY POLICY

I authorize Labour Source Inc. and its employees to obtain, verify and distribute personal data provided by me to Labour Source's clients. I consent to the submission of my resume/application to organizations offering placements, without my knowledge, as deemed appropriate by Labour Source Inc. and their employees in its exclusive discretion. The information released may be required to secure a placement of an assignment at our client's facilities. Our Privacy Officer will ensure the safety of your personal information while in our care. After six (6) months, all applications for those who have not and are not currently working with us are securely destroyed. If you have any questions about our privacy policies, please contact our Privacy Officer at 905-264-9675. <mailto:george@laboursource.com>

Initial: _____

