Ontario 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
3. Ontario OHSA regulations

BOTTOM ROW:

Post these directly to the wall

4. Health & Safety at Work poster*
5. WCIB poster*
6. HazCom/SDS poster
7. H&S Rep doc
8. Training Tracker

*these 2 might be part of a larger Ontario provided Labor poster. If so, you do not need to post separately

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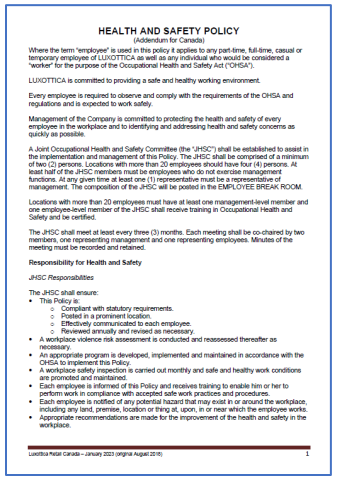

HEALTH AND SAFETY POLICY
(Addendum for Canada)

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 ("OHSA").

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

Every employee is required to observe and comply with the requirements of the OHSA 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 comprised 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 each employee.
  - Reviewed annually and revised as necessary.
- A workplace violence risk assessment is conducted and reassessed thereafter as necessary.
- An appropriate program is developed, implemented and maintained in accordance with the OHSA to implement this Policy.
- A workplace safety inspection is carried out monthly and safe and healthy work conditions are promoted 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 in the workplace.

Luxottica Retail Canada – January 2023 (original August 2018) 1

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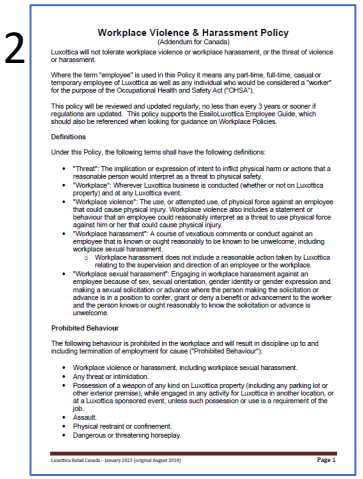

Workplace Violence & Harassment Policy
(Addendum for Canada)

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 ("OHSA").

This policy will be reviewed and updated regularly, no less than every 3 years or sooner if regulations are updated. This policy supports the EssilorLuxottica 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 unwelcome, including workplace sexual harassment.
  - Workplace harassment does not include a reasonable action taken by Luxottica relating to the supervision and direction of an employee or 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 to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

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 exterior premise), 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.
- Assault.
- Physical restraint or confinement.
- Dangerous or threatening horseplay.

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Français

Occupational Health and Safety Act

R.S.O. 1990, CHAPTER O.1

Consolidation Period: From July 1, 2022 to the e-Laws currency date

Last amendment: 2022, c. 7, Sched.4.

Legislative History: 1992, c. 14, s. 2; 1992, c. 21, s. 43; 1993, c. 27, Sched.; 1998, c. 26, s. 35; 1994, c. 25, s. 83; 1994, c. 27, s. 120; 1995, c. 1, s. 84; 1995, c. 5, s. 28-32; 1997, c. 16, s. 2; 1997, c. 4, s. 84; 1998, c. 8, s. 49-60; 2000, c. 15, s. 22; 2000, c. 26; 2001, c. 9, Sched.I, s. 3 (But see Table of Public Statute Provisions Repealed Under Section 10.1 of the *Legislation Act, 2006*); 2004, c. 5, Sched. A., s. 93; 2006, c. 19, Sched. D, s. 14; 2006, c. 19, Sched. M, s. 5; 2006, c. 21, Sched. F, s. 136 (1); 2006, c. 34, Sched. C, s. 25; 2006, c. 35, Sched. C, s. 93; 2007, c. 8, s. 221; 2008, c. 23; 2008, c. 33, Sched. 20, s. 3; 2011, c. 1, Sched. 7, s. 2; 2011, c. 1, Sched. 7, s. 2; 2011, c. 11, s. 1-18 (But see Table of Public Statute Provisions Repealed Under Section 10.1 of the *Legislation Act, 2006*); 2014, c. 10, Sched. 4; 2015, c. 27, Sched. 4, s. 2-7, 11; 2016, c. 2, Sched. 4; 2016, c. 37, Sched. 16; 2017, c. 22, Sched. 1, s. 71; 2017, c. 22, Sched. 7; 2017, c. 25, Sched. 9, s. 104; 2017, c. 34, Sched. 30; 2018, c. 3, Sched. 5, s. 41 (see: 2019, c. 1, Sched. 3, s. 5); 2018, c. 14, Sched. 2, s. 21; 2019, c. 1, Sched. 4, s. 59; 2019, c. 7, Sched. 17, s. 127; 2019, c. 9, Sched. 10; 2019, c. 14, Sched. 13; 2020, c. 18, Sched. 13; 2021, c. 34, Sched. 15; 2021, c. 35, Sched. 5; 2022, c. 7, Sched.4.

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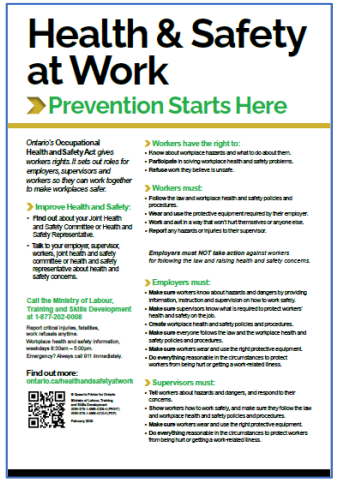

Health & Safety at Work

Prevention Starts Here

Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.

Improve Health and Safety:

- Find out about your Joint Health and Safety Committee or Health and Safety Representative.
- Talk to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour, Training and Skills Development at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.
Workplace health and safety information, weekdays 8:30am – 5:00pm.
Emergency? Always call 911 immediately.

Find out more:
ontario.ca/healthandsafetyatwork

Workers have the right to:

- Know about workplace hazards and what to do about them.
- Participate in solving workplace health and safety problems.
- Refuse work they believe is unsafe.

Workers must:

- Follow the law and workplace health and safety policies and procedures.
- Wear and use the protective equipment required by their employer.
- Work and act in a way that won't hurt themselves or anyone else.
- Report any hazards or injuries to their supervisor.

Employers must NOT take action against workers for following the law and raising health and safety concerns.

Employers must:

- Make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- Make sure supervisors know what is required to protect workers' health and safety on the job.
- Create workplace health and safety policies and procedures.
- Make sure everyone follows the law and the workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Supervisors must:

- Tell workers about hazards and dangers, and respond to their concerns.
- Show workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

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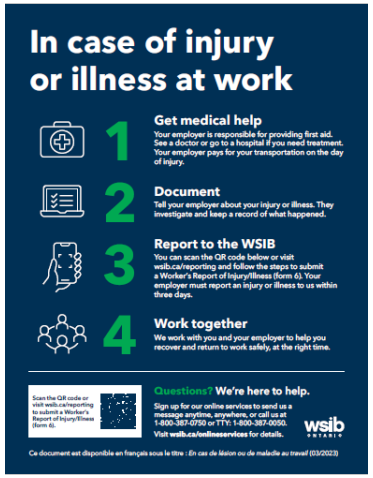

In case of injury or illness at work

1 Get medical help
Your employer is responsible for providing first aid. See a doctor or go to a hospital if you need treatment. Your employer pays for your transportation on the day of injury.

2 Document
Tell your employer about your injury or illness. They investigate and keep a record of what happened.

3 Report to the WSIB
You can scan the QR code below or visit wsib.ca/reporting and follow the steps to submit a Worker's Report of Injury/Illness (form 6). Your employer must report an injury or illness to us within three days.

4 Work together
We work with you and your employer to help you recover and return to work safely, at the right time.

Scan the QR code or visit wsib.ca/reporting to submit a Worker's Report of Injury/Illness (form 6).

Questions? We're here to help.
Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or TTY: 1-800-387-0050.
Visit wsib.ca/onlineservices for details.

wsib ONTARIO

Ce document est disponible en français sous le titre : *En cas de lésion ou de maladie au travail* (03/2023)

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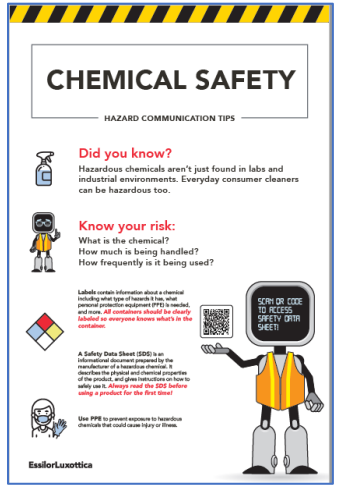

CHEMICAL SAFETY

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 it has, what personal protection equipment (PPE) is needed, and more. *All containers should be clearly labeled so everyone knows what's in the container.*

A Safety Data Sheet (SDS) is an informational document prepared by the manufacturer of a hazardous chemical. It describes the physical and chemical properties of the product, and gives instructions 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.

SCAN QR CODE TO ACCESS SAFETY DATA SHEET!

EssilorLuxottica

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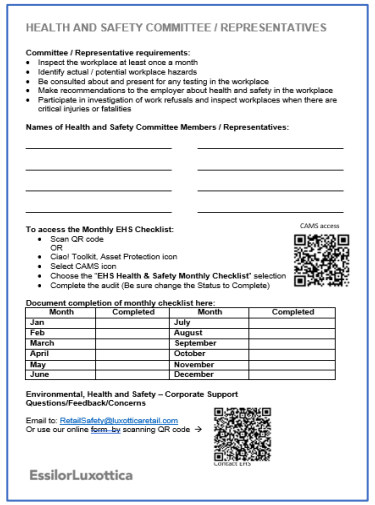

HEALTH AND SAFETY COMMITTEE / REPRESENTATIVES

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
- Ciao! 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)

CAMS access

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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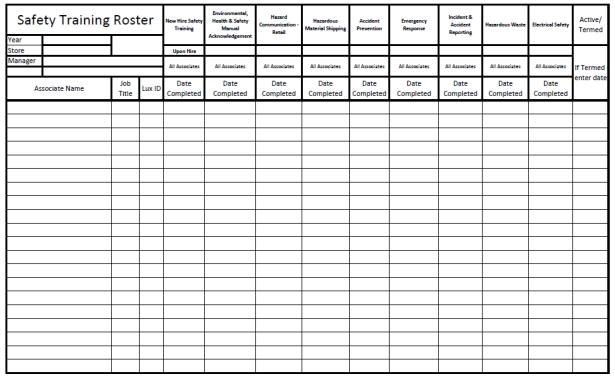

Safety Training Roster

Year
Store
Manager

Associate Name	Job Title	Lux ID	New Hire Safety Training	Environmental, Health & Safety Manual Acknowledgement	Hazard Communication - Retail	Hazardous Material Shipping	Accident Prevention	Emergency Response	Incident & Accident Reporting	Hazardous Waste	Electrical Safety	Active/ Termed
			Upon Hire									
			All Associates	All Associates	All Associates	All Associates	All Associates	All Associates	All Associates	All Associates	All Associates	If Termed enter date
			Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	