

Canada EHS Bulletin Board requirements

TOP ROW:

Use clear plastic sleeves to hang these

1. EL H&S Policy – Canada EL Addendum
2. EL Workplace Violence & Harassment Policy

BOTTOM ROW:

Post these directly to the wall

6. HazCom/SDS poster
7. H&S Rep doc
3. Emergency Action Plan template with First Aid Trained person listed and First Aid Kit location (AUGUST start date)

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HEALTH AND SAFETY POLICY
(Addendum for Canada)

Where the term "employee" is used in this policy it applies to any part-time, full-time, casual or temporary employee of Luxottica as well as any individual who would be considered a "worker" for the purpose of the Occupational Health and Safety Act (OHS/A).

Luxottica is committed to providing a safe and healthy working environment.

Every employee is required to observe and comply with the requirements of the CHSA and regulations and is expected to work safely.

Management of the Company is committed to protecting the health and safety of every employee in the workplace and to identifying and addressing health and safety concerns as quickly as possible.

A Joint Occupational Health and Safety Committee (the "JHSC") shall be established to assist in the implementation and management of this Policy. The JHSC shall be composed of a minimum of two (2) persons. Locations with more than 20 employees should have four (4) persons. At least half of the JHSC members must be employees who do not exercise management functions. At any given time at least one (1) representative must be a representative of management. The composition of the JHSC will be posted in the EMPLOYEE BREAK ROOM.

Locations with more than 20 employees must have at least one management-level member and one employee-level member of the JHSC shall receive training in Occupational Health and Safety and be certified.

The JHSC shall meet at least every three (3) months. Each meeting shall be co-chaired by two members, one representing management and one representing employees. Minutes of the meeting must be recorded and retained.

Responsibility for Health and Safety

JHSC Responsibilities

The JHSC shall ensure:

- This Policy is:
 - Compliant with statutory requirements.
 - Posted in a prominent location.
 - Effectively communicated to all employees.
 - Reviewed annually and revised as necessary.
- A workplace violence risk assessment is conducted and reassessed thereafter as necessary.
- Procedures are implemented to ensure that:
 - Workplaces are inspected and maintained in accordance with the CHSA to implement this Policy.
 - Workplace safety instructions and safe and healthy work conditions are provided and maintained.
 - Each employee is informed of this Policy and receives training to enable him or her to perform work in compliance with accepted safe work practices and procedures.
 - Each employee is notified of any potential hazard that may exist in or around the workplace, including any land, premise, location or thing at, upon, in or near which the employee works.
 - Appropriate recommendations are made for the improvement of the health and safety of the workplace.

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Workplace Violence & Harassment Policy
(Addendum for Canada)

Luxottica will not tolerate workplace violence or workplace harassment, or the threat of violence or harassment.

Where the term "employee" is used in this Policy it means any part-time, full-time, casual or temporary employee of Luxottica as well as any individual who would be considered a "worker" for the purpose of the Occupational Health and Safety Act (OHS/A).

This policy will be reviewed and updated regularly, no less than every 3 years or sooner if regulations are updated. This policy supports the Canadian Workplace Employee Guide, which should also be referenced when looking for guidance on Workplace Policies.

Definitions

Under this Policy, the following terms shall have the following definitions:

- "Threat": The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety.
- "Workplace": Wherever Luxottica business is conducted (whether or not on Luxottica property) and at any Luxottica event.
- "Workplace violence": The use, or attempted use, of physical force against an employee that could cause physical injury. Workplace violence also includes a statement or behaviour that an employee could reasonably interpret as a threat to use physical force against him or her that could cause physical injury.
- "Workplace harassment": A course of vexatious comments or conduct against an employee that is known or ought reasonably to be known to be unwanted, including workplace sexual harassment.
 - Workplace harassment does not include a reasonable action taken by Luxottica relating to the supervision and direction of an employee at the workplace.
- "Workplace sexual harassment": Engaging in workplace harassment against an employee because of sex, sexual orientation, gender identity or gender expression and making a sexual solicitation or advance where the person making the solicitation or advance is in a position of power, trust or authority over the employee or the person knows or ought reasonably to know the solicitation or advance is unwanted.

Prohibited Behaviour

The following behaviour is prohibited in the workplace and will result in discipline up to and including termination of employment for cause ("Prohibited Behaviour"):

- Workplace violence or harassment, including workplace sexual harassment.
- Any threat or intimidation.
- Possession of a weapon of any kind on Luxottica property (including any parking lot or other outdoor premises, while engaged in any activity for Luxottica in another location, or at a Luxottica sponsored event, unless such possession or use is a requirement of the job).
- Stalking.
- Physical restraint or confinement.
- Dangerous or threatening horseplay.

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CHEMICAL SAFETY

HAZARD COMMUNICATION TIPS

Did you know?
Hazardous chemicals aren't just found in labs and industrial environments. Everyday consumer cleaners can be hazardous too.

Know your risk:
What is the chemical?
How much is being handled?
How frequently is it being used?

Labels contain information about a chemical including what type of hazards they are, what personal protection equipment (PPE) is needed, and more. All containers should be clearly labeled so everyone knows where to find the correct PPE.

A Safety Data Sheet (SDS) is an informational document that describes the physical and chemical properties of the product, and gives information on how to safely use it. Always read the SDS before using a product for the first time!

Use PPE to prevent exposure to hazardous chemicals that could cause injury or illness.

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HEALTH AND SAFETY COMMITTEE / REPRESENTATIVES

Committee / Representative requirements:

- Inspect the workplace at least once a month.
- Identify actual / potential workplace hazards.
- Be consulted about and present for any testing in the workplace.
- Make recommendations to the employer about health and safety in the workplace.
- Participate in investigation of work refusals and inspect workplaces when there are critical injuries or fatalities.

Names of Health and Safety Committee Members / Representatives:

To access the Monthly EHS Checklist:

- Scan QR code
- OR
- Call: Toolkit, Asset Protection Icon
- Select CAMS Icon
- Choose the "EHS Health & Safety Monthly Checklist" selection
- Complete the audit (Be sure change the Status to Complete)

Document completion of monthly checklist here:

Month	Completed	Month	Completed
Jan		July	
Feb		August	
March		September	
April		October	
May		November	
June		December	

Environmental, Health and Safety – Corporate Support
Questions/Feedback/Concerns
Email to: RetailSafety@luxotticaretail.com
Or use our online form by scanning QR code →

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EMERGENCY PROCEDURES 1-866-LUX-HELP (589-4357) LUXOTTICA

EMERGENCY 911

- Call 911 if there is a medical emergency
- Do not use the fire alarm, unless you are sure
- Do not use elevators
- Do not use stairs

MEDICAL EMERGENCIES

- Do not move a person who is injured
- Do not touch a person who is unconscious
- Do not touch a person who is bleeding
- Do not touch a person who is in pain

BOMB THREATS / FIRE

- Evacuate immediately to a safe area (outside the building) and call 911
- Do not touch anything
- Do not touch anything
- Do not touch anything

CHIMNEY, PERSONAL INJURY, RIOTS, UNCONTROLLED CROWDS OR PROPERTY DAMAGE

- Evacuate immediately
- Do not touch anything
- Do not touch anything
- Do not touch anything

CHEMICAL SPILLS / SEWAGE / FLOODS

- Evacuate immediately
- Do not touch anything
- Do not touch anything
- Do not touch anything

EARTHQUAKE, TORNADO, HURRICANE, SEVERE WEATHER OR OTHER NATURAL DISASTER

- Evacuate immediately
- Do not touch anything
- Do not touch anything
- Do not touch anything

SUSPICIOUS LETTER OR PACKAGE

- Do not touch anything
- Do not touch anything
- Do not touch anything
- Do not touch anything

KNIFE INJURIES

- Evacuate immediately
- Do not touch anything
- Do not touch anything
- Do not touch anything

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