



SAFETY POLICY

Metro Glass Products Ltd. is committed to a strong health and safety program that protects its workers, property and the public from accidents.

Our objective is to eliminate accidental injury and industrial disease to workers and damage to property and equipment. To achieve this goal, full cooperation and participation from all workers at every level is necessary and expected.

Workers at every level, including management, are responsible and accountable for safety. Complete and active participation by everyone, every day, in every job is necessary for safety excellence.

Management and supervisory personnel are responsible for the health and safety of their people and the safety of the workplace. Management and supervisory personnel are accountable and responsible for their decisions, actions and results.

Management/foremen is responsible and accountable for the training and supervision, health and safety of workers assigned to them and for the safe conditions of their work area. Management/foreman will instruct workers in the safe work procedures for their duties and will provide adequate supervision for the workers. The supervisor/foreman will enforce the applicable rules, regulations and practices.

All contractors working on our sites are required to comply with Metro Glass Products Ltd. Policies, Occupational Health and Safety Policy, Federal, Provincial and Municipal regulations and by-laws. All contractors are required to provide adequate instruction and supervision to their workers, when requested, proof of training of their workers.

All workers are expected to perform their work in the safest possible manner, with due regard to the safety of themselves and fellow workers. Workers will follow safe work procedures and report all unsafe acts and conditions. Safety is an integral and inseparable part of our operation and this attitude should be part of our thinking, on and off the job.

Cliff Whyte: _____
President

A handwritten signature in black ink, appearing to read "Cliff Whyte", written over a horizontal line.

Date: _____

A handwritten date "July 18/16" in black ink, written over a horizontal line.

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Updated: July 18, 2016



OCCUPATIONAL HEALTH AND SAFETY ACT

Our Safety Program was developed to assure compliance with Federal, Provincial, and Local Regulations with particular emphasis on the Alberta Occupational Health and Safety Act, Regulations and Code that apply to our operations.

The Alberta Occupational Health and Safety Act, Regulations and Code states that every employer engaged in business in the Province of Alberta shall

Furnish to each employee, a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.

Comply with Occupational Health and Safety Standards and Rules, Regulations, Codes and Orders pursuant to the Act that are applicable to company business and operations.

Comply with, and require all employees to comply with, Occupational Health and Safety Act, Regulations and Codes which are applicable to their actions and situations.

Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Regulatory Standards.

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RESPONSIBILITIES

GENERAL MANAGER:

General Description:

Provides support to Metro Glass Products Ltd. personnel and is responsible for defining program/project objectives, allocating resources, determining the chain of command and evaluating program outcome.

Specific Responsibilities:

Ensures the necessary facilities, equipment resources
Ensures adequate personnel to conduct activities safely
Supports the efforts of on-site management
Supports appropriate disciplinary action when unsafe acts or practices occur
Informs corporate office of the situation
Handles media relations
Ensures that the company contacts any victims families and displays compassion and sensitivity
Sets a good example

PROJECT MANAGER:

General Description:

Provides support and direction to Superintendent and is responsible for development of project response plans.

Specific Responsibilities:

Responsible for project loss prevention program on project
Initiates the preparation and implementation of the site safety plan
Reviews the safety and loss prevention program during site visits
Reviews and evaluates the safety performance of employees working on the Project
Confirms that accident and incident investigations are conducted and appropriate forms/ reports are prepared and forwarded to affected parties.
Schedules window deliveries
Sets a good example.



SAFETY COORDINATOR:

General Description:

Advises and assists Superintendent or Foreman on all aspects of plan development affecting on-site safety.

Specific Responsibilities:

Identifies protective equipment
Inspects periodically protective equipment
Monitors periodically on-site hazards and condition
Conducts inspections complete with documentation to determine if the safety plan is being followed
Co-ordinates emergency medical care
Notifies local public emergency officials
Investigates, reports and recommends future preventive action plans and reporting to the various Government Regulatory Agencies or Environmental Protection and to the manager of Health and Safety
Assists superintendent or foreman in the implementation of emergency response plan where it affects safety
Verifies that site supervisors have adequately prepared their workers to act appropriately in emergency response situations
Identifies unsafe conditions related to health and safety of workers, public and rescue personnel
Enforces the buddy system in emergency situations
Reinforces and coordinates emergency procedures for health and safety of workers, public and rescue personnel as directed by the Superintendent or Foreman
Assists with site control and security
Assists with investigation of the situation
Sets a good example

FOREMAN:

General Description:

Foreman is responsible for field team operations and safety.

Specific Responsibilities:

Manages field operations under direction of Superintendent
Enforces safety procedures
Daily inspection of site
Directs workers or work parties
Maintains communication with Superintendent and workers
Works with the Safety Department to ensure safety of all workers
Sets a good example



WORKERS:

General Description:

Depending on the size of the project, any and all of the workers may be in the work party, but the work party should consist of at least two people

Specific Responsibilities:

Implement work plans under direction of the Superintendent or Foreman ensuring compliance with all safety measures

Notify Superintendent or Foreman of any unsafe conditions.

Assist in rescue of worker whose health or safety is endangered after ensuring they are not at risk

Wear the required personal protective equipment

Follow the company's safety rules as well as those specific to individual sites

Promptly report all accidents, incidents, and/or near misses to their immediate supervisor

Report any and all unsafe conditions and behaviors

Ensure their own safety as well as the safety of others

Participate actively in safety meetings by identifying safety concerns and possible correction methods

Obtain first aid care from the designated first aider in the event of injuries

Refuse to work under conditions unsafe until a supervisor has been advised and necessary corrections have been made

Works with the Safety Department to ensure safety of all workers

Sets a good example



SUBCONTRACTORS:

General Description: It is the contractor's responsibility to perform their job in compliance with Metro Glass Products Ltd. and OH&S Regulations. The contractor will provide upon request, documentation indicating that the workers are trained and competent to complete designated work.

Specific Responsibilities:

Ensure all workers are made aware of site hazards and foreseeable hazards and are provided with a site orientation, prior to prime orientation.

Comply with all safety documentation required by Metro Glass Products Ltd.

Ensure workers are properly supervised to ensure safe work practices/procedures are followed.

Ensure WCB coverage is current.

Set a good example.

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COMPANY SAFETY RULES

1. Consuming or being in possession of alcohol or illegal drugs on company premises, or on any company work site, is strictly prohibited and cause for immediate dismissal.
2. Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
3. Theft, vandalism or any other abuse or misuse of company property is prohibited.
4. All unsafe acts and conditions, including "near miss" incidents are to be reported to Foreman or Site Superintendent immediately.
5. All incidents that result in damage or injury are to be reported to the Forman or Site Superintendent immediately.
6. Every worker shall keep his/her work area neat, clean & orderly.
7. PPE is required as per Safe Work Procedure (SWP).
8. All work shall be carried out in accordance with appropriate SWP, SJP, and OH&S Regulations & Code.
9. Employees are obligated to provide their own transportation to work.
10. Safety glasses to be worn where required.
11. Fall Protection is Mandatory at 10' (3m) or if hazardous conditions exist below.
12. All deliveries to be scheduled with prime contractor.
13. Acts of violence, sexual harassment, racial slurs are not tolerated.
14. All employees shall follow the Company Health & Safety Program and adhere to Alberta OH&S legislation.

Violations will be handled Following the Safety Enforcement Policy Unless Deemed Extreme, Thereby Resulting In Immediate Termination.

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CRITICAL TASK

Metro Glass Products Ltd. policy to conduct Hazard Assessments and/or Job Safety Analyses (JSA) for all critical tasks.

A Critical Task is one that may include the following factors:

Jobs with high frequency of accidents or near misses which pose a significant threat to health and safety

Jobs that have the potential to produce fatalities, disabling injury, illnesses or environmental harm

Newly established jobs or jobs that are not done on a regular basis i.e. Shutdown

Jobs that are to be performed in hazardous and/or unfamiliar environments i.e. restricted access, excavations, heavy equipment, elevated work surfaces, unfamiliar work site

Example Critical Tasks include, but are not limited to, the following:

Working at heights requiring fall protection

Working with or around large heavy machinery and equipment

Large material lifting task (panel tilt-ups, etc)

It is the site foreman's responsibility to ensure the required inspections and forms have been completed, all provincial legislation and code of practice requirements are adhered to, and legislation is readily available for consultation during Critical Task activities.

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THE RESPONSIBILITY TO REFUSE UNSAFE WORK

All employees have the responsibility to refuse work that would present an undue health and safety hazard for them working on the job site. An undue hazard is one which is not normal for that particular task or occupation or a working condition and to which the worker(s) is not normally exposed to while carrying out his or her work.

The following summarizes the process and associated responsibilities for handling the employees responsibility to refuse unsafe work.

No worker must carry out or cause to be carried out any work task/procedure, or operate or cause to be operated any tool or equipment that would create an undue hazard. The worker has a responsibility to themselves and his/her fellow workers to refuse unsafe work

Workers will not be disciplined for exercising this right

Workers who exercise their right to refuse unsafe work will report the problem to their foreman immediately

The foreman must investigate the problem and either correct or explain to the worker why his/her concerns are not valid

The foreman must contact Cliff Whyte on the findings of the problem

Contact prime contractor and safety officer to verify why employee is utilizing The Responsibility to Refuse Unsafe Work

Documentation must be completed. Include date, time, job specifications and the reason why employee feels the work is unsafe

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President

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WHMIS POLICY

Metro Glass Products Ltd. will comply with the Hazardous Products Act, which regulates all controlled products. Metro Glass Products Ltd. will ensure that all controlled products used in the manufacturing processes have the correct labels and symbols, Safety Data Sheet (SDS), and that information and training is available to employees. Any employee who does not have their WHMIS or has dated WHMIS training will take a WHMIS training course by an appropriately trained WHMIS instructor.

MANAGEMENT

The Management is committed to the application of the WHMIS Policy so that all employees receive the fullest knowledge and protection in handling controlled products that may be harmful to their health. Our responsibilities shall include, but not be limited to, the following:

- Identification of controlled products
- Proper labeling and symbols
- Safety Data Sheet (SDS)
- Controlled products inventory
- Education and Training
- Proper storage facilities
- Required engineering controls
- Safety systems and devices
- PPE

CONTROLLED PRODUCT STORAGE

Metro Glass Products Ltd. shall provide proper storage facilities and working containers for all controlled products in an area where they will not pose a hazard to employees, the public, or the environment.

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SAFE WORK PRACTICE POLICY

It is the policy of Metro Glass Products Ltd. that written and practical instructions will be developed and maintained on an ongoing basis, to eliminate or control the dangers likely to be encountered by our workers in the performance of their duties.

All workers are charged with the responsibility of following these written and practical instructions. The foreman is to be held accountable for monitoring the work place to ensure that compliance is obtained. Generally, compliance will be obtained by mutual cooperation and by education of the foremen and the workers in the "WHYS" of our safety rules and practices.

JOB GUIDELINES

To ensure an accident free environment. It is essential that a worker know and recognize the various aspects of his or her job that are critical to their safe job performance. Accordingly, Safe Work Practices have been and will be developed and maintained as part of our continued efforts to have a injury free workplace.

These Safe Work Practices shall be reviewed as part of Metro Glass Products Ltd. annual review, or more often; as required by changes in equipment, tools or work process.

Because of the diversity and complexity of the construction industry, the volume of safe work practices is quite large but required. There are places where simplification or added stringent changes are required. In such cases, regulation and engineering documentation shall over-rule this manual.

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SAFETY ENFORCEMENT POLICY

Metro Glass Management is committed to safeguarding its employees and contractors by maintaining an injury and accident free workplace. Policies, regulations, and company rules are to be followed by all employees. Employees not complying with our safety measures will be disciplined with documentation in these three stages.

1. Verbal warning
2. Written warning
3. Suspension without pay or Immediate Termination

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PERSONAL PROTECTION EQUIPMENT (PPE) POLICY

PPE is an extremely important means of protecting workers from injury. Hazards should be minimized by ensuring that all jobs are well planned, that workers are properly trained, and that all Safe work practices/procedures are being followed. PPE then provides an additional degree of protection from injury.

All employees will use the appropriate personal protective equipment when and where it is required. All employees will be expected to know and wear the required personal protective equipment for the task at hand.

Basic personal protective equipment on construction sites include:

- Safety footwear (CSA approved)
- Hard hat
- Safety glasses
- Hearing protection (as required)
- Hi-Viz Vests or Shirts
- Gloves (as required)

All personal protective equipment will be kept in good condition and maintained according to manufactures specifications. Personal protective equipment used must conform to CSA/ANSI standards.

Information gathered from the safe work practices/procedures, applicable legislation, and the experience of management and workers will help you in your selection of appropriate PPE for your task at hand.

Cliff Whyte:  Date: July 18/16
President

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MAINTENANCE PROGRAM POLICY

In addition to ensuring that workers use the tools and equipment properly, it is vital that the tools and equipment are properly inspected, maintained, and kept in good repair.

Warning tags should be used to prevent employees from operating damaged or defective equipment, and lock-out tags should be used when a machine is under maintenance. As well as following the directions for any safeguards on the equipment. All safeguards need to meet the requirements of the CSA standard called safeguarding of machinery. In addition to the Provincial and Federal regulations, manufacturers also have specifications for maintenance.

RECORDS:

Every Preventative Maintenance Program must contain a recording system. The recording system of Metro Glass Products Ltd. will document what maintenance work is done, when it was done, and by whom. Inventory lists and maintenance schedules will serve as a guide in monitoring the program.

INVENTORY LIST OF EQUIPMENT AND TOOLS:

A current inventory list of the companies equipment is kept in the central administrative office, this includes

Trucks

Miscellaneous tools/equipment and first aid supplies

MAINTENANCE PERSONNEL/OPERATOR QUALIFICATIONS:

The qualifications of maintenance personnel and operators are key to the success of the Preventative Maintenance Program. All individuals who perform maintenance work or operate the equipment must have the appropriate skills, accreditation and/or certification.

MONITORING FUNCTIONS - TWO AREAS:

The people responsible for operating and servicing or maintaining equipment must monitor the equipment to ensure that appropriate checks and maintenance are done.

Management must monitor the entire Preventative Maintenance Program to ensure it is functioning in accordance with OH&S regulations.

Cliff Whyte: _____
President

Date: _____

Cliff Whyte
JULY 18/16

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COMMUNICATIONS

An integral part of the safety program is a continuing schedule of safety talks or meetings. These talks are constructive measures towards creating and maintaining safety awareness in personnel and reducing accidents. The talks also provide the opportunity to involve employees in the safety program and encourages them to reveal problem areas and unsafe working conditions.

MONTHLY SAFETY MEETINGS:

Safety meetings are the primary vehicle for ongoing safety awareness and the exchange of safety information. They provide the opportunity for information and ideas to be transferred from management, to workers, and vice versa.

Scheduled meetings will be held once every month. All workers are required to attend and participate in these meetings. Minutes of the safety meeting will be taken and shall include:

- Time and date of the meeting
- List of participants
- List of topics discussed with applicable notes indicating concerns
- Recommendations and/or solutions for concerns
- Action plan

TOOL BOX SAFETY MEETINGS:

Toolbox meetings are conducted on a monthly basis on each site, shop or office to discuss the safety concerns and to review hazards from the previous week.

Employees are always encouraged to bring suggestions and/or concerns to managements attention. This can be done by discussing the matter at a Safety Meeting, or by completing the "Employee Suggestions & Safety Concerns Form " and submitting it to Management.

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TRAINING

The company will provide and ensure that all employees participate in the following safety training:

Safety orientations

Job specific safety training as required

General Safety Training

SAFETY ORIENTATION:

All new employees are required to attend company new-hire safety orientation, and must complete a checklist confirming attendance and their understanding of the policies.

JOB SPECIFIC TRAINING:

No employee will knowingly be permitted to perform a job task for which he/she is not properly qualified, experienced or trained. Job Specific training will be encouraged and/or provided to assure a competent employee with a solid background of safe work habits on which to build their experience. The Foreman, who instructs employees in safe work practices and monitors their performance, normally conducts Job Specific Training.

GENERAL SAFETY TRAINING:

Safe Work Practices and Procedures

WHMIS (Workplace Hazardous Materials Information System)

General and Site-Specific Employee Safety Orientation

First Aid (selected employees)

Fire Extinguisher Training (selected Field Workers and Management Staff)

ACSA Leadership for Safety Excellence (General Managers & Foremen)

Fall Protection Training (when required)

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DISCIPLINARY PROCEDURES

The following procedures are guidelines and will be used with discretion in all cases. The point of these procedures is corrective action. All warnings and penalties are open to discussion with management.

Disciplinary procedures fall into three categories:

Minor Offense eg: tardiness, horseplay, practical jokes, etc.

Major Offense eg: no fall protection at heights over 10ft., not wearing PPE, etc.

Immediate Dismissal Offense eg: drugs or alcohol on site, violence/harassment, etc.

“THE RESPONSIBILITY TO REFUSE UNSAFE WORK”

An “imminent danger” means any danger that is not normal for your job, or any danger under which a person would not normally work. If you have good reason to believe that the work you are asked to do poses an imminent danger to yourself or another worker, you must refuse to do it as per OH&S legislation.

DISMISSAL OFFENSES

These are offences of an outright breach of company rules and regulations. These are the types whereby the individual has totally disregarded all rules and regulations without regard for their employer or fellow employees. The individual shall be immediately suspended (without pay) pending an investigation of the offense. Discharge will be upon proof of the offense.

DISMISSAL INFRACTIONS INCLUDE:

Reporting for work under the influence of alcohol or unauthorized drugs.

Willful damage to company property or equipment, or that of another employee's.

Theft from the company or fellow employees.

Committing an act of violence or extreme prejudice against anyone.

Falsifying records including accident/incident records, time sheets/ cards, etc.

Refusal to wear or use safety equipment when ordered to do so by a supervisor.

Breach of confidentiality about customers, fellow employees or company business.

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SAFETY INSPECTION POLICY

There are two main types of Safety Inspections:

1. Ongoing (or informal) inspections
2. Planned (or formal) inspections

ONGOING (informal) Inspections:

Safety personnel or Foremen will conduct ongoing inspections. They will constantly watch for unsafe acts and unsafe conditions. In many cases, a foreman can correct a problem by discussing an unsafe act with an employee or by issuing instructions to have an unsafe condition corrected. The Foremen must record situations that require additional corrective actions. Ongoing inspections will be conducted on a bi-weekly basis.

PLANNED (Formal) Inspections:

As the name suggests, planned inspections are structured events. The General Manager conducts these formal inspections. Planned inspections will be conducted on a monthly basis.

The basic procedure for conducting a planned inspection is:

- Identify the inspector or inspection team
- Locate and review reports of previous inspections
- Obtain an inspection report form
- Proceed with the inspection, checking under, over, around and behind
- Take the time to observe the activities of all personnel
- Take immediate corrective action where there is imminent danger
- Record all unsafe acts and conditions (using inspection checklist)
- On completion of the inspection, rank the unsafe conditions on "worst case" basis
- Assign a person responsible for each corrective action and a date for completion
- Distribute copies of the inspection report to all employees and management at monthly safety meetings and follow up action plans

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INVESTIGATION POLICY

Metro Glass Products Ltd. investigates all accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence. The following types of incidents/accidents and injuries shall be fully investigated:

Accidents that result in injuries requiring medical aid

Accidents that cause property damage or interrupt operations with potential loss

Incidents that have the potential to result in the above, such as close calls or near misses

Any injury or accident that results in death

An injury or accident that results in a worker being admitted to a hospital for more than 2 days

Responsibilities:

All employees shall report all incidents as soon as possible to their immediate foreman and assist in the investigation when requested. Foremen shall conduct initial investigations and submit their reports to management promptly.

Foremen shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective actions, and report to the manager.

The manager shall review all incident reports, determine the corrective action to be taken, and ensure that such action is implemented.

Cliff Whyte: _____
President

Date: _____

Cliff Whyte
July 18/16

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EMERGENCY PREPAREDNESS POLICY

On each job, the General Manager, Site Foreman and/or the Site Safety Representative will develop a Site Specific Emergency Response Plan which includes local emergency contact numbers, the nearest hospital facilities, evacuation routes and emergency response procedures based on the specific site hazards.

Emergency Response Procedures are site and task specific, and must be reviewed and revised prior to conducting high hazard work, i.e. working at heights, working around excavations, etc. The Emergency Response Procedures provided in the Site Specific Emergency Response Plan are outlines only.

Emergency Response Procedures will be outlined in all orientations and training provided to all designated emergency response personnel. Emergency Response Procedures will be tested at least once a quarter and deficiencies will be corrected as required.

The General Manager, Safety Officer or Office Manager will determine the required emergency response equipment, type and number of fire extinguishers for each area and ensure they are maintained and inspected monthly during the Workplace Inspection.

Metro Glass Products Ltd. is responsible for the maintenance of the on-site fire extinguishers, established muster point, air horn maintenance and the regulated emergency drills to ensure that all workers on-site are aware of the routine in case of emergency.

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President

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Cliff Whyte
July 18/16

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RECORDS AND STATISTICS POLICY

An important step in reducing or eliminating accidents is the determination of the areas most in need of attention. One way to gain some understanding of where to best focus energy is to compile records and statistics. Records must relate to injuries, inspections, investigations, training and maintenance. This information assists in identifying trends, problem areas and in the evaluation and implementation of the Safety Program.

Record Types:

The industry has general recommendations for the records each company must keep. These records may be used by safety committees and management to monitor the success of the safety program. Records should include:

- First Aid Treatment Records
- Company injury statistics
- OH&S and Company Safety Inspection reports
- Accident/Incident investigation reports
- Accident/Incident and investigation statistics
- Safety Data Sheets (SDS)
- Toolbox Safety Meeting records
- Equipment maintenance records
- Training records

All reports, records and statistics are considered to be confidential information and unless authorized, this information is not to be given out.

Records and Statistics are updated monthly, quarterly and yearly.

Cliff Whyte: _____
President

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Cliff Whyte
July 18/16

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REVIEW POLICY

Metro Glass Products Ltd. shall review and make program adjustments on an ongoing basis. The improvements will be the result of input from the Management, the Safety Committee, the Employees, the Workers Compensation Board, etc. Changes in work processes or the products used will be included in the program, if there is a change in the effect of the process or product on the health and safety of any employee.

PROCEDURES:

The introduction of a new work process or a new product (with potential health and safety hazards) shall result in a review by the Management and the Safety Committee to ensure all health and safety safeguards are in place. Any significant change in the effects (or potential effects) on employees health and safety will be encompassed in the program to ensure that employees have access to that information.

PROGRAM AUDIT:

The Health and Safety Program shall be audited and evaluated annually. The purpose of the audit is to ensure the program is being utilized and is effective. To investigate the safety activities and performance during the previous year within the context of the Program Manual, to set measurable objectives, to outline specific safety activities, focal points and revisions to procedures for the coming year.

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SAFETY MANUAL REVIEW

Metro Glass Products Ltd. Safety Manual must be reviewed and signed off by the owner each year. A copy of the log is to be kept in the safety manual and on all job sites.

Year: 2016 Date Reviewed: July 18 Signature: [Signature]

Year: _____ Date Reviewed: _____ Signature: _____

Year: _____ Date Reviewed: _____ Signature: _____

Year: _____ Date Reviewed: _____ Signature: _____

Year: _____ Date Reviewed: _____ Signature: _____

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Year: _____ Date Reviewed: _____ Signature: _____



CLAIMS MANAGEMENT POLICY

Metro Glass Products Ltd. will implement Early Return To Work - Modified Duty procedures which will allow employees who become injured or ill to return to work as soon as reasonably possible. It is recognized that returning to the work environment as soon as possible after an on-the-job injury or illness occurs has a positive impact upon the healing process and is in the best interests of the employee and employer alike. Adopting a comprehensive ERTW-Modified Duty program will effectively manage worker's compensation costs throughout the company and safeguard its most valuable resources the skills, knowledge, and experience of our employees.

Employees must report all work-place injuries and work-related illnesses to their supervisor the same day of the accident or as soon as it is suspected that an illness is work related. Employees are required to advise their treating physician or other medical care provider that Metro Glass Products Ltd. provides Early Return to Work and/or Modified Duty opportunities.

Although there may be some variability, on a site-by-site basis, in how Early Return to Work and/or Modified Job opportunities are developed, the end result shall be consistent throughout Metro Glass Products Ltd., that every effort shall be made to provide these opportunities to employees. Metro Glass Products Ltd. management will initiate and maintain a process, which incorporates input from throughout our company to develop, implement and periodically review the ERTW-Modified Duty program.

PROCEDURE:

The steps are as follows:

First aid/Hospital

Follow up with employees health and Doctors instructions

Employee may report back to work at earliest date recommended by Doctor

Notify office to continue payment for an 8 hour day.

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President

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SUBSTANCE ABUSE POLICY


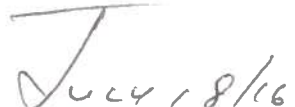
Metro Glass Products Ltd. is committed to a safe and healthy workplace for all staff and those engaged on its behalf; the wellbeing of the public, and the protection of the environment and of Company interests. Alcohol, medications and illicit drugs may impair a person's ability to perform properly and therefore may have serious adverse effects on staff, co-workers, the public and the Company as a whole. Accordingly, Metro Glass Products Ltd. prohibits the sale, distribution, and/or use of illicit drugs and or alcohol during working hours and expects its employees to be fit for work.

Metro Glass Products Ltd. recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Ultimately, individuals must accept responsibility for their alcohol and drug use. In support of a responsible approach to alcohol and drug use for staff Metro Glass Products Ltd.

Provides confidential assessment, counseling, referral and aftercare services to Metro Glass Products Ltd. employees through the EAP program within the benefit package
Supports the rehabilitation and, wherever reasonable, the subsequent reintegration of Metro Glass Products Ltd staff who have had problems with alcohol and drug dependency

Metro Glass Products Ltd. expects that staff will:
Attend work free from any substance or after-effects that may impair their ability to do their jobs
Demonstrate reasonable and responsible use of alcohol on those Company occasions when it is authorized
Have no involvement with illicit drugs or alcohol on Company business or premises.

Violations of those provisions will be grounds for corrective counseling or may result in termination of employment.

Cliff Whyte:  Date: 
President

The information in this policy does not take precedence over applicable legislation with which all employees shall be familiar.