Bilateral Work Stoppage for Dangerous Circumstances Policy

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<th>Authority:</th>
<th>CUSA Board</th>
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<tbody>
<tr>
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<td>Delegates:</td>
<td>CUSA Executive Director</td>
<td>CUSA Director of Human Resources</td>
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</tbody>
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Policy
CUSA has implemented a bilateral work stoppage standard for dangerous circumstances to comply with all applicable legal requirements and take every reasonable precaution to ensure the protection and safety of their employees. It is the responsibility of each and every employee to do their part in keeping themselves and their co-workers safe.

Safety Policy Overview
It is the responsibility of the Joint Health and Safety Committee, along with that of management, to contribute and promote an effective health and safety environment and attitude in the workplace. If a dangerous circumstance arises, as outlined in the Occupational Health and Safety Act, the following procedure shall be followed with regards to a bilateral work stoppage for dangerous circumstances.

- An employee notices a dangerous circumstance. They will complete an unsafe working condition report to their Joint Health and Safety Committee member and supervisor/manager.

- Once a report has been received, a bilateral work stoppage process begins when a certified member advises a supervisor that a dangerous circumstance exists and requests that a supervisor investigate the matter. The supervisor must do so promptly in the presence of the certified member.

- The certified member may believe that dangerous circumstances continue to exist, in spite of any action taken by the supervisor following his/her investigation.

- The first certified member might request that the second certified member representing the other workplace party investigate the matter. That second certified member must investigate the matter promptly in the presence of the first certified member.

- If both certified members agree that dangerous circumstances exist, they may direct the employer to stop the work that is causing the problem. The employer must immediately
comply with the direction of the certified members. If the certified members cannot reach an agreement with regards to a dangerous circumstance existing, a Ministry of Labour inspector may be called in to investigate and make a decision on the case of a dangerous circumstance existing or not.

- When all corrective action has been taken by the employer to correct the problem(s) and no further dangerous circumstances exist, either the certified members or an inspector may cancel the stop work direction.
Bilateral Work Stoppage Process

Unsafe Working Condition Reported
Completed form handed to JHSC member and/or supervisor.

Investigation
Dangerous circumstances exist

Agreement

Disagreement

Situation Resolved

Stop Work Direction Issued
Both certified members and by a MOL inspector.

Investigation by Inspector
Either certified member may request an inspector to investigate and make a ruling and provide to the certified member in writing the decision.

Corrective Action Taken
The employer may request the stop work order be taken off.

Stop Work Order Cancelled by either certified members or by a MOL inspector.

Situation Resolved

Resume Work