



Health and Safety Policy

June 10, 2011

Upper Canada Office Systems Limited is committed to preventing occupational illness and injury in the workplace.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. We will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Upper Canada Office Systems Limited will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury or illness.

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees alike. All management (including senior management, middle management and supervisors) functions will comply with Upper Canada Office Systems Limited's loss prevention requirements.

Supervisors are accountable for the health & safety of the employees under their supervision. Supervisors are responsible to ensure that machinery and equipment are in proper working order and that all employees required to use the equipment are trained to do so.

All employees will receive training on their job functions including how to perform their jobs safely in accordance with legislative requirements and our Safe Work Procedures/Practices.

Every employee including contractors and sub-contractors must comply with the Safe Work procedures / practices and are required to report any incidents / injuries / property damage immediately.

Wendy Bellamy, President
