

POLICY

POLICY: **A-3**
SUBJECT: **HEALTH AND SAFETY**
EFFECTIVE: **JULY 23, 2024**
SUPERCEDES: **JANUARY 22, 2023**

POLICY

City Cruises Canada is committed to the prevention of occupational illness and injury, and to provide a safe and healthy work environment for crew members, guests, and contractors. Compliance with relevant legislative requirements is a key component in pursuing this objective.

1.0 RESPONSIBILITIES OF CITY CRUISES CANADA

- 1.1 Ensure that the health and safety at work of every crew member employed by City Cruises Canada is protected.
- 1.2 Provide crew members with training and instruction on the prescribed health and safety legislation, including the necessary steps to keep themselves healthy and safe in the workplace (i.e. [Heat Stress Program](#)).
- 1.3 Implement a Workplace Health and Safety Committee composed of worker and employer representatives. The health and safety committee members are committed to improving health and safety conditions in the workplace.
- 1.4 Provide crew members with the necessary Personal Protective Equipment (PPE)
- 1.5 Take the necessary prescribed measures to prevent and protect against harassment and violence in the workplace.

2.0 RIGHTS AND RESPONSIBILITIES OF CREW MEMBERS

- 2.1 Crew members have the right to:

KNOW the known or potential hazards in the workplace and how to work safely; be provided with information, instruction, training and supervision necessary to protect their health and safety

PARTICIPATE jointly with management to identify and correcting job-related health and safety concerns; be part of the workplace health and safety committee

REFUSE work that is dangerous or unsafe to perform

- 2.2 Crew members will protect their own health and safety by working in compliance with the law, prescribed safe work practices, and Company policies and procedures.
- 2.3 Crew members are responsible for immediately reporting any health or safety hazard to management or a health and safety committee member. This includes the absence of or defect in any equipment or protective device which may endanger them, another crew member, guest, or contractor.
- 2.4 Crew members will immediately report all injuries to management that occur during the normal course of their duties, while on company property, when using company vehicles/machinery, or when property is damaged. "Immediately" means as soon as the crew member is aware of the incident and no later than the end of the shift in which it occurred. The crew members will complete an incident report with management where possible.
- 2.5 Due to the safety sensitive nature of City Cruises Canada work environment, crew members will be subject to post-accident drug and alcohol testing. Testing will be conducted as soon as reasonably practical after the accident has occurred. Drug testing will not be conducted when there is evidence that the act or omission of the crew member could not have contributed to the accident (i.e., the accident is due to structural or mechanical failure). For further information please refer to the "Drug and Alcohol Abuse Policy."
- 2.6 Crew members will use or wear the equipment, protective devices, or clothing as required by management.
- 2.7 Crew members will not create health or safety hazards by removing or making ineffective any guard or protective device, tampering with medical, rescue, fire-fighting equipment, machines, tools, or materials.
- 2.8 Crew members will not use or operate any equipment, machine, device, or perform work in a manner that may endanger them or another crew member.

- 2.9** Crew members will not use or operate any equipment, machine, device, or perform work that they have not been adequately trained on or authorized to use.
- 2.10** Crew members will not work or act in a way that will hurt them or any other worker. This includes engaging in horseplay, unnecessary running, rough or boisterous conduct or contribute to unsanitary, hazardous, or unsafe housekeeping conditions.
- 2.11** Crew members are encouraged to be a part of the Workplace Health and Safety Committee and/or bring forward health and safety recommendations to a committee member.
- 2.12** Crew members will wear Personal Protective Equipment (PPE) when required and instructed to do so.
- 2.13** Crew members are responsible to regularly clean and sanitize their work and break area.

3.0 RESPONSIBILITIES OF MANAGEMENT (Managers and Supervisors)

- 3.1** Management will make every effort to provide a safe and healthy work environment for crew members.
- 3.2** Management will ensure the establishment of policies and procedures, that equipment is maintained and in good working order, protective devices are used, written instructions are provided, and crew members receive proper training and supervision.
- 3.3** Management will provide assistance and cooperation to the Workplace Health & Safety Committee in carrying out their functions.
- 3.4** Management will comply with the legislated standards limiting a crew member's exposure to biological, chemical, or physical hazards.
- 3.5** Management will enforce established safe work practices, policies, procedures, and legislation and ensure compliance.
- 3.6** Management will ensure crew members use or wear Personal Protective Clothing, Equipment (PPE) and protective devices as required.
- 3.7** Management and the Workplace Health and Safety Committee will conduct a Hazard & Risk Analysis for all routine and non-routine activities.

Management will advise crew members of the existence of any potential or existing hazards to their health and safety. All completed forms will be forwarded to the Associate Director, ISO, Training & Programs. Refer to the Hazard & Risk Analysis Procedure.

- 3.8** Management will respond to all health and safety concerns. Management will do everything reasonable in the circumstances to protect the crew member from being hurt or getting a work-related illness (i.e. Heat Stress).
- 3.9** All workplace incidents (i.e., injury, illness, near miss, etc.) will be logged into QUEST spreadsheet by the Associate Director, ISO, Training & Programs. These incidents must be investigated and analyzed.

4.0 TRAINING OF MANAGEMENT (Managers and Supervisors)

- 4.1** Management will be adequately trained in and informed of their responsibilities in maintaining safe work practices and procedures.
- 4.2** Training will include the duties of the employer, manager/supervisor, and crew members, and will cover the rights of workers, the Internal Responsibility System (IRS), and any additional procedures as required.
- 4.3** Training will take place on an ongoing basis. It may be delivered in class, online, or through job-shadowing.
- 4.4** Management will make every effort to attend all scheduled training. In the event training is missed, it will be the responsibility of the individual to reschedule and/or obtain all required information/materials.

5.0 RESPONSIBILITIES OF CONTRACTORS

- 5.1** Contractors will understand and comply with City Cruises Canada Health and Safety policies, safe work procedures and other safety and health-related procedures, programs, and activities. Refer to Visitors Safety Policy.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

Company Policy – A-3 Health and Safety	Revised date – July 23, 2024	Approved by: LM
<i>Uncontrolled when printed</i>	Page 4 of 4	RMS Document