



POWERTEC
ELECTRIC INC.

Policy - 1.01 “Work Order Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
---	---

Work Order Policy

Work orders are a fundamental part of operations at Powertec Electric Inc. They are how we keep track of work done on jobs, materials as well as how employees get paid. It is imperative that a work order is created for any and all jobs. If it is an ongoing job then a work order should be generated every three (3) to five (5) days to track progress.

There should only ever be one job per work order. Any extra work should be entered on a new separate Work Order and marked as “Extra”

If there are multiple employees on a site then the journeyman in charge will be responsible to have the work order completed, however everyone at the site should be aware of the work order number listed on the top right of the work order for their timesheets. It is strongly encouraged that when you first enter the work site you get this number for your timesheet before you begin. This ensures a current work order has been made and is in use.

Filling out a Work Order/Jot Form

- Work orders should be filled out neatly and as thoroughly as possible

DIGITAL WORK ORDER FORM

- You will receive an email with a link to your “Work Order Form”, Description, Due Date, Address, and Customer Information.
- Ensure to fill out the work order form as thoroughly as possible. *(asterisk) will mark required fields.
 - If a work is for a Government Job they still require Paper Form to be filled out and signed - please do form (instructions below, and attach a picture to the Digital Work Order Form)

FRONT PAGE

- Client Information including contact info – location, name, phone number and email should always be written in the proper places at the top of the Work Order. If you do not have all the information, please ask for it.
- Descriptions should be in point form and relevant to what will be on the invoice. (Do not include information that the customer would not want to see on his bill.)
- The signature line is for the customer and is only required for residential or small commercial service calls. You can explain what you did on the front sheet of the work order and ask them to sign.

BACK PAGE

- Wholesaler, Purchase Order number, Invoice number and cost.
- Stock material should be listed individually.
- Hours should be clearly marked per individual in the space provided. If there are more hours or workers than spaces provided indicate on a separate sheet, do not combine workers on the same line.

All work orders should be dropped off at the office (1433 Erin St) at least once a week. (Either Monday or Friday) so that we can bill customers in a timely manner and that hours can be matched to timesheets to ensure employees are being paid correctly. There is a clear drop box on the wall in reception marked for Work Orders. Journeymen, it is okay to have your apprentice drop them off for you if needed.

Please ensure that work orders are filled out while on site, prior to leaving for the next job, or at the end of each day. Your apprentices should be using this time to ensure the site is clean and no tools have been left behind.

All EXTRA or ADDITIONAL work requested by customers, not on quote, should be written out on a separate work order and signed by the client. It is imperative that they are made aware that there will be additional costs for it. If they have an issue please refer them to management. Work orders should then be stapled together prior to handing in.



POWERTEC
ELECTRIC INC.

Policy - 1.02 “Purchase Order (P.O.) Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Purchase Order (P.O.) Policy

Purchase orders are a common requirement at Powertec Electric Inc. When an item is required for a job but cannot be taken from stock, a trip to the wholesaler is necessary. In order to properly track and assess costs for a job, and to estimate better in the future purchase orders or PO's are vital.

All orders from a wholesaler require a PO.

During regular business hours (8 am – 4 pm, Monday to Friday)

Call/text the office at 204-999-8306 to request PO, identify yourself along with Job Address/Supplier Name.

You will receive a text with a PO to be given to the supplier.

(Example PO: *using the formula an example would be RQ-1234-01*)

You will be asked what the subtotal for the order was from the given supplier by admin.

Do not assume the next PO. You should attempt to call in for every PO as there may be others requesting PO's for the same job that you are not aware of.

In addition, every time you leave a wholesaler and return or go to a different wholesaler you require a new PO.

Outside regular business hours

There can be times when you cannot call in to the office (*7am on a Saturday*) or the office is not available. (*On the phone or away from their desk.*) In that case, you will issue your own PO.

If it's Residential start it with "R", Commercial "C", Solar "S"

Next,

If it's quoted then the next letter is "Q" or if its Time and Material then "T"

Next comes your job number followed by your initials and a number in sequence.

Example:

Residential, Quote = RQ

Job number is 1234

Journeyman is John Smith

PO is: RQ-1234-JS1

You **MUST** send a text message to **204-999-8306**, specifying the Purchase Order (PO) you've utilized and the corresponding wholesaler. Please don't reuse POs and **send it right away** to 204-999-8306. This will help prevent the office from issuing the same PO to another individual and eliminate the risk of forgetting about it.



Policy - 1.03 “TSheets/Workforce Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Tsheets/Workforce Policy

The work day hours can vary, however typically a work day starts between 7 and 8 am depending on the site you are on. It is typically an 8-hour day with a 30-minute lunch break. If your site prefers 2 coffee breaks and a half hour lunch then the day is 8.5 hours long. You cannot skip lunch and leave 30 minutes early as Powertec will be unaware of the times people are going to be on site and may have missed deliveries or visits from the customers.

We record hours using TSheets/Workforce(by Quickbooks):

How to Sign In and Out (Mobile)

Before your first sign in, you will have received an email or text invitation from your administrator containing your company information. By accepting the invitation, you will be prompted to create a password.

How to Sign In and Out (Mobile)

1. On your smartphone, tap the Workforce App.
2. Enter your email or user ID
3. If Prompted, tap Sign In and enter your Phone/email you have on file with Powertec
4. Enter your password, and tap Sign In.
 - i. Note: you may be prompted to enter your TSheets web address or choose a company if your email is associated with multiple companies.

How to Sign Out

At the top left, tap your initials > Sign Out.

If traveling between jobs please clock out of the job you are leaving, when you leave and immediately clock into the next job. This will ensure that your travel time is always captured in the job you are traveling to and keeps the process standardized.

If you need to adjust your clock-in or clock-out times due to an error, kindly send an email to admin@powertec.ca containing the corrected times, as well as the job location.

SiteDocs

All forms are date and time stamped as well as signatures so please ensure that immediately after clocking in you are logging into SiteDocs and either completing a hazard assessment form (select New after selecting HA form on SiteDocs) and also any required daily inspection forms (Fork Lift, Aerial/Scissor Lift and Fall Protection Gear). If reviewing and signing one that someone else on your site has already started that day (select Previously Signed and then select the current dated one). Each worker must inspect their own harness prior to use and document on SiteDocs under Forms (ex. Equipment Inspection: Fall Protection Gear).

Please ensure you are not creating duplicate locations. If the job you are at is not a new job then there should be a location already in SiteDocs. All locations should be entered by their street address. Only Journeymen have the SiteDoc's application permission to add new locations and add workers to those locations. Check first to ensure that it is not already added.

Every Monday, on any site with 4 or more employees (average), the person in charge will be required to conduct a 10-minute toolbox talk right before you take lunch. These will be done and signed in SiteDocs, and you can find topics under Resources on SiteDocs. New topics are added periodically. Toolbox Talks provide an opportunity for workers to discuss priorities and objectives for the week ahead and review safety related topics, safe work practices and procedures relevant to the upcoming week.

Site Expectations

Please ensure that you have the required information about this job prior to heading to site. Journeymen should be receiving an email with the necessary information weekly. If the email has not been received please contact the office to have it re-sent. Attitude on site is of the utmost importance, both on commercial sites and residential ones. Everyone is expected to have a positive attitude towards the work they are doing and the people they are working with. Nobody will enjoy every task that is assigned to them, but a negative attitude reflects poorly on the company and will not be tolerated. Often questions arise and clarification is needed on tasks. We expect everyone to make every effort to get this clarification, from other sources prior to calling the office. Sources may include but are not limited to.

1. Another employee that has been on site prior (their name should show up in the dispatch email)

2. The site super, general contractor, or home owner (this may not always be appropriate)
3. Google it! (often technical questions can be found by looking the product up)

We realize that all situations are different, and some absolutely require calling in, we are just asking you to use judgment prior to calling in. If you do need to call, please try to text first, unless it is urgent. Job sites are expected to be left clean each day. You may do a cursory cleaning throughout the project, but when we are leaving a project for more than the evening, a proper cleaning is required. This daily cleaning will allow us to go through the site to ensure all tools and materials are gathered and stored securely, and electrical debris is removed.

FINISHING a project- when we are leaving a site for the last time (either after rough in or final), it is expected that the journeyman will walk through the entire job to ensure that all items are complete and correct. This is of the utmost importance!! Do not leave the site until it is complete. Apprentices should be plug testing all devices and insuring functionality of all equipment on site. (HVAC , fridges, etc.) Please make this a habit as we will be tracking call backs.

MATERIALS

We use Trello to coordinate materials on Larger job sites. Please download the app and familiarize yourself if you are going to be running a larger site. The process is simple under the "Material List" just create a card(there is an automation that automatically sets the date, fills out instructions, and notifies the project coordinator that your list has been created). Add materials/tools to the checklist. When the list is complete, set due date for when you require the material (please give at least 2 days notice if possible).

Make every attempt to have the required materials with you prior to showing up. Often this is not possible, in that case, please ensure that you use the following method.

1. Make an effort to have the materials delivered, either by our delivery person, or by the supplier if you can wait.
2. Do other tasks that don't require the materials and grab it at the end of the day or beginning of the next, so that you can show up to site with it.
3. If it is required sooner, send your apprentice in the company vehicle to get it. Make sure you either phone the order in, or are confident that they know exactly what they are getting so they do not return with the wrong items.
4. Lastly, if you are working alone, you may make a trip to the supplier for an item to complete a job. This is the last option, as we do not want to have journeymen traveling to and from the supplier, it is not an efficient use of resources, and is not sustainable. Please use your judgment here, if you are doing service work, it may obviously be the only reasonable choice, and that is fine.



Policy - 1.04 “Company Credit Card Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Company Credit Card Policy

The company has 3 types of credit cards that can be issued:

- Co-Op Card - These can only to be used for gas
- Electric Card - These cards Say “Powertec Electric” and should be used for Electric jobs only - any time this card is used please take a picture of the receipt and email to accounting@powertec.ca
- Solar Card - These cards say “Powertec Solar” and should be used for Solar jobs only - any time this card is used please take a picture of the receipt and email to accounting@powertecsolar.ca

If you are unsure what job the receipt falls under, take a photo of each receipt for fuel or other expenses and email to accounting@powertec.ca **THIS IS MANDATORY AND WE NEED YOU TO BE DILIGENT** In the subject line of the email we need you to put your first name and the last 4 digits of the card so that we can record the expense appropriately.

Please be aware that having a company vehicle does not necessarily mean you will be issued a company credit card. The Credit cards do have limits. So, make sure you know your limit before using the card. Because of the limits it's important that after making a large purchase or several small purchases in a short time that add up to a lot, that you contact the office, (specifically Sara) and inform them of how much you have put on the card. This way the cards can be paid off and you can continue to use them. Otherwise, you may reach your limit and get declined at an inconvenient time or when no one is available to make a payment. Under no circumstances should company credit cards be used for personal purchases or anything not work related. When in doubt ask either Daniel Lacovetsky or Will (Gareth) Williams for clarification before you make the purchase.



POWERTEC
ELECTRIC INC.

Policy - 1.05 “Receipt Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Personal Receipt Policy

There may be rare occurrences where gas, materials or tools may be required to be purchased and paid for from a source that does not bill Powertec Electric Inc. directly. In such times, you may be required to use your own funds to make the purchase. It's extremely important that any purchases, such as gas purchases, parking passes, tools, materials or vehicle maintenance be approved prior to purchase and that any receipts be handed in to the office in a timely manner so that the receipt can be paid out to you via E-Transfer as soon as possible.

On the receipt, you should print your name, the vehicle license plate number (if applicable) or the work order number (if applicable). Print the words “Personal Purchase” beneath to indicate this was purchased using your own money and not a company credit card.

When in doubt about whether or not you would be reimbursed for a purchase ask your Project Manager or Supervisor for clarification before you make the purchase.



Policy - 1.06 “Vehicle Sign Out Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
---	---

Vehicle Sign Out Policy

The Nature of the job requires the use of Company vehicles. Powertec Electric Inc has several vehicles but not enough for everyone. Because of this there are times where someone may be given a vehicle and then another employee requires it.

When you are given a Company vehicle

- Please sign out the vehicle - There is a QR code in each van that brings you to the sign out form - Just select the vehicle you are given and your name so we have accurate details of who is in what vehicle. (<https://training.powertec.ca/fleet>)

Monthly Maintenance Inspections

Vehicle inspections are to be completed monthly by anyone driving a company vehicle and done through the QR code Link provided, just follow the instructions on the form. Being late on monthly maintenance inspections will happen, but repeated offenses or missing them entirely could be grounds for being written up. (<https://training.powertec.ca/fleet>)



Policy - 1.07 “Vehicle Maintenance Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Vehicle Maintenance Policy

Company vehicles are typically given to journeymen to go to and from jobs. As with a personal vehicle, there is regular maintenance required in order for the vehicle to continue to run smoothly and efficiently. It is very important that if you are issued a vehicle that you are taking good care of the vehicle and are following the rules laid out by Powertec Electric Inc. in regards to keeping the vehicle in working condition.

What does Powertec Electric Inc. mean by Vehicle Maintenance?

Oil Changes need to be done every 5000 km. When done, the office should be called so we can record the mileage. Check our Fleet Webpage for locations we can get oil changes.

Filters should be changed as needed. This should be marked on the invoices from the oil change location.

Fluids should be checked and maintained as needed. (Ie Washer fluid, power steering and transmission etc.)

Vehicle should be taken through a Car wash at least once a month to keep the graphics visible and the vehicle clean. All receipts should be emailed to accounting@powertec.ca and marked with your name, and method of purchase (either “Company Card” or “Personal Purchase”)

If something happens with the Powertec Vehicle you are driving please go to (<https://training.powertec.ca/fleet>) and “Report an Issue” so we can deal with it in a timely manner. If you are stranded and need assistance please contact your Project Manager or Supervisor.

To reiterate Monthly Maintenance Inspections need to be filled out **before the last friday of every month.**



POWERTEC
ELECTRIC INC.

Policy - 1.08 “Time Off Requests” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
---	---

Time Off Requests

All time off requests must be submitted via the Tsheets/Workforce app by quickbooks. In order to be considered the request should be submitted at least 2 weeks prior to the requested time when possible. (Ie exceptions can be made for unexpected reasons such as medical and family emergencies etc. on a case by case basis determined by management.) All requests will be reviewed on a first come first served basis and can be rejected or modified based on the needs of Powertec Electric Inc. Submitting a request does not guarantee time off until it is approved.

Time off requests also include but are not limited to: Vacation, Going back to school, planned medical procedures, etc. Please use the appropriate drop down when requesting time off in the app.



POWERTEC
ELECTRIC INC.

Policy - 1.09 “Calling in Sick” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
---	---

Calling in Sick

If you have become ill and feel you cannot work there is a proper procedure for calling in.

STEP 1 – Log a Sick day request in Quickbooks Timesheet

Go to “Time off” on workforce app - select “Unpaid Sick Day” and select the day(s) needed to recover.

STEP 2 – Notifying the Office

Call the office at 204-896-3446. Identify yourself and leave a message indicating you are calling in sick. Often you will be starting a job or preparing for a job before the office opens if that is the case and no one answers leave a voicemail.

STEP 3 – Notifying your Supervisor

If you are running a project text your project manager Nick Okun (204-782-3530) or Adam Holik (204-232-1064). Identify yourself in the text and indicate you are calling in sick and that you have notified the office. If you are an apprentice, text your journeyman or the person running the project you are on and notify them that you are calling in sick and that you have notified the office. In turn, they will notify any other appropriate people.

STEP 4 – If you have called in sick and the next day feel you are still not able to work, repeat steps 1 & 2. Continue this until you are able to return to work. When you feel you are able to come in the following day, send a text indicating that you are well enough to return and confirm you are still scheduled for the same location. Do not assume.



Policy - 1.10 "Dress Code" Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Dress Code Policy

Powertec Electric Inc. prides itself on having professional employees and part of that includes how you present yourself to our customers.

Clothing

All technicians are issued Powertec Shirts upon starting with the company. Powertec Electric Inc. understands that the nature of the business requires you to get "down and dirty" however, shirts should be kept looking as clean as possible and washed regularly. If they have become damaged, faded or torn they should be replaced. In the office, Polo Shirts or things considered Casual Dress attire are acceptable.

Other T-Shirts and Polo shirts are also acceptable but should not have any logos or slogans of questionable or inappropriate content or any rips or tears. (Use common sense when deciding what is appropriate.) **Jeans or Cargo pants** should be worn at all times. Sweat pants and shorts are not permissible. Please ensure that you all have the mandatory PPE on at all times when on site:

These Include:

1. Safety boots (shoes are not acceptable – exception made for residential service calls other than those which involve working on live electrical)
2. High vis-gear – All commercial sites- employees are required to have this on at all times. (we will be providing hi-vis shirts suitable for summer use, winter will require vests)
3. Cut resistant gloves – we will be providing these and would request that they are worn whenever possible

4. Safety Glasses – These are now mandatory on all sites, and should only be removed when absolutely necessary

Personal Hygiene & Appearance

Employees should be well groomed and as well kept looking as possible. Again, the nature of the business requires you to get “down and dirty” however, a general effort of tidiness and cleanliness should be considered at all times. Any inappropriate or suggestive tattoos should be covered at all times. Our trade is the most sophisticated of the trades on site, and our appearance should reflect that. Remember: How you look is how Powertec Electric Inc. looks to the customer. Your appearance reflects the company.



Policy - 1.11 “Behaviour & Ethics Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
---	---

Behaviour & Ethics Policy

Powertec Electric Inc. Code of Ethics

Powertec Electric Inc. practices ethical and non-discriminating hiring practices for all available positions within the organization.

Powertec Electric Inc. believes in integrity and fairness in all our interactions – both with and between employees, and with our customers. This principle of respectful, ethical business practice is to guide the behavior of all our employees.

Community & Customer Relations

All staff members are expected to share in preserving and enhancing Powertec Electric’s image and reputation of integrity and honesty. The manner with which staff members behave has a significant impact on the reputation of the business. Whether you are communicating by telephone, email or directly in a personal meeting, you are representing Power Electric Inc. and as such are expected to behave in a courteous, co-operative and professional manner at all times.

Personnel Files

Personnel files are maintained on each permanent employee, contract employee and independent contractor. Personnel files on each worker shall be maintained and will contain information such as:

- Resume
- Copy of all qualifications, driver’s licenses and abstracts and any changes in a timely manner.
- Medical Clearance form (ie, annual hearing test)

- Yearly Performance Evaluations and records of disciplinary action (if any)
- Safety Orientation checklist and signed Company Orientation Test.
- Signed Policy and Procedures

It is a requirement of Powertec Electric Inc that all staff members be in good health and alert on our job sites.

Harassment Prevention Policy

All employees are entitled to work in an environment free from harassment. Powertec Electric Inc. will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a “zero tolerance” policy.

Violence Prevention Policy

All employees are entitled to work in an environment free from violence. Powertec Electric Inc. will take all reasonable measures to ensure that no employee is exposed to violence during their employment by enforcing a “zero tolerance” policy.

Grievance Policy

As Powertec Electric Inc. needs to operate as a team, all workers should begin by taking their concern to the “offending” person and attempt to rectify the concern civilly on their own. Should the concern continue, then management should be notified either in person or in writing. The concern will be assessed and a course of action decided. If necessary, both parties will be brought into the discussion to ensure all sides are heard. Any disciplinary action taken will result in a letter out-lining the issue being placed in the worker’s personnel file.



Policy - 1.12 “Health & Safety Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Occupational Health & Safety Policy

Safety is extremely important to Powertec Electric Inc. and employees are expected to carry out their assigned duties with safety as the foremost consideration. All Workers hired by Powertec Electric Inc. are required to participate actively in Safety Training and all other policy and procedural training on an ongoing basis. All employees of Powertec Electric Inc. are expected to remain current and comply with all required Safety Procedures and Practices governing our electrical business and attend all safety meetings and toolbox talks.

Mandatory Safety Training

All employees of Powertec Electric Inc. are required to complete a safety orientation prior to their first shift to ensure that every job site is managed to reduce risk of injury. Our safety Orientation includes, but is not limited to, the following:

- First Aid Kit (location use and monitoring/replacement of used items)
- Fire Extinguisher use and location on jobsites and in vehicles
- Site Sign use
- Incident reporting and investigation procedures
- Site Orientation
- Tool Box talks & regular safety meetings on topics such as Working Alone, power lifts, confined space Entry, proper ladder use, working with live equipment etc.

General Safety Rules

- Wear PPE, such as, hard hats, safety boots and safety glasses at all times in all work areas.
- Report all unsafe acts, unsafe conditions and near miss incidents to your supervisor

- Report all injury and damage accidents immediately.
- Perform all work in accordance with safe work practices and your supervisor's direction
- Maintain good housekeeping in your work areas.
- Operate all vehicles and mobile equipment in accordance with site rules and highway regulations.

Prohibitions

The following are prohibited on all company property and all company jobsites:

- Possession or consumption of alcohol or illegal drugs
- Possession of firearms
- Fighting, horseplay, practical jokes
- Theft, vandalism
- Damaging, disabling or interfering with safety, firefighting or first aid equipment.
- Arriving for work or remaining at work when ability to perform the job safely is impaired.
- Insubordination (ie gross disrespect, gross negligence in performance of duties)
- Unethical conduct

Any infractions to Prohibitions, if deemed a serious safety risk or damaging to Powertec Electric Inc.'s reputation, could result in **immediate termination**.



Policy - 1.13 “Drugs (Including Cannabis) & Alcohol Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
---	---

Drugs (Including Cannabis) & Alcohol Policy

Powertec Electric Inc. is committed to providing the best customer service to all of our customers in a safe, reliable and timely manner. We value the role that our employees play in delivering this superior service and strive to ensure a healthy workforce. We recognize the negative effects and outcomes that the use of drugs and alcohol can have on our employees and customers. We have developed this drug and alcohol policy that we expect all employees to follow at all times on the job. The misuse of any drugs (prescription and non-prescription drugs, including Cannabis) and alcohol will not be tolerated at Powertec Electric Inc.

This Drug and Alcohol Policy applies to ALL employees. As per this policy, the following scenarios will not be tolerated and are subject to disciplinary action:

- Cannabis can have a strong odor which may offend or harm our customers, as such please be aware that you may be entering someone’s home or work place and to respect our customers we strongly feel you should not smell of marijuana at any time during your shift.
- Drug or alcohol impairment while on the job (including Cannabis). Employees who are under the influence of/impaired by illegal drugs and/or alcohol must not report to work.
- Possession of drugs (including Cannabis) or alcohol while on the job – including all company facilities and vehicles
- Sharing and/or selling of drugs (including Cannabis) or alcohol while on the job – including all company facilities and vehicles
- Employees in safety-sensitive positions who are taking a prescribed medication (including medical marijuana) which may impair their reaction time, judgment, perception or coordination, must notify their immediate supervisor prior to starting work. It is at the

supervisor's discretion to determine if the employee can be accommodated in the workplace (i.e. assigned to another position for the duration of impairment) or if a leave of absence will be required. At Powertec Electric Inc., safety-sensitive positions include: all Journeymen, Apprentices, Laborers and Office Staff

- If the employee is deemed unfit for duty, the supervisor will arrange for transportation of the employee to his/her residence to ensure safety.



POWERTEC
ELECTRIC INC.

Policy - 1.14

“Vehicle Accident Reporting Policy”

Who: All Employees

Created: March 15, 2018

Last Update: Oct 2, 2023

Vehicle Accident Reporting Policy

Occasionally accidents happen. But it's important to take the proper steps when one does. As such this policy was created to help you gather all necessary and relevant information in a step by step manner to follow. Remember your first priority is to ensure you and anyone else are safe before proceeding.

The accident has just occurred what do I do?

Step 1. Ensure you and anyone else are safe. This means ensuring there are no injuries to yourself or any passengers you may have, ensuring the location is safe and there are no hidden dangers to yourself or to others. If another vehicle is involved ensure the driver and any passengers are all right. Make sure if the scene is dangerous that any onlookers or pedestrians stay well away. If damage is minimal and the vehicle is drivable, move to a safe location if possible. If there are any serious injuries or significant damage immediately contact police, fire and ambulance services if needed.

*When speaking with Police, or Insurance, it's important to **remember never admit fault.** It is not your call to make even if you think you were responsible. If the police or insurance companies are involved it is their job to determine who was at fault for the accident. Explain what happened honestly and accurately, but never say “it was my fault.”*

Step 2. Check the vehicle(s) involved to **locate any potential damage. Take Pictures**. If there is another vehicle involved, take pictures of that vehicle as well. Include pictures of license plates if possible. If it's property that's been damaged, “ie, backed into a railing or a mailbox at a customer's, take pictures of what's been damaged.

It should go without saying, however, it's important to remember it's inappropriate to take pictures of injured or deceased people.

Step 3. Gather information. Use the Accident Report included with this policy. There should also be a copy in the glove compartment of your vehicle with the registration. If there's time restraints and you are limited, the most important information to get right away is if there is another vehicle involved get the driver's license, and insurance information. If there are any relevant witnesses get their contact information. Witnesses don't like to stick around very long after an accident so its important to get that information right away if possible. Everything else can wait until you have a few moments to collect yourself and calm down, but remember the sooner you fill in the information on the Accident Report the more you'll remember and the fresher everything that happened in your mind will be.

Step 4. Notify your supervisor and the office that you've been involved in an accident as soon as possible. Obviously if you're seriously injured, we are not asking you to delay treatment to notify us, however it's important that your supervisor and the office are made aware as soon as possible, regardless of if the accident is a simple fender bender or a write off. If you're a journeyman then notify Daniel & Nick. If you're an apprentice notify your journeyman etc. Powertec Electric Inc. needs to know you were in an accident and what has transpired for many reasons.

Some examples of what and why we need to know are:

Were there any injuries?

- If you're seeking medical attention there's forms that need to be filled out.
- We need to know if you'll be missing work,
- If you are taking the vehicle to get checked out or will we need to send someone to retrieve the vehicle?
- Were others involved? Were they seeking medical attention?
- Customers will need to be notified there are delays or cancellations. Etc.

Were the Police involved?

- We may require copies of police reports etc. for insurance purposes.
- We may need to make a police report after the fact.

Is the vehicle drivable?

- Do you require a tow truck?
- Will the vehicle need to go for immediate repairs before you can proceed to your next job?
- Will we need to send someone to retrieve something from the vehicle before it gets towed?
- If it is drivable it may require an appointment for servicing in the near future that would require booking.

Remember any unreported accident will be cause for disciplinary action up to and including termination.



Policy - 1.15 “Infectious Diseases Policy” Who: All Employees	Created: March 15, 2018 Last Update: Oct 2, 2023
--	---

Infectious Diseases Policy

Due to the evolving nature of infectious diseases and the experience of the global pandemic, COVID-19, Powertec is committed to the health and safety of its employees, and clients. This policy aims to provide updated guidelines and best practices to safeguard our workforce against current and future infectious diseases, including pandemics.

As these situations evolve, regular updates regarding infectious diseases will be provided to employees through emails, and at team meetings. Employees who exhibit symptoms of infectious diseases are required to self-isolate, seek medical advice, and report to the office. Employees should report any suspected exposure to infectious diseases, whether personally or through close contacts.

Follow all advice and recommendations given by a medical health professional. Should you be exhibiting symptoms, and until your illness is verified, please stay home and follow the recommendations to protect you and your family.

Resources:

Health Links: 204-788-8200

<https://www.gov.mb.ca/health/coronavirus/workplaces.html>

https://www.gov.mb.ca/health/publichealth/factshcers/coronavirus_waiting.pdf

<https://Canada.ca/coronavirus>

If Powertec employees are traveling via air on their personal time, and they are returning from any flight, self-isolation will be expected upon their return.

Powertec Employees who are sick, are expected to self-isolate until they are fully recovered. If they are any flu-like symptoms, call Health Links and take precautions as per Health Links. (That number again: 204-788-8200)



Policy - 2.01 "Health and Safety Policy" Who: All Employees	Created: July 29, 2016 Updated: June 5, 2019 Last Update: May 3, 2022
--	--

Health and Safety Policy

The personal health and safety of every Powertec Electric employee comes first. The prevention of occupationally induced injuries and illness takes priority over operating productivity when necessary. Management will provide all mechanical and physical facilities to the greatest degree possible to ensure personal safety in keeping with the highest standards

Powertec Electric is committed to maintaining a health and safety program to the best practices of electrical companies. Proper attitudes toward injury and illness prevention on the part of both supervisors and employees are paramount to ensure the success of our health and safety program. Cooperation is key, not only between employees and supervisors, but also each employee and his or her co-workers to ensure an actively protective safety program.

Our objective is a health and safety program that reduces the number of injuries to an absolute minimum not merely in keeping with, but surpassing, the best experience of similar operations. Our goal is zero accidents and injuries.

Our health and safety program includes:

- Providing mechanical and physical safeguards to the maximum extent possible;
 - Conducting health and safety site inspections to find and eliminate unsafe working conditions and practices, to control hazards and to ensure full compliance with our health and safety standards on every job;
 - Training all employees in health and safety practices;
 - Providing necessary personal protective equipment and instruction for its use fit and care;
- Developing and enforcing health and safety rules and requiring that employees cooperate fully with these rules as a condition of employment;

-Investigating every accident promptly and thoroughly to find out what caused it and implement the corrective action so it won't happen again.

Powertec Electric Inc. recognizes that the responsibilities for health and safety are shared

-Management accepts the responsibility for leadership of the health and safety program; for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions

-Supervisors are responsible for developing the proper attitudes towards health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved.

-Employees are responsible for the wholehearted, genuine cooperation with all aspects of our health and safety program, including compliance with all rules and regulations and continual practice of safety while performing their duties

**The safety information in this policy does not take precedence over The Workplace Safety and Health Act or the Regulations.*



Policy - 2.02 “Assignment of Responsibility & Accountability for Safety” Who: All Employees	Created: July 29, 2016 Updated: June 5, 2019 Last Update: May 3, 2022
--	--

**Assignment of Responsibility
& Accountability for Safety**

Owner/Manager

Provide a Safe Workplace	Ensure proper training of employees
Provide leadership by personal example	Ensure proper PPE is available
Establish and maintain a safety program	Ensure accidents are investigated
Ensure compliance with WISH Legislation	Ensure Injuries are reported to WCB

Supervisor / Project Manager / Lead Hand

Provide Leadership by personal example	Provide site specific training
Ensure compliance with WSH Legislation	Ensure proper PPE is available
Identify Hazards	Enforce Safety Rules
Control or Eliminate Hazards	Conduct Inspections
Document Corrective Action Taken	Conduct Investigations
Inform other about Hazard (workers, prime Contractors or sub, others affected)	Resolve Right to Refuse Situations

Workers Safety Rep

Reports hazards or unsafe conditions	Follow Instructions and training received
Correct hazards or unsafe conditions	Use tools and equipment as intended
Report all injuries, near misses, and incidents	Participate in toolbox talks
Comply with company rules/policies	Make Safety suggestions
Wear required PPE	Set a good example

Hazard Assessment Policy

Powertec Electric Inc. is committed to ensuring to safety of our workers through the implementation of consistent assessment of hazards present on all our job sites. Pre-start and ongoing checks are made and corrective action taken in a timely manner and documented on sitedocs. Hazards are categorized and ranked in terms of severity, frequency of task, and probability to enable corrective action to be identified ad implemented to eliminate or control hazards. Hazard control signage and personal protective equipment will be used as required.

As a means of identifying and communicating hazards, and to ensure ongoing education for newer employees and reinforcement of our safety objectives, journeyman will conduct weekly toolbox talks on job sites with 3 ore more employees.

Corrective action will be undertaken in a timely manner in keeping with our company's commitment to safety and time corrected or controlled documented on Hazard Assessment forms on SiteDocs.

Management will conduct education on hazard assessment on an ongoing basis as part of our monthly safety meetings.

Workers Safety Rep

All employees will use the appropriate personal protective equipment when and where it is required. All employees are expected to know and wear the required personal protective equipment.

Generally, what is required is determined by the following:

- WSH Act and Regulations
- Our company safety rules
- To control a specific hazard

Basic personal protective equipment that is required to be worn at all times includes:

- Hard hats
- Safety footwear
- Safety Eyewear
- Gloves

Specialized personal protective equipment required for specific job sites or identified hazard include, but are not limited to the following:

- High Vis Vests
- Hearing Protection
- Respirators
- Fall Protection

All personal protective equipment will be kept in good condition and maintained according to the manufacturer's specifications. Personal Protective equipment will conform to CSA and/or ANSI standards.

Disciplinary Action: The correct use of PPE is mandatory, and all infractions are subject to Powertec's Disciplinary Action Policy to ensure that ppe is worn and regulations complied with consistently.



Policy - 2.03 “Training Policy” Who: All Employees	Created: Nov 30, 2016 Updated: Nov 28, 2017 Updated: July 27, 2019 Last Update: Jun 30, 2022
---	---

Training Policy

Education and Training are vital components of Powertec Electric’s Safety program, critical to accident prevention, and required by legislation. The company will do all that is reasonably practical to ensure that all employees are competent for the tasks assigned. All training records will be recorded and posted on SiteDocs (our online safety program) with applicable expiry dates to ensure prompt refresher and/or renewal of certifications. Employees must participate and apply the training received.

- Do not attempt a job for which you are not competent or cannot do safely
- Ask your supervisor

At minimum, all employees will receive and participate in the following.

- Company and job site orientations
- Toolbox Talks and Safety Meetings
- Job Specific Training (for example Aerial Scissor Lift/Fall protection)
- WHIMIS

Company Orientation: To Ensure new employees have a clear understanding of our company’s safety objectives, prior to the assignment of any task, new employees will receive a thorough orientation which includes review and signed agreement, with our company policies and procedures and job specific training as required. Each employee will be added to SiteDocs for online access to our Safety Manual and all Safe Work Practices and Procedures, MSDS sheets, WSH Act & Regulations for quick review and clarification.

Toolbox Talks and Safety Meetings: Toolbox talks will be held on a regular basis on job sites (job sites with 5 or more employees will ensure a minimum weekly Toolbox Talk for a minimum of 15 minutes). Topics relevant to the job or hazards identified will be discussed. Information

from the Construction Safety Association of Manitoba and SafeWork MB will be available on SiteDocs under references for use at these meetings. In addition, ongoing training will take place at our monthly general safety meetings and our Safety Committee will meet quarterly to review incidents, discuss site specific training needs and work on the continual monitoring and Improvement of our safety program.

Job Specific Training: Training specific to a job or task will be conducted by the supervisor or qualified personnel as required to ensure employees are familiar with procedures and competent with any tool or equipment used. Such training may include a written performance test as well as demonstrated competence (for example: Aerial/Scissor Lifts)

WHMIS: To reduce the risks associated with controlled products, all personnel, upon hiring, will present their Workplace Hazardous Materials Information System (WHMIS) certification, or will complete the training prior to going to any jobsite. General training will cover labels and materials safety data sheets (all under References on SiteDocs). Site Specific training on any new controlled product used will be conducted by the site supervisor and the MSDS info will be added to SiteDocs.



Policy - 2.04 “Legislation Policy” Who: All Employees	Created: July 29, 2016 Updated: July 11, 2017 Last Update: May 30, 2022
--	--

Legislation Policy

All powertec personnel will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the standards outlined in the Workplace Safety and Health Act and Regulations.

Management, supervisors, worker safety representatives, and employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation for the province or territory where work is undertaken.

A copy of the Manitoba’s Workplace Safety and Health Act (W210) and Manitoba Regulation (MR217/2006) is available at all times on SiteDocs in our company safety manual online under References and in our office and on jobsites where access to the online copy may be limited, restricted or otherwise unavailable. All employees are encouraged to read and refer to the Act and Regulations. Additionally, Powertec Electric will develop the following guidelines in accordance with legislation:

- Hearing Conservation Program implemented for work areas where exposure to noise is in excess of 80dBA
- No employee will work alone without using our Working Alone Procedure to ensure that our contact timeline of two hours is adhered to
- Lock-Out/Tag Out procedure must be followed if performing any type of work in which the release of energy could inadvertently start up or cause injury to the worker.
- Where cranes, forklifts, or other lifts, skid steers or other sensitive mechanical or electrical equipment are used, applicable training. Certification will be provided and verified prior to start up.

- Any person working with or in proximity to a controlled product will receive WHMIS training prior to job start up.
- For all tasks which pose the potential for musculoskeletal injury, workers are to conduct a risk assessment and apply control measures to eliminate, reduce or control the likelihood of injuries to workers.



Policy - 2.05 "Hearing Conservation Program Policy" Who: All Employees	Created: Nov 30, 2016 Updated: July 27, 2017 Last Update: May 30, 2022
---	---

Hearing Conservation Program Policy

Powertec Electric Will endeavor to protect and preserve the hearing of all our employees. Appropriate PPE will be made available to all employees. To demonstrate our commitment, the following guidelines will be adhered to:

- All employees will be trained in hearing conservation
- Site sound monitoring will be conducted at minimum every 3 years on all facets of work performed or when equipment or tasks warrant monitoring
- Where average noise levels are more than 80dBA, employees are instructed to wear readily available hearing protection; in excess of 85 dBA hearing protection must be worn.
- Audiometric testing will be completed for all employees every two years and baseline tests will be conducted on new employees with sex months of employment
- Training will be provided on the proper Fit, Care, and Use of Hearing Protection

Regulation Summary: Part 12 of the Workplace Safety and HHealth Regulation 217/2006 Hearing Conservation and Noise Control, requires employers to assess the workplace for noise exposure. If the 8-hour average noise exposure level is above 85 dBA, the employer must institute a hearing conservation program. When WOrkers are exposed to noise levels above 80dBA, the employer must provide training to all workers on the hazards of the level of noise they are experiencing, and to provide hearing protection for workers who request it.

When a noise exposure assessment indicates that that a worker is exposed to noise in the workplace that exceeds 85 dBA, the employer must inform the worker and implement sound control measures to reduce the noise to 85 dBA or less. If the employer is unable to reduce the noise to below 85 dBA, the employer must implement all requirements under Part 12 of the Workplace Safety and Health Regulation 217/2006.



Policy - 2.06 “Musculoskeletal Injury Prevention Policy” Who: All Employees	Created: April 15, 2019 Updated: Oct 28, 2019 Last Update: June 1, 2022
--	--

Musculoskeletal Injury Prevention Policy

Powertec Electric Inc. recognizes that certain tasks performed in the process of completing our work pose the potential to cause musculoskeletal injury either due to the repetitive nature of the task, vibration from tools and equipment, or the body position required to complete the task.

Powertec staff, as part of the pre-job Hazard Assessments, are required to consider the potential for musculoskeletal injury and employ control measures to reduce the risk of injury.

Control measures that should be regularly employed include the following:

- Regular stretching , before, at regular intervals, and after working during the performance of repetitive work or while working in a body position susceptible to musculoskeletal injury;
- Task rotation, when staffing levels permit, to give workers a break from repetitive motions such as drilling, etc.
- The use of PPE to alleviate issues such as vibration from tools and equipment (for example: anti-vibration gloves, and ladders with pivoting platforms to allow a worker to change positions safely)
- For office staff, proper ergonomic set up of office desks, chairs, and computer equipment to prevent musculoskeletal injuries.



Policy - 2.07 “Harassment Prevention Policy” Who: All Employees	Created: Nov 30, 2016 Updated: June 5, 2019 Last Update: May 31, 2022
--	--

Harassment Prevention Policy

All employees are entitled to work in an environment free of harassment. Powertec Electric will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with company developed procedures, or at the discretion of Senior Management.

Workplace Safety & Health Legislation defines “Harassment” as: any objectionable conduct, comment or display by a person that is directed at a worker in a workplace or is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association, political activity, marital status, family status, source of income, disability, size or weight, age, nationality, ancestry or place of origin and which creates a risk to the health of a worker.

All employees must report harassment complaints to their immediate supervisor upon occurrence. The Supervisor in conjunction with Senior Management and the Safety Committee/Worker Representative will investigate each complaint while maintaining confidentiality. The details of the complaint investigation will be documented, interviews conducted, and the complaint and alleged harasser will be informed of the results of the investigation. Details of the investigation may only be disclosed if the particulars of the incident are necessary to proceed with the investigation of the complaint, take corrective action, or are required by law. Employees have the right to file a complaint with the Manitoba Human Rights Commission.

Powertec Electric Inc. will endeavor to work in a spirit of consultation and cooperation to achieve a respectful work environment for all employees.



Policy - 2.08 "Violence Prevention Policy" Who: All Employees	Created: Nov 30, 2016 Updated: July 11, 2019 Last Update: May 30, 2022
--	---

Violence Prevention Policy

All employees are entitled to work in an environment free of violence. Powertec Electric will take all reasonable measures to ensure that no employee is exposed to the risk of violence during their employment by enforcing a "zero tolerance" policy. Violators of the policy will be subject to disciplinary action. Workplace Safety and Health defines "violence" as the attempted or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.

Powertec Electric will identify and assess the risk of violence in the workplace in consultation with the Workplace Safety and Health Committee and ensure compliance with our Violence Prevention Policy. Workers will be made aware of the policy through their orientations and a copy will be posted prominently in the workplace. When an Employee observes an act or behavior that is perceived to be threatening in nature, and/or which poses a potential threat to their own or others safety and health, the following procedures must be followed:

Employees:

- Move to a safe location and report the incident to your supervisor immediately;
- Provide complete details of the incident;
- Do not try to resolve the incident yourself or interfere with violent individuals

Supervisors/Senior Management:

- Investigate all reported complaints of violence within 24 hours by completing an incident report;
- Attempt to diffuse the situation by discussion with affected parties;
- Interview, if necessary, alleged violators of the company policy

- If a safe resolution is not possible, contact outside assistance such as Workplace Safety & Health or the local police department
- Inform the alleged violator and complainant of the result of the investigation



POWERTEC
ELECTRIC INC.

Policy - 2.09 “General Safety Rules” Who: All Employees	Created: July 29, 2016 Updated: June 27, 2019 Last Update: June 15, 2022
--	---

General Safety Rules

Mandatory:

1. Required and Appropriate PPE: Wear hard hats, safety boots, at all times; cut gloves and goggles are also mandatory as well as all other PPE where and when needed.
2. Report to your supervisor all unsafe acts, unsafe conditions and near miss incidents.
3. Report all injury or damage to property accidents immediately.
4. Perform all work in accordance with safe work practices and procedures and your supervisor's direction.
5. Maintain good housekeeping in your work area.
6. Operate all vehicles and mobile equipment and tools in accordance with safe work procedures, site rules and highway regulations.

Prohibitions:

The following are subject to immediate disciplinary action and /or dismissal.

1. Possession or consumption of alcohol or illegal drugs or impairment by any prescription or non-prescription (over-the counter) drug including cannabis.
2. Fighting, horseplay, practical jokes
3. Possession of firearms or weapons
4. Theft, vandalism
5. Damaging, disabling or interfering with safety, firefighting or first aid equipment
6. Arriving for work or remaining at work when ability to perform the job safely is impaired.



Policy - 2.09 “Behavior & Ethics Policy” Who: All Employees	Created: March 15, 2018 Updated: May 06, 2019 Last Update: May 31, 2022
--	--

Behavior & Ethics Policy

Powertec Electric Inc. Code of Ethics

Powertec Electric Inc. practices ethical and non-discriminating hiring practices for all available positions within the organization.

Powertec Electric Inc. believes in integrity and fairness in all our interactions - both with and between employees, and with our customers. This principle of respectful, ethical business practice is to guide the behavior of all our employees.

Community & Customer Relations

All staff members are expected to share in preserving and enhancing Powertec Electric’s image and reputation of integrity and honesty. The manner with which staff members behave has significant impact on the reputation of the business. Whether you are communicating by telephone, email or directly in a personal meeting you are representing Powertec Electric Inc. and as such are expected to behave in a courteous, co-operative and professional manner at all times.

Personnel Files

Personnel files are maintained on each permanent employee, contract employee and independent contractor. Personnel files on each worker shall be maintained and will contain information such as:

Resume

Copy of all qualifications, driver’s licenses and abstracts and any changes in a timely manner.

Medical Clearance form (ie, annual hearing test)

Yearly Performance Evaluations and records of disciplinary action (if any)

Safety Orientation checklist and signed Company Orientation Test.

Signed Policy and procedures.

It is a requirement of Powertec Electric Inc that all staff members be in good health and alert on our job sites.

Harassment Prevention Policy

All employees are entitled to work in an environment free from harassment. Powertec Electric Inc. will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a “zero tolerance” policy.

Violence Prevention Policy

All employees are entitled to work in an environment free from violence. Powertec Electric Inc. will take all reasonable measures to ensure that no employee is exposed to violence during their employment by enforcing a “zero tolerance” policy

Grievance Policy

As Powertec Electric Inc needs to operate as a team, all workers should begin by taking their concern to the “offending” person and attempt to rectify the concern civilly on their own. Should the concern continue, then management should be notified either in person or in writing. The concern will be assessed and a course of action decided. If necessary, both parties will be brought into the discussion to ensure all sides are heard. Any disciplinary action taken will result in a letter outlining the issue being placed in the worker’s personnel file.



Policy - 2.10 “Drugs (Including Cannabis) & Alcohol Policy” Who: All Employees	Created: Oct 31, 2018 Updated: Sept 27, 2021 Last Update: Oct 14, 2022
---	---

Drugs (Including Cannabis) & Alcohol Policy

Powertec Electric Inc. is committed to providing the best service to our customers in a safe, reliable, and timely manner. We value the role that our employees play in delivering skilled service and strive to ensure a healthy workforce in recognition of the risks and negative effects and outcomes that the use of drugs and alcohol can have on our employees, customers and quality of work. Powertec Electric employees are, always, expected to abide by this policy while on the job. This includes not coming to work impaired by use prior to work. The misuse of any drugs (prescription and non prescription drugs including Cannabis) and alcohol will not be tolerated at Powertec Electric Inc. In addition no employee on legitimately prescribed medication which impairs function and alertness is to be at work.

This Drug and Alcohol Policy applies to ALL employees. As per this policy, the following scenarios will not be tolerated and are subject to disciplinary action:

- Cannabis can have a strong odor; as such. Please be aware that you may be entering someone’s home or workplace and to respect our customers; you should not smell of marijuana at any time during your shift.
- Employees who are under the influence of/impaired by both legally prescribed and illegal drug and/or alcohol must not report to work
- No drugs are to be in your possession (including Cannabis) or alcohol while on the job including all company facilities and vehicles is prohibited.
- Employees in safety sensitive positions who are taking a prescribed medication (including medical marijuana) which may impair their reaction time, judgment, perception, or coordination, must notify their immediate supervisor prior to starting work. It is at the supervisors discretion to determine if the employee can be accommodated in

the workplace (ie. Assigned to another position for the duration of impairment) or if a leave of absence will be required at Powertec Electric Inc. safety sensitive positions include all Journeymen, Apprentices, Laborers, and Office Staff.

- If the employee is deemed unfit for duty the supervisor will arrange for transportation of the employee to his/her residence to ensure safety.



Contractor Compliance Declaration

With respect to our company's safety objectives, and for the purposes of ensuring, so far as is reasonably practical, that all construction, electrical, and maintenance work, undertaken by contracted parties, of Powertec Electric Inc. will be conducted in a safe manner, the following declaration must be signed and submitted.

Submitted to: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification #: _____ Safety Program Registration #: _____

DECLARATION

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006).

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor who is familiar with the WSH Act and Regulations.

As Required by all persons in the province of Manitoba, I will share the required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____ Signature: _____

Print Title: _____ Date: _____



Policy - 2.11 "Emergency Preparedness Policy" Who: All Employees	Created: July 29, 2016 Updated: July 11, 2019 Updated: May 11, 2020 Last Update: June 30, 2022
---	---

Emergency Preparedness Policy

Powertec Electric Inc will ensure that plans are in place to deal with emergency situations in our building and on sites for specific types of hazards identified. At minimum, Powertec Electric will ensure the ability to provide the following:

- First Aid to an Injured worker
- Transportations to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire
- PPE and supplies required for safe operation during a public health pandemic

Management is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. All emergency preparedness information will be made readily available, and employees will be given an orientation to ensure they are aware of:

Location of emergency equipment

- First aid supplies
- Fire extinguishers
- Location of communication device and contact numbers for requesting outside assistance
- Location of MSDS sheets on SiteDocs
- Escape plan and muster point
- Emergency phone numbers



Policy - 2.12 “Environmental Incident & Emergency Plan” Who: All Employees	Created: July 29, 2016 Updated: July 11, 2019 Updated: May 11, 2020 Last Update: June 30, 2022
---	---

Environmental Incident & Emergency Plan

In the event of an environmental incident or emergency such as:

1. Chemical or Petroleum Spill
2. Poisonous or caustic gas emission
3. Biological or chemical explosion
4. Hazardous material spill
5. Sewage Spill
6. Contaminated Water into waterways and into ditches
7. Handling downed power lines

ACTION LIST

1. Contact the provincial environmental hotline at (204) 944-4888 or (204) 945-4888
2. Advise as to type of emergency
3. Give your name and location
4. Give them your phone number
5. Notify your supervisor
6. Notify Powertec Safety representative at 204-963-0176



Policy - 2.13 “Inspection Policy” Who: All Employees	Created: July 29, 2016 Updated: June 27, 2019 Last Update: June 30, 2022
---	---

Inspection Policy

Powertec Electric Inc will maintain a comprehensive program of safety inspections at all facilities and jobsites with a minimum monthly frequency. The purpose of this policy is to protect employees and control losses to material resources by identifying and correcting unsafe acts and conditions. As part of our hazard identification program, inspections of both the work site, equipment and activities will be conducted.

At minimum a formal inspection by the supervisor or lead hand, with the assistance of the worker safety representative will be conducted on a monthly basis using the Monthly Inspection form on SiteDocs.

All personnel will continuously be aware and look out for hazards prior to the commencement of work and as activity or circumstances on jobsite change. Wherever possible, hazards are to be eliminated or controlled prior to work beginning or resuming. Personnel are to inform their supervisor or lead hand, and all others in the area who may be affected if the hazard cannot be controlled immediately. All corrective actions are to be documented on Inspection Forms and include the time that corrective action was completed. If an Identified hazard cannot be controlled within a reasonable time period, the supervisor or lead hand shall inform Powertec’s owners/management for direction on the appropriate action. Management, Safety Reps and all employees will abide by our company safety manual and The Workplace Safety and Health Act and Regulations.

Responsibilities:

- Managers are responsible for the overall operation of the project;
- Project Managers are responsible for directing formal inspections on job sites that they control and for involving workers in such Inspections;

- Site Supervisors are responsible for conducting monthly inspections and daily hazard Assessments of areas where their crews are working and for involving workers in such inspections;
- Workers are responsible for participating in and contributing to the inspection program.



POWERTEC
ELECTRIC INC.

Policy - 2.14 “General Maintenance Policy” Who: All Employees	Created: June 3, 2016 Updated: May 31, 2019 Last Update: May 30, 2022
--	--

General Maintenance Policy

All tools, equipment, machinery, and vehicles are to be kept in a conditions that will maximize the safety of all personnel.

Employees will use tools and equipment in the manner they were intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

- DO NOT attempt to use any tool or equipment that you are not competent with or cannot use safely.
- Ask your supervisor for a demonstration of safe use and then demonstrate competence.

Employees must report all observed defects to their supervisor and the defective item must be taken out of service immediately, attaching a LOCK/OUT TAG that identifies the defect. All necessary repairs are to be conducted by a qualified person.

To accomplish our maintenance goals, pre-use inspections and regular monthly inspections are to be completed on SiteDocs, and all invoices and documents detailing the repair and maintenance are to be submitted to the office for our maintenance records. Supervisors and vehicle drivers are responsible for the application of the maintenance program in his/her area of responsibility.



Policy - 2.15 “Vehicle Maintenance Policy” Who: All Employees	Created: March 15, 2016 Updated: Jan 8, 2019 Last Update: July 1, 2022
--	---

Vehicle Maintenance Policy

Company vehicles are typically given to journeymen to go to and from jobs. As with a personal vehicle, there is regular maintenance required in order for the vehicle to continue to run smoothly and efficiently. It is very important that if you are issued a vehicle that you are taking good care of the vehicle and are following the rules laid out by Powertec Electric Inc. in regards to keeping the vehicle in working condition.

What does powertec Electric Inc mean by Vehicle Maintenance?

Vehicle Maintenance can mean anything. So, what does powertec Electric Inc. consider vehicle maintenance?

Oil changes need to be done every 5000 km. When done, the office should be called so we can record the mileage.

Filters should be changed as needed. When a filter is changed the office should be notified so we can keep track of how often its being required.

Fluids should be checked and maintained as needed. (Ie Washer fluid, power steering and transmission fluid, etc)

Vehicle should be taken through a **car wash** at least once a month to keep the graphics visible and the vehicle clean. The interior should also be kept in a reasonably clean condition.

In addition, once every month, a through **Safety Check** should be done of each vehicle. The Safety Check should be completed and submitted to Sitedocs on **the last friday of every month.**



Policy - 2.16 "Incident Investigation Policy" Who: All Employees	Created: July 29, 2016 Updated: July 11, 2019 Last Update: June 30, 2022
---	---

Incident Investigation Policy

Purpose

To investigate incidents so that causes can be determined, and corrective actions can be implemented to prevent recurrence. To investigate Near Misses as both a teaching tool and preventative measure. Powertec Electric will fully investigate the following types of incidents:

1. Incidents that result in injuries requiring medical aid.
2. Incidents that cause property damage or interrupt operations with potential loss exceeding \$500.
3. Incidents that have the potential to result in 1 or 2 above.
4. All incidents that, by regulation, must be reported to the Workplace Safety and Health Division or another regulatory agency.

Responsibilities

1. All employees shall report all incidents including Near Misses to their immediate supervisor and document on SiteDocs.
2. On-site Supervisors shall conduct initial investigations, document and report to management promptly.
3. Project Managers shall determine the need for, and if necessary, direct a detailed investigation. They shall determine the causes, recommend corrective action and report to senior management.



POWERTEC
ELECTRIC INC.

Policy - 2.17

“Vehicle Accident Reporting Policy”

Who: All Employees

Created: May 16, 2019
Last Update: July 1, 2022

Vehicle Accident Reporting Policy

Occasional accidents happen. But it's important to take the proper steps when one does. As such this policy was created to help you gather all necessary and relevant information in a step-by-step manner to follow. Remember your first priority is to ensure you and anyone else are safe before proceeding.

The accident has just occurred. What should I do?

Step 1. **Ensure you and anyone else are safe.** This means ensuring there are no injuries to yourself or any passengers you may have, ensuring the location is safe and there are no hidden dangers to yourself or to others. If another vehicle is involved ensure the driver and any passengers are all right. Make sure if the scene is dangerous that any onlookers or pedestrians stay well away. If damage is minimal and the vehicle is drivable, move to a safe location if possible. If there are any serious injuries or significant damage immediately contact ambulance, police and fire services if needed through 911.

If the police or insurance companies are involved it is their job to determine who was at fault for the accident. Explain what happened honestly and accurately.

Step 2. Check the vehicle(s) involved to **locate any potential damage. Take pictures.** If there is another vehicle involved. Take pictures of that vehicle as well. Include pictures of license plates if possible. If its property that has been damaged, (ie, backed into a railing or mailbox at a customer's residence. Take pictures of what's been damaged.)

It is important to remember that it is not appropriate to take pictures of injured or deceased people.

Step 3. **Gather information.** If there is another vehicle involved, get the driver's license, and insurance information. If there are any relevant witnesses get their contact information. Witnesses don't like to stick around very long after an accident so it is important to get that information right away if possible. Stay calm and record all information on your device and/or in SiteDocs. Note the time, date, weather and driving conditions and any hazards that may have contributed to the accident.

Step 4. **Notify your supervisor and the office** that you've been involved in an accident as soon as possible. Obviously if you're seriously injured, we are not asking you to delay treatment to notify us, however it's important that your supervisor and the office are made aware as soon as possible, regardless of how serious the accident was. Powertec Electric Inc. needs to know you were in an accident and what has transpired for many reasons. Some examples of what and why we need to know are:

Were there any injuries?

- if you're seeking medical attention there are WCB and vehicle insurance reports that need to be completed
- We need to know if you'll be missing work;
- If you are taking the vehicle to get checked out or will we need to send someone to retrieve the vehicle?
- Were others involved? Were they seeking medical attention?
- Customers will need to be notified if there are delays or cancellations. Etc.

Were the Police involved?

- We may require copies of police reports etc. for insurance purposes.
- We may need to make a police report after the fact.

Is the vehicle drivable?

- Do you require a tow truck?
- Will the vehicle need to go for immediate repairs before you can proceed to your next job?
- Will we need to send someone to retrieve something from the vehicle before it gets towed?
- If it is drivable, it may require an appointment for servicing in the near future that would require booking



Policy - 2.18 "Safety Statistics & Records Policy" Who: All Employees	Created: Nov 30, 2016 Updated: July 27, 2019 Last Update: June 15, 2022
--	--

Safety Statistics & Records Policy

Maintenance of accurate safety records is an essential component of Powertec Electric's safety program.

We believe that consistent documentation provides our company with a resource to determine areas where further preventative action may be required to enable us to actively improve our safety program to ensure the safety and health of our employees. In addition, our records will also assist Powertec in demonstrating our "Due Diligence" should the need arise.

Management will ensure all safety-related information is documented and filed with a review of safety statistics on an annual basis. Employees will be given the opportunity to examine the company's statistical data pertaining to safety and are encouraged to provide their input towards the enhancement of the safety program.

All form should be readily available, neat and readable, completely filled out and signed and dated by the appropriate worker, supervisor, safety representative or management. At minimum, the Safety Representative on each jobsite shall ensure the following reports are completed in SiteDocs.

- Site Safety Orientation & Hazard Assessments
- Toolbox Talks and Safety Meeting minutes
- Incident Investigation Reports & Near misses
- First Aid Treatment records
- Monthly Inspection Reports & Maintenance Records
- Safety Rules and PPE Violation records

Supervisors or our company Safety Auditor will conduct regular Site Inspections, and the safety auditor will ensure monthly and annual statistical summaries are completed



Policy - 2.19 “Safety Program Annual Review Policy” Who: All Employees	Created: April 30, 2016 Updated: July 11, 2019 Last Update: June 15, 2022
---	--

Safety Program Annual Review Policy

Powertec Electrical Inc. recognizes the importance of an active safety program that engages all employees in the continual process of monitoring and documenting our efforts to create and maintain a safe work environment for our employees. With this intent, our Health and Safety Committee commits to annually reviewing our safety program through a self-audit process to identify deficiencies, take corrective action to address them in order to maintain and improve our safety program and ensure a positive safety culture within our company.

Our Health and Safety Committee, both management and employee members, will commit the time and resources required to critically review and update, as necessary, the following:

- Hazard Assessment and Controls, Safe Work Practices & Procedures, SDS, Toolbox Talks, PPE
- Onboarding training performance and shortcomings, maintaining and upgrading training
- Documentation of preventative maintenance and inspections.
- Documentation of Near Miss and incident Reporting and investigation

Through discussion and requests for input at general safety meetings and performance reviews, the health and safety committee will engage the input of employees in our continual efforts to create and maintain an effective safety program that endeavors to keep our workers safe.



Policy - 2.20 "Contractor Compliance Declaration" Who: Contractors	Created: April 30, 2016 Updated: July 11, 2019 Last Update: Nov 13, 2022
---	---

Contractor Compliance Declaration

With respect to our company's safety objectives, and for the purposes of ensuring, so far as is reasonably practical, that all construction, electrical and maintenance work , undertaken by contracted parties of Powertec Electric Inc. will be conducted in a safe manner, the following declaration must be signed and submitted.

Submitted to: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification #: _____ Safety Program Registration #: _____

Declaration

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006)

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor who is familiar with the WSH Act and Regulations.

As required by all persons in the province of Manitoba, I will share the required information with the prime contractor, and those affected , necessary to identify and control existing and potential hazards. To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba Workplace Safety and Health Legislation.

Print Name: _____ Signature: _____

Print Title: _____ Date: _____



Policy - 2.20 “Sub-Contractor Evaluation” Who: Contractors	Created: April 30, 2016 Updated: July 11, 2019 Last Update: Nov 13, 2022
---	---

Sub-Contractor Evaluation

Please complete this information and evaluations form to confirm your eligibility as a subcontractor for Powertec Electric Inc. and return to Office@powertec.ca

Submitted to: _____
Company Name: _____
Address: _____
Email: _____
Phone Number: _____

COR/SECOR Certification #: _____

Legal Structure:

Corporation ☐ **Sole Proprietor** ☐ **Partnership** ☐

Other (please specify): _____

Please check all that apply to your company:

- | | | |
|---|--|--|
| <input type="checkbox"/> Safety manual | <input type="checkbox"/> Worksite Safety Inspections | <input type="checkbox"/> Safety Statistics |
| <input type="checkbox"/> Hazard Assessments | <input type="checkbox"/> Toolbox Talks | |

Print Name: _____ Signature: _____

Print Title: _____ Date: _____



Policy - 3.01 “Cybersecurity Policy” Who: All Employees	Created: January 12, 2024
--	----------------------------------

Cybersecurity Policy

1. Understanding Cybersecurity:

- Cybersecurity is the proactive practice of safeguarding computer systems, networks, and data against theft, damage, or unauthorized access.
- The focus lies in ensuring the confidentiality, integrity, and availability of information through robust security measures.

2. Types of Cyber Threats:

- Malware: Includes viruses, worms, and ransomware designed to harm or exploit systems.
- Phishing: Involves deceptive attempts to obtain sensitive information by posing as a trustworthy entity.
- Denial of Service (DoS): Overloads a system or network to make it unavailable to users.
- Man-in-the-Middle Attacks: Intercepts and alters communication between two parties without their knowledge.

3. Basic Security Practices:

- Strong Passwords: Use complex passwords and change them regularly.
- Update Software: Maintain robust security measures by regularly updating operating systems, applications, and antivirus programs. This proactive approach ensures swift patching of vulnerabilities, fortifying our defense against potential threats. Stay secure and up-to-date for a resilient digital environment.

4. Antivirus:

- Ensure Windows Defender is always active.
- Monthly scanning is a critical cybersecurity practice involving regular assessments of computer systems to detect vulnerabilities and mitigate potential threats. This proactive approach helps organizations identify and address weaknesses in software, preventing exploitation by malicious actors. Through specialized scanning tools, the process includes defining the scanning scope, scheduling assessments during low-usage periods, and automating the scanning process. The analysis of scan results informs security teams about vulnerabilities and potential risks, guiding the implementation of necessary patches and updates. Documentation and reporting after each monthly scan contribute to regulatory compliance and provide insights into the overall security posture of an organization.

5. Backups:

- Regular monthly backups from all software and systems to our cloud are imperative, ensuring data security and accessibility.
- Additionally, a prudent strategy involves the bi-monthly creation of an offline backup using Google Takeout, adding an extra layer of resilience to our data management practices.

This harmonious blend of monthly cloud backups and bi-monthly offline storage not only optimizes accessibility but also fortifies our data protection strategy.

6. Email Security:

- Ensure email security by using strong, unique passwords, enabling two-factor authentication, and regularly updating your email client to patch vulnerabilities.
- Be cautious of phishing emails, verifying sender identities, and avoiding clicking on suspicious links or downloading attachments from unknown sources.
- Regularly monitor and review account activity for any unauthorized access or unusual behavior.

7. Incident Response:

- Reporting: Promptly report any suspicious activities.
- Remember, cybersecurity is an ongoing process. Stay informed about the latest threats and best practices to adapt your security measures accordingly.