

## Araam's Commitment

Araam Sleep Products is committed to protect and promote the safety and well-being of employees, visitors, communities and the environment. We are committed to act responsibly and proactively on health and safety issues. All business will be conducted in a manner that is consistent with the values and behaviours expressed in the Policies and Procedures.

In fulfilling this commitment to protect persons, equipment, materials and environment, Araam Sleep Products will:

- Provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- Strive to eliminate or control any foreseeable hazards which may result in property damage, accidents, personal injury or illness.
- Employ personnel with knowledge, skills, training, and equipment required to complete their job in a safe and satisfactory manner.
- Utilize practices and procedures which meet regulatory or recognized industry standards.
- Minimize and prevent occupational injuries and illness, through proper work planning, health and safety training, hazard identification, inspection and incident investigation. Currently have no-injury perfect record with WCB.
- Establish policies, practices and procedures that are compliant with applicable legislation, regulatory requirements and recognized industry best practices.

Encourage the active involvement and support of employees at all levels within the organization in promoting and implementing an effective Health, Safety and Environment Management System.

Management will ensure and enforce compliance with all policies, procedures and applicable legislation.

Compliance will be achieved through leadership, mentorship and resource allocation.

Supervision will ensure a safe working environment by promoting the Health, Safety and Environment Management System through effective leadership, mentorship and training of all employees.

Employees are responsible and accountable for providing a safe working environment by actively demonstrating safe work behaviours and positive attitudes.

All employees share the company's genuine commitment to health and safety, supported by a firm, fair and consistent enforcement of policies.

Active participation in the Health, Safety and Environment Management System will assist Araam Sleep Products in achieving the objective of zero injury.

Araam Sleep Products is committed to providing a positive and safe work environment for everyone.

## Safe Work Practices and Safe Job Procedures

Safe Work Practices and Procedures are the controls on how to perform tasks in the safest and most correct manner.

**Safe Work Practices** – Guidelines and methods on how to perform a task with minimum risk to people, equipment, materials, environment and processes.

**Safe Work Procedures** – A series of specific steps that guide an employee through a task from start to finish.

## Development of Safe Work Practices and Procedures

- The development of Safe Work Practices is a continuous process that is based on information obtained from the completed Hazard Assessment and Control.
- Any existing Safe Work Practices that are unsuitable in any way will be modified.
- Safe Work Procedures supplement the Safe Work Practices and are developed following completion of a Job Hazard Assessment.

## Delivery

- All Safe Work Practices are readily available to all employees. In some cases, the safe work practice will require Safe job procedures to be set out in a step-by-step process.
- Safe Work Procedures are included in the new employee orientation. All employees are aware that Safe Work Procedures have been established, are in effect, and should be followed.