



Employee Handbook

Health and Safety Policy

Management of **Moneta Gold Inc. Mines Inc. ("Moneta" or the "Company")** is interested in the health and safety of its employees. Our objective is to protect employees from workplace injury or illness. As such, the Company makes every effort to provide a healthy and safe work environment. All supervisors and employees must be dedicated to the objective of reducing the risk of injury and illness.

As an employer, Moneta is ultimately responsible for worker health and safety. As President, I am committed to taking every reasonable precaution to protect workers from harm. Legislative requirements will serve as minimum acceptable standards for the Company.

Supervisors are accountable for the health and safety of workers under their supervision, responsible for ensuring machinery and equipment are safe, and ensuring that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every employee, sub-contractor and worker of subcontractor must protect his or her own health and safety by following the law, and the Company's safe work practices and procedures and are required to immediately report any hazards, incidents, injuries, or property damage to a supervisor.

Employee Handbook

(last updated December 2013)

The Company 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.

Ian C. Peres
President & CEO

Table of Contents

Health and Safety Policy	2
Introduction	5
Standards	5
Communication of Standards	6
Training	6
Evaluation of Standards	6
Acknowledging Success/Making Improvements	7
Health & Safety Action Plan Review Items	7
Worker Rights and Responsibilities	8-9
Employer Responsibilities.....	10
Supervisor Responsibilities	11
Health and Safety Representative Responsibilities	12
Discipline Policy	13-
	14
Reporting Hazards	15
Workplace Inspections	15-
	17
Injury/Illness/Incident Reporting and Investigation.....	17-
	19
Emergency Response.....	20-
	25
First Aid Station.....	26
Eye Wash Station	26
Health and Safety Board	26-
	27
Control of Hazards	28
Hazards in Our Workplace.....	29-
	31
Personal Protective Equipment	32
WHMIS.....	33-
	37
Return to Work.....	38
New Employee Orientation	39-
	40
Telephone Usage	41-
	42
Receiving Merchandise.....	43
Expectations of Employees.....	44
Payment of Wages.....	44-
	45
Scheduling of Work.....	45
Parking	45
Driver’s License	45
Employee Benefits	46
Smoking	47
Drug and Alcohol Policy	47-
	48

Employee Handbook

(last updated December 2013)

Housekeeping	48
Uniforms	48
Food and Beverages.....	48
Employee Dishonesty	48-
	49
Employee Appearance.....	49-
	50
Miscellaneous	50
Employee Acknowledgement.....	51-
	52

Table of Contents (continued)

Appendices

Appendix A – Supervisor’s Injury/Illness/Incident Report	53
Appendix B – Employee Injury/Illness/Incident Report	54
Appendix C – Workplace Inspection Recording Form	55-
56	
Appendix D – Action Plan Sample.....	57
Appendix E – Company Name Floor Plan	58

Introduction

This **Employee Handbook** is intended as a reference for all employees, contractors and sub-contractors and defines the rules, guidelines and basic information that you need to know in order to work at the Company. We welcome discussion and suggestions to improve the handbook. Updates and changes will be undertaken when required.

Every employee will receive a copy of the handbook on or before their hiring start date. Every employee is also required, as a condition of employment, to sign an agreement which states:

"I hereby declare that this employee handbook has been reviewed with me by my employer/supervisor. I understand the requirements outlined in the Employee Handbook and agree to abide by the rules and company policies and procedures contained in this Employee Handbook. I acknowledge that any repeated violation of these policies and procedures will be cause for disciplinary action or even termination of my employment as per the discipline policy. I have received a copy of this handbook."

In addition to the policies and procedures outlined in this Employee Handbook, employees are expected to work in accordance with department-specific policies and procedures. Any Employee who intentionally disregards or violates the policies and procedures in this manual, or any department-specific manual, will be subject to disciplinary action including termination of employment or dismissal.

Standards

The standards contained in this handbook have been developed to ensure that:

1. hazards are recognized and eliminated or controlled;
2. equipment is maintained to ensure its safe operation;
3. training needs are identified;
4. changes in the workplace are identified;
5. health and safety awareness in the workplace is increased;
6. employees have the knowledge and training to perform their job tasks.

All employees will follow the standards contained in this Employee Handbook. All employees have roles and responsibilities for health and safety and the success of this program relies on the participation of all employees.

Communication of Standards

Company standards are communicated verbally through group and one-on-one training sessions. New employees will be trained on all Standards and Health & Safety requirements. The **New Employee Orientation Checklist** will be filled in by the Company, the supervisor and the employee. Any changes to the employee handbook will be communicated to employees at staff training sessions or staff meetings.

Training

Employees will be provided with appropriate training to allow them to perform their necessary job tasks satisfactorily and in a safe and healthy manner. If an employee feels that they require further training, the employee will notify their supervisor immediately. Training records will be completed during the training sessions and kept on file by the Employer. Employees are required to sign their individual training record.

Evaluation of Standards

Employees are encouraged to provide feedback on an ongoing basis to assist with improvements to this Employee Handbook. Notify your supervisor with suggested changes or additions. Management will evaluate all feedback received from employees.

A review of this employee handbook will take place periodically to determine its effectiveness and effect necessary changes/improvements. The schedule for review will be set by management.

The workplace inspection procedure will also help to provide an ongoing evaluation of training needs and effectiveness of standards.

Acknowledging Success/Making Improvements

Management acknowledges that employee participation in development, implementation and maintenance of this employee handbook is critical to its success. Findings from the ongoing evaluation process will determine if and when this Employee Handbook requires modification. Any changes made to the program will be reviewed with all employees at staff meetings and/or staff training sessions.

Health and Safety Action Plan

The Company will develop a health and safety action plan to support the maintenance of this Employee Handbook. A copy of the action plan will be posted on the Health and Safety Board. Items to be included on the action plan are:

- Review, re-date and re-post the Health and Safety Policy;
- Review workplace specific WHMIS training;
- Schedule periodic workplace inspections;
- Review training needs;
- Complete annual fire drill;
- Review and update floor plan;
- Schedule inspections of first aid kits and fire extinguishers;
- Schedule maintenance of equipment;
- Schedule review of Employee Handbook.

Worker Rights and Responsibilities

Under the Occupational Health & Safety Act (“**OHSA**”), employers, supervisors and workers share the responsibility of identifying and solving workplace health and safety problems.

The Right to Know:

Workers have the right to know about any hazards they may be exposed to on the job. This includes:

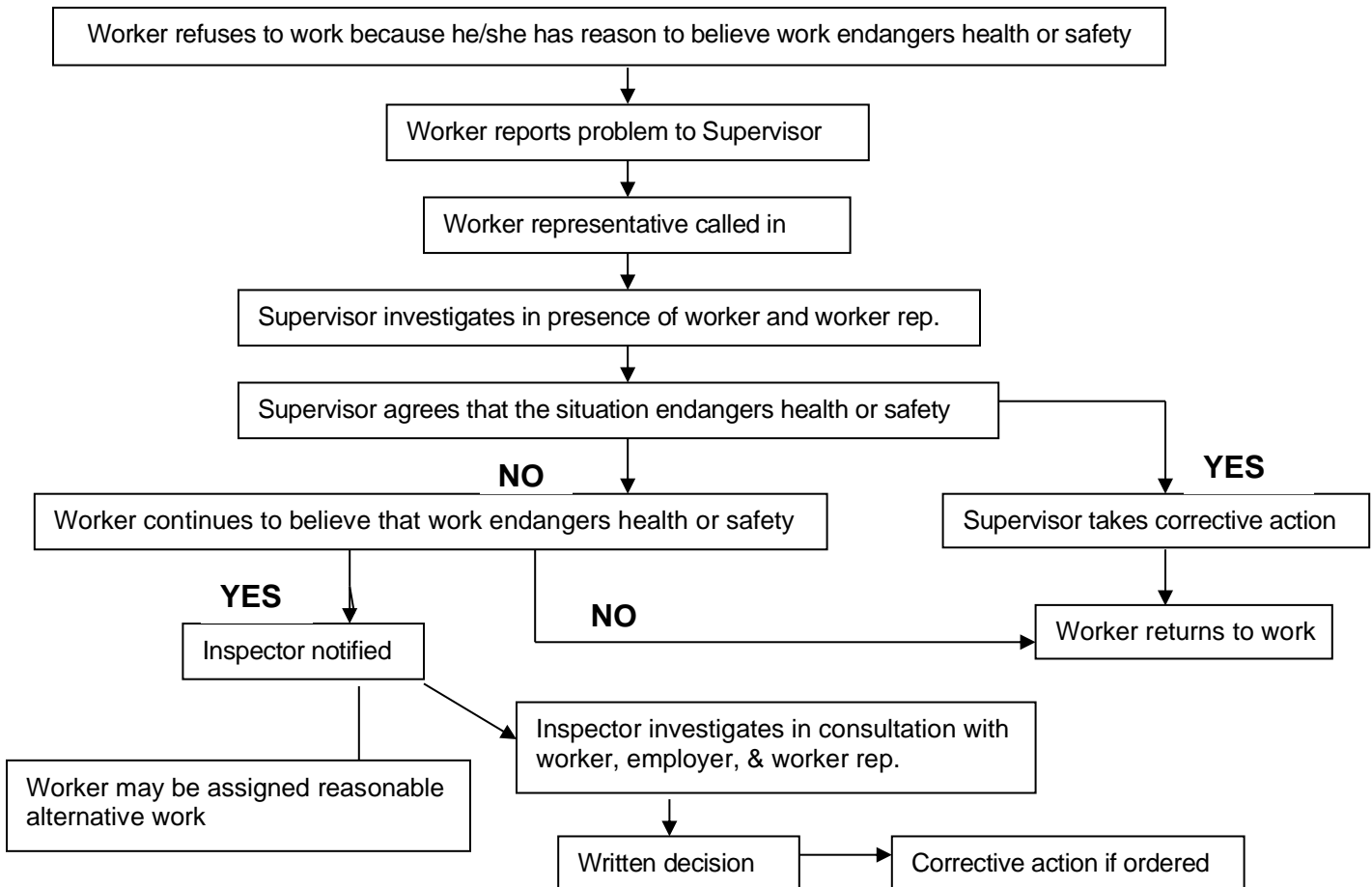
- The right to be trained;
- The right to have information on machinery, equipment, working conditions, processes and hazardous materials.

The Right to Participate:

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. They participate through worker membership on joint health and safety committees and report concerns to their supervisor.

The Right to Refuse Unsafe Work:

A worker may refuse work if he or she has reasonable grounds for believing that the work is dangerous to their own health and safety or to another worker. In this situation, **the worker must immediately tell their supervisor or a manager that the work is being refused and why.**



Workers:

Under the Section 28 of the OHSA, worker responsibilities include the following:

1. Working in compliance with the provisions of the OHSA, Industrial Regulations, and the Company's policies and procedures.
2. Using or wearing required equipment, protective devices or clothing as required by the Company.
3. Reporting to his or her supervisor, the absence of or defect in any equipment or protective device which may endanger himself or herself or another worker.
4. Reporting to his or her supervisor, any contravention of the OHSA, regulations, or Company policies and procedures.
5. Reporting to his or her supervisor the existence of any hazard of which he or she is aware.
6. Not removing or making ineffective any protective device without providing an adequate temporary protective device. When the work is completed, the original protective device shall be replaced immediately.
7. Not using or operating any equipment, machine, device or thing or working in any manner that may endanger himself, herself, or another worker.
8. Not engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Other Worker Responsibilities:

1. Knowing, understanding and implementing safe work practices and procedures as required the OHSA, Industrial Regulations and the Company.
2. Knowing, understanding and employing established rules and procedures for handling materials, equipment and processes (e.g. report unlabelled containers, use proper lifting techniques, etc.)
3. Requesting the replacement of worn out or defective equipment.
4. Using all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
5. Using equipment and materials only in the manner intended.
6. Carrying out repairs, alterations and processing changes only when authorized.
7. Reporting all injuries/illnesses/incidents and unusual conditions immediately to supervisor.
8. Inspecting work area daily and reporting any hazards immediately to supervisor.
9. Returning the completed **Functional Abilities Form** to the Company when injured at the workplace.
10. Participating in return to work when injured at the workplace.
11. Completing and documenting the weekly inspection as assigned to the employee.

**** Note – a**

Employer Responsibilities

Under Sections 25 and 26 of the OSHA, key responsibilities of the Company include:

- Providing equipment, materials and protective devices (e.g. guards on machines, safety harnesses, eye wash stations, gloves, etc.).
- Providing equipment, materials and protective devices that are maintained in good condition.
- Ensuring equipment, materials and protective devices are used properly and in a safe manner.
- Providing information, instruction and supervision to workers to protect the health and safety of the worker.
- Appointing competent supervisors.(definition of competent - is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the OSHA and regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace).
- Providing (upon request), in a medical emergency, information in the possession of the Company, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law.
- Acquainting a worker or a person in authority over a worker with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Ensuring that a Health and Safety (“H&S”) representative is named and maintained.
- Affording assistance and co-operation to the H&S representative in the carrying out of their function.
- Only employing a worker over the age of 15;
- Taking every precaution reasonable in the circumstances for the protection of a worker;
- Providing the H&S representative and employees with the results of any written reports outlining health and safety concerns, including making available copies on request, as deemed appropriate;
- Responding in writing to any health and safety recommendations submitted by the H&S Representative.
- Making available a copy of the Occupational Health and Safety Act and Industrial Regulations.
- Posting, reviewing, and re-posting periodically, a copy of the Company’s health and safety policy in an accessible workplace location.
- Developing and maintaining a health and safety program to implement the Company’s health and safety policy.

Supervisor Responsibilities

Under Section 27 the OHSA, Supervisors are required to ensure that:

1. Workers work with the protective devices, with measures and procedures required by the OHSA and regulations (e.g. safety harnesses, confining hair, jewelry or loose clothing around moving parts, etc.)
2. Workers use or wear the equipment, protective devices or clothing required by the Company.
3. Workers are advised of the existence of any potential or actual danger to the health or safety of which the supervisor is aware.
4. Workers are provided with written instructions as to the measures and procedures to be taken for their protection.
5. Every precaution reasonable in the circumstances is taken for the protection of a worker.

Other Supervisor Responsibilities include:

- Develop and demonstrate a positive “health and safety” attitude and working climate.
- Be interested in and involved with the organization’s health and safety performance.
- Uphold safety rules and procedures and support enforcement including disciplinary action.
- Complete a periodic inspection of the workplace and document findings.
- Develop a working relationship with the H&S representative and support their role.
- Make every reasonable attempt to resolve the health and safety concern of workers.
- Ensure that workers are trained in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Discourage unsafe acts and discuss unsafe conditions.
- Report and investigate injuries/illnesses/incidents to employees or guests and any property damage.
- Ensure that a maintenance program for any equipment and machinery in the workplace is carried out.
- Ensure medical aid is received when necessary.
- Implement emergency plans when necessary and ensure that workers have been properly trained to comply.
- Inform superiors of any known occupational health and safety concerns.
- Regularly evaluate worker performance and provide periodic feedback with respect to health and safety.

Health & Safety Representative Responsibilities

As required under Section 8 of the OHSA, the Worker Health and Safety Representative (“**WH&S Rep**”) shall be elected by the workers that he/she represents. The Company is required to pay the WH&S Rep for time spent carrying out the required duties.

Responsibilities of the WH&S Rep include:

1. Meeting with the Company as considered necessary (by either party) to discuss and resolve health & safety issues.
2. Following the guidelines outlined in the OHSA.
3. Develop, publish and post a schedule for the monthly workplace inspections for the year.
4. Conducting workplace inspections on a periodic basis. All substandard acts and working conditions will be documented on the **WORKPLACE INSPECTION REPORTING FORM** (see appendix C).
5. Review all completed **EMPLOYEE INJURY/INCIDENT/ PROPERTY DAMAGE REPORTS** and **SUPERVISOR INVESTIGATION REPORTS** (see appendix A and B) and make recommendations to management as appropriate.
6. Complete an investigation when a person is critically injured.
7. Obtain information from the Company regarding:
 - hazardous materials, processes or equipment
 - designated substances and the respective control-program reports
 - workplace testing, that is being carried out for health and safety purposes
8. Provide advice and written recommendations to management on health and safety programs not already identified on the **WORKPLACE INSPECTION REPORTING FORM** including:
 - nature of concern with background information
 - recommendation of corrective action, listing suggested solutions.
9. Encourage fellow employees to work safely and report hazardous or unsafe conditions immediately to their supervisors.
10. Identify areas of health and safety training for all employees.
11. Be present for, or assist in, work refusal investigations.
12. Be available to accompany a Ministry of Labour Officer on his/her inspection tour of the workplace.

Discipline Policy

Employees must follow the Company's policies and legislative standards in order to maintain a safe and healthy work environment. Disciplinary actions may be necessary to deal with non-compliance. The discipline policy follows:

First Offence: Verbal Warning

1. The worker will be given a verbal warning.
2. The worker is to be advised that the next infraction will result in a written warning.
3. The warning is to be documented and kept in the employee's personnel file.

Second Offence: Written Warning

1. The worker will be given a written warning.
2. The written warning will include notification that the next infraction will result in a 3 day suspension from work without pay.
3. A copy of the written warning is to be documented and kept in the employee's personnel file.

Third Offence: Suspension

1. The worker will be dismissed for the remainder of the day and an additional two day suspension without pay.
2. The suspension will be confirmed in writing.
3. The suspension confirmation will include notification that the next infraction will result in immediate and permanent dismissal.
4. A copy of the suspension confirmation is to be documented and kept in the employee's personnel file.

Fourth Offence: Dismissal

1. The worker will be dismissed immediately.
2. The dismissal will be confirmed in writing (via mail).
3. A copy of the dismissal will be kept in the employee's personnel file.

A Guide to Good Conduct:

While on the work site, employees are expected to conduct themselves in a manner that promotes the safety and welfare of all employees. Management expects suitable, orderly work habits and the protection of employees and company property. Employees not working in this manner will be subject to disciplinary action.

Acts of Misconduct:

The following acts are considered serious infractions and will result in disciplinary action that may include immediate dismissal and well as legal or police action:

- Being under the influence or in possession of alcohol or illegal drugs while at work;
- Possessing or using any gun or firearm, illegal knife or other illegal weapon on Company property;
- Failure to wear personal protective equipment in a designated area or as required for a specific task;
- Creating unsafe or unsanitary conditions;
- Disregard for the safety of oneself or another;
- Failure to report an injury or incident or a hazard;
- Showing disrespect for a supervisor, co-worker or customer;
- Refusing or failing to follow the instructions of a supervisor;
- Smoking in a prohibited area;
- Fighting, theft, horseplay, boisterous conduct, sleeping or unauthorized absence from the workplace;
- Damaging or defacing Company property;
- Tardiness or absence from work without calling in prior to the start of the shift.

Reporting Hazards

All employees are responsible for immediately reporting any hazardous acts or conditions that may exist in the workplace to their supervisor. The workplace supervisor is responsible for responding to the employee's concern and ensuring the hazardous condition is resolved.

If you discover a hazardous situation:

1. report the hazardous act or condition to their supervisor immediately;
2. The supervisor is expected to deal with the matter promptly, consult with others as needed, and advise the employee of the plan to resolve the matter;
3. If the supervisor is unable to resolve the concern, he/she will bring it to the attention of the Company;
4. If the employee's concern is not resolved after a reasonable period of time, the employee is encouraged to bring the concern to the attention of the WH&S Rep;
5. The WH&S Rep and the employee's supervisor are responsible for ensuring the employee is informed of the steps taken to resolve the concern.

Workplace Inspections

Pre-Use Inspections:

Workplace Equipment:

Prior to using any equipment, a visual inspection should be completed to check for any abnormalities. Report any malfunction or unusual conditions that occur during use of the equipment immediately. If you are unfamiliar with a piece of equipment, contact your supervisor for further instruction.

New Equipment:

1. All new equipment brought in to the workplace will be inspected prior to use;
2. The Company and the workers that will use the equipment shall conduct the inspection;
3. A schedule for regular maintenance inspections shall be determined in consultation with the manufacturer's directions and added to this program;
4. The Company will consult Section 7 of the Industrial Regulation prior to purchasing or installing any new company equipment.

Personal Protective Equipment ("PPE"):

PPE will be inspected for damage prior to each use. See your supervisor if you require a replacement.

Inspections by Workers:

Workers are required to inspect their work area on a weekly basis. The purpose of the inspection is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.

Suggestions for improvement should be noted.

1. Document the inspection including deficiencies on the checklist provided;
2. Submit the completed checklist to the Company, as required.

Inspections by the Supervisor:

The Supervisor will complete a daily visual inspection to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.

The Supervisor will complete a monthly inspection to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems and document any deficiencies and corrective action taken on the **Workplace Inspection Report** form.

Inspections by the Worker Health and Safety Representative:

The Worker Health and Safety Representative will schedule **Monthly** workplace inspections. The purpose of the inspection is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness, training needs and housekeeping issues.

1. Inspections to be completed on a monthly basis;
2. Prepare for inspection by reviewing previous reports;
3. Wear the required PPE;
4. Use Monthly Workplace Inspection Checklist as a guide to ensure a thorough inspection;
5. All substandard or unsatisfactory conditions to be documented using the **Workplace Inspection Report** (see Appendix C).
6. Recognition of good practices and adherence to procedures should also be noted;
7. Suggestions for resolving items noted on the inspection to be documented on the report;
8. Take corrective action immediately when possible/necessary:
 - a) The **Workplace Inspection Report** must be submitted to the Company once the inspection is complete.
 - b) The Company will review the **Workplace Inspection Report** and initiate/plan appropriate corrective action where necessary within one week.

- c) The Company will post a copy of the completed **Workplace Inspection Report** identifying action taken to resolve hazards noted during the inspection.
- d) Copies of the completed Workplace Inspection Report will be posted on the Health and Safety Board, Maintained on file by the Company, and Maintained on file by the worker health and safety representative

Injury/Illness/Incident Reporting & Investigation

The following occurrences will be investigated to prevent recurrence:

- injury
- occupational illness
- property damage
- near miss

If an injury, occupational illness, property damage or near miss incident occurs:

1. It must be reported to the supervisor.
2. The supervisor will ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps laid out in this procedure.

There are four categories of injuries:

- No Treatment
- First Aid
- Health Care
- Critical

No Treatment Injury:

A 'No Treatment Injury' occurs when there is an injury that does not require any treatment (e.g., bruised finger, scrape, etc.).

- The employee will report the injury to the supervisor.
- The supervisor will record the injury in the First Aid Report Book, which is located at the First Aid Station.

First Aid Injury:

A 'First Aid Injury' is an injury that can be treated at the work site and does not require treatment from a health care professional (e.g., a cut finger that requires a band-aid only, etc.).

- The employee will report the injury to the supervisor.
- First aid treatment will be provided and the treatment recorded in the First Aid Report Book.

Health Care Injury

A 'Health Care Injury' is an injury that requires treatment (e.g., a cut finger that requires stitches, etc.) from a health care professional (e.g., physician, chiropractor, etc.) but is not of a critical nature.

1. A supervisor is to arrange for:
 - first aid treatment for the injured employee and record the treatment in the First Aid Report Book.

- transportation (e.g., taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g., doctor's office, Walk-in Clinic, Hospital, etc.).
 - The Functional Abilities Form to be taken to the attending physician. The Functional Abilities Form will list the worker's restrictions, if any, to aid in returning the worker to work.
2. The employee will fill out an Employee Injury/Illness/Incident Report and hand in to their supervisor (see **Appendix B**) as soon as possible following treatment.
 3. The supervisor is to conduct an investigation (using the Supervisor's Injury/Illness/Incident Report – see **Appendix A**) immediately, or as soon as possible following the notification of the injury.
 4. The supervisor will notify the Company that a Health Care injury has taken place and that a WSIB Form 7 must be submitted to WSIB within 3 days of the injury.
 5. The Company will submit a Form 7 to WSIB within 3 days of the injury.

Critical Injury *

1. A 'Critical Injury' is an injury of a serious nature that:
 1. places life in jeopardy
 2. produces unconsciousness
 3. results in substantial loss of blood
 4. involves the fracture of a leg or arm but not a finger or a toe
 5. involves the amputation of a leg, arm, hand, foot, but not a finger or a toe
 6. consists of burns to a major portion of the body
 7. causes the loss of sight in an eye
2. The supervisor is to arrange for:
 - first aid treatment of the injured employee and record the treatment in the First Aid Record Book
 - transportation (e.g., taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g., hospital, etc.)
 - immediate notification of the Ministry of Labour, Worker Health and Safety Representative and the Company
 - Functional Abilities Form to be taken to the attending physician. The Functional Abilities Form will list the worker's restrictions, if any, to aid in returning the worker to work.
3. The employee will fill out an Employee Injury/Illness/Incident Report and hand in to their supervisor (see **Appendix B**) as soon as possible following treatment.
 - The supervisor is to conduct an investigation (using the Supervisor's Injury/Illness/Incident Report – see **Appendix A**) immediately, or as soon as possible, following the notification of the injury. **** The Ministry of Labour must receive a report within 48 hours when a person is killed or critically injured – see Section 51 of the OHS Act for details.****
 - The Company will submit a WSIB Form 7 to WSIB within 3 days of the injury.

Conducting the Investigation:

1. Investigations will be conducted by the Supervisor, with the optional assistance of the Worker Health and Safety Representative and the Company.
2. Findings will be documented on the Employee Injury/Incident Report whenever any of the following occur:
 - Health Care
 - critical injury
 - fatality
 - fire or explosion

- property damage above
 - injury/illness/incident/property damage involving possible public liability
 - other injury/illness/incident/property damage
3. When conducting the investigation it is important to:
- preserve the injury/illness/incident/property damage scene where practical and possible
 - identify witnesses or others having knowledge of the accident/incident
 - interview the injured employee where practical and possible
 - identify any primary/secondary causes
 - identify any primary/secondary unsafe actions
 - identify any primary/secondary hazardous conditions
4. Investigations must be completed within 48 hours of the injury/illness/incident/property damage.
5. Copies of the Investigation Report (see **Appendix A**) will be:
- Given to the Company to be kept on file
 - Posted on the Health and Safety Bulletin Board
 - Given to the Worker Health & Safety Representative for review
- Any corrective action will be completed by or assigned by the supervisor.
 - Confirmation of completed corrective action, if any, must be noted on the investigation form by the Supervisor.

Emergency Response

EMERGENCY TELEPHONE NUMBERS:

FIRE DEPARTMENT	911
POLICE	911
AMBULANCE	911
POISON CONTROL	1-800-268-9017
MINISTRY OF LABOUR	1-877-202-0008
MINISTRY OF ENVIRONMENT	1-800-268-6060
ENBRIDGE GAS	1-416-447-4911
BARRIE HYDRO	(705) 722-2222
BELL CANADA	1-800-848-8353
OFFICE	1-705-264-2296

OUR STREET ADDRESS IS: 2679 HWY 655, Timmins

These emergency telephone numbers are posted at all telephones in the building.

General Information in Case of Emergency:

In an emergency, the number one priority is the minimization of injury and/or damage to people and property

and a quick recovery to normal business operation. The emergency plan outlines the procedure for a coordinated, safe and orderly evacuation of the building in the event of an emergency. Following the proper procedure will ensure the safety of all personnel at all times.

In the event of a fire, the Company assumes full control of the building. If the Company is unavailable, the Service Writer takes control. Everyone must follow the instructions of the person in charge. Failure to do so will result in disciplinary action.

The responding emergency department will take complete charge of the situation upon arrival. Only the officer in charge shall authorize re-entry of the building.

Evacuation of the building must be a disciplined process based on an understanding of the emergency procedures, knowledge of the floor layout, the exits and the location and proper use of the fire extinguishers.

A copy of the floor plan is located on the health and safety bulletin board.

Annual Review:

This plan must be thoroughly studied and reviewed at a minimum of **every year** by all those concerned. Records of annual drills will be kept on file. A post drill de-briefing will take place to analyze the exercise and correct any deficiencies.

Periodic updates of the plan must be made as necessary

Fire:

If you discover a fire:

1. If you feel the fire can be contained and you have had training in the operation of a fire extinguisher:
 - a. You may get a fire extinguisher and attempt to extinguish;
 - b. the fire – use short bursts at the base of the flame.;
3. Use extreme caution to avoid being trapped by the fire
 - b. Stop trying to extinguish the fire if you feel it cannot be contained.
 - c. **The code to be used to announce a fire is “CODE RED”**
 - d. Call **911**.
 - e. Notify your supervisor.
4. Exit the building immediately in a calm fashion;
5. Meet at the entrance to the Core Yard on highway 655 for a head count. Remain at the meeting location until released by management. Never leave the premises without permission. All employees must be accounted for. No exceptions are permitted;
6. Should injuries occur during an evacuation, the person must be taken outside the building and then provided with first aid.

FOR YOUR INFORMATION:

Fire extinguishers are located various places in the building:

1. Entering the South door, the first room on the left.
2. Entering the South door, the last right room in the North side of the building.

Fire Prevention: In order to avoid fire hazards in the building, occupants must follow these precautions:

- Not put burning materials such as ashes into the garbage containers
- Not dispose of flammable liquids in garbage containers
- Dispose of oily rags in the fireproof disposal unit
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets
- Not weld or cut in areas not designated for this purpose
- Not block fire exit doors
- Not leave articles such as shoes, boots, mats, boxes, etc. in the building halls corridors

IN CASE OF FIRE

UPON DISCOVERY OF FIRE:

If fire can be contained:

- Use fire extinguisher;

If fire cannot be contained:

- Announce "Code Red";
- Call 911;
- Notify your supervisor;
- Leave building via nearest exit;
- Close doors behind you;

Meet at the Core Shack entrance beside the highway 655.

UPON HEARING "Code Red"

- Leave building via nearest exit
- Close doors behind you

Meet at the Core Shack entrance beside the highway 655.

CAUTION: If you encounter smoke, use alternate exit

REMAIN CALM

Medical Emergency:

In the event of a medical emergency:

1. Administer first aid if trained;
2. **The code to be used to announce a medical emergency is "CODE BLUE";**
3. The first worker to the scene trained in first aid shall take charge of the scene/direct other parties to:
 - a. Call for an ambulance if necessary;
 - b. Assist with administering first aid;
 - c. Wait for the ambulance and direct them to the scene;
 - d. Get the name of the hospital where the injured person is being taken;
 - e. Secure the accident scene;
4. The supervisor must notify the Ministry of Labour if the accident is a critical injury as defined under Regulation 834 of the OHS.A.

Chemical Spill:

In the event of a chemical spill, the response will be determined by the supervisor based on his assessment of the situation. In the event of a chemical spill:

1. Notify your supervisor immediately;
2. Warn other employees in the immediate area;
3. The supervisor will decide whether evacuation is necessary;
4. **The code to be used to announce an emergency evacuation over the Paging system is "CODE BLACK";**
5. If necessary, follow the evacuation procedure for a fire emergency;
6. The supervisor shall inform the fire department if necessary;
7. Administer or seek first-aid as necessary.

Gas Leak:

In the event of a gas leak:

1. Notify your supervisor immediately;
2. Turn off the main gas supply line;
3. Eliminate all sources of ignition;
4. **The code to be used to announce an emergency evacuation is "CODE BLACK";**
5. If possible, ventilate the area by opening all the doors and windows;
6. Follow the evacuation procedure for a fire emergency.
7. Call 911 from outside the building.

Explosion:

Explosions include those caused by leaking gas, faulty equipment or flammable vapors. In the event of an explosion:

1. Take immediate shelter wherever possible that will offer protection against flying glass or debris. Lay on the floor face down and cover your face and head with your arms;
2. Remain under cover until the effects of the explosion have subsided;
3. **The code to be used to announce an emergency evacuation is "CODE BLACK";**
4. Follow the evacuation procedure for a fire emergency;
5. Administer or seek first aid as necessary;
6. Call

First Aid Station

The First Aid Station is located near the washroom in the Core Shack and includes:

- First Aid Kit;
- An inspection card which records the most recent inspection of the First Aid Kit and the signature of the person making the inspection;
- Copies of the First Aid Certificates of the trained workers;
- “IN All CASES OF INJURY/DISEASE” poster (WSIB Form 82);
- First Aid Regulation (WSIB Regulation 1101);
- A record book for recording visits to the First Aid Station.

The following Company staff are trained in first aid:

TBD

First Aid items in the kit are supplied by **Moneta Gold Inc. Mines** for emergency use only.

A record must be maintained of all visits to the First Aid Station in the First Aid Report Book.

Health & Safety Board

You will find the following posted on the Health and Safety board:

- Health and Safety Policy;
- A copy of the OHSA and Industrial Regulations (little green booklet);
- Pocket Extracts from the OHSA;
- WHMIS Regulation and WHMIS symbols;
- Emergency Phone Numbers;
- A poster entitled “In All Cases of Injury/Disease” which outlines Company and worker responsibilities in the event of workplace injury or disease;
- Copies of the most recent workplace inspection;
- Annual Health and Safety Action Plan;
- A copy of the floor plan showing emergency exits, fire extinguishers, chemical storage;
- Other notices/information regarding Health and Safety;

This information is there for your use. However, these items must be posted on the Health and Safety board **AT ALL TIMES**, so please do not remove them from the Health and Safety board area.

Eye Washing

If you get something in your eye, yell for assistance and go to the eye wash station and rinse eyes. Continue to rinse eyes until the object/substance is removed or a determination is made by the first aid attendant to seek medical assistance.

Control of Hazards

A workplace hazard can be controlled in many different ways, depending on the nature of the hazard and on the work process that causes it. Each control measure must meet several requirements.

1. It must adequately control the hazard;
2. It must allow workers to do their jobs without undue discomfort or distress;
3. It must protect every worker who might be exposed to the hazard;
4. It must not create a hazard in the surrounding community.

CONTROL AT THE SOURCE is the most effective method and means that the hazard is eliminated from the workplace altogether or isolated completely from the worker.

CONTROL ALONG THE PATH:

Examples of control along the path of the hazard are:

- Ventilation;
- Barriers;
- Housekeeping.

CONTROL AT THE WORKER:

There are two kinds of worker controls:

- personal protective equipment;
- administrative controls (e.g., scheduling of work, etc.).

Control at
and does not

Hazards in Our Workplace

from the source
an injury results.

All employees working in the Core Shack or entering the shop must wear CSA approved safety footwear. The laces on the safety footwear must be tied.

The following are the known hazards for employees:

Lifting:

- care must always be exercised whenever lifting, even when lifting lightweight items;
- always bend your knees and lift by straightening your knees, being sure to keep your back straight;
- if it is necessary to lift or move something that is in an awkward place, get some help;
- do not lift anything that is too heavy for you ... get some help;
- if you need to turn, be sure to move your feet ...do not twist.

Recycling Bin:

- the recycling bin is for corrugated cardboard and newspapers only;
- any foreign material must be removed before the bin is taken away;
- if it is necessary to get in the bin, do so carefully and cautiously.

Climbing:

- use appropriate step stools or ladders to reach high places;
- inspect the ladder for defects or damage prior to use;
- keep the area at the base of the ladder clear;
- make sure the spreader arms lock securely in the open position;
- stand no higher than the second step from the top of a ladder;
- never stand on the top step, the top, or the pail shelf of a step ladder;
- when climbing up or down a step ladder, always face the ladder and maintain 3-point contact;
- never straddle the space between a step ladder and another point;
- do not use an unopened step ladder as a straight or extension ladder;
- do not stand on any object other than a ladder or step stool;
- store ladders/step stools in their assigned location when not in use.

Things on the Floor:

- be aware of hoses, cords or low equipment on the floor. Put away when not in use;
- be aware of stacked tires which could topple over someone – break the stack into multiples, if necessary.

Spills:

- have a coworker stand guard at the spill;
- immediately get a mop, broom, etc. to clean up the spill;
- if it is going to take any significant amount of time to clean up the spill, put yellow hazard cones around the area;
- do whatever is necessary to ensure that no one could happen unsuspecting onto the spill, until it

- is cleaned up (e.g., a person stand guard, yellow hazard cones, yellow caution tapes, etc);
- if no co-worker is immediately available, go to a telephone and call for an attendant, then return immediately to the site of the spill to wait for help.

Air Powered Tools:

- Use only the attachments that the manufacturer recommends for the tools you are using;
- Be careful to prevent hands, feet, or body from injury in case the machine slips or the tool breaks;
- Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible;
- Use the proper hose and fittings of the correct diameter;
- Check hoses regularly for cuts, bulges and abrasions;
- Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others;
- Make sure that hose connections fit properly and are equipped with a mechanical means of securing the connection (e.g., chain, wire, or positive locking device);
- Attach the male end of the connector to the tool, NOT the hose;
- Do not operate the tool at a pressure above the manufacturer's rating;
- Turn off the air pressure to hose when not in use or when changing power tools;
- Do not carry a pneumatic tool by its hose;
- Avoid creating trip hazards caused by hoses laid across walkways or curled underfoot;
- Do not use compressed air to blow debris or to clean dirt from clothes;
- **Cleaning with compressed air is dangerous.** You should not use the compressed air for cleaning.

Metal:

- Use leather gloves when handling metal with rough edges.

Any Equipment Unfamiliar to You:

If you have not received training at the Company to use a piece of equipment properly and safely, you must not use it until training is received.

If you notice any defects or maintenance problems with any piece of equipment, you must notify your supervisor immediately. Do not use the equipment until the problem has been fixed.

Personal Protective Equipment (PPE)

Requirements:

Personal protective equipment must be worn as noted under “**Hazards in Our Workplace**”. No exceptions are permitted.

- CSA approved safety boots are required, must be laced up, and maintained by the employee;
- Safety glasses must be worn on the face, covering the eyes.

The Company will provide the following PPE for employees: safety glasses, gloves.

Maintenance of PPE:

CSA approved safety boots must be replaced when soles are worn and/or the boots are torn, punctured, or the seams come apart. Inspect your CSA approved safety boots weekly for signs of wear.

Safety glasses must be cleaned as necessary. Inspect your safety glasses prior to each use for signs of wear.

Gloves must be replaced when worn or torn. Inspect your gloves prior to each use for signs of wear.

Replacement of PPE:

Safety glasses and gloves will be replaced as needed due to normal wear and tear. See your supervisor if replacement is necessary.

Not Wearing PPE:

PPE must be worn when required. See discipline policy.

WHMIS

What is WHMIS?

Workplace Hazardous Materials Information System

WHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with on the job, in order to protect their health and safety. It does this by means of:

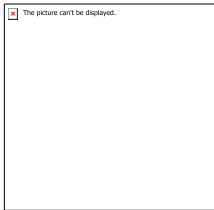
- **warning labels** on containers of hazardous materials;
- separate **material safety data sheets** providing further detailed information (known as Material Safety Data Sheets or MSDS);
- **worker training** on how to use this information.

A WHMIS label is always surrounded by this distinctive WHMIS BORDER.

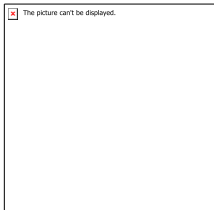
What is Hazardous Material?

Materials covered under WHMIS include six classes. Each class has its own symbol, which must appear on the supplier label so that the hazard is easily identified.

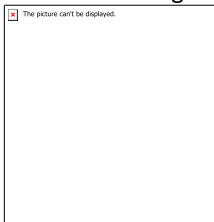
Class A Compressed gas (e.g., acetylene, nitrogen, oxygen).



Class B Flammable and combustible material (e.g., solvents).



Class C Oxidizing material (e.g., epoxy hardeners).

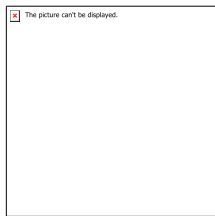
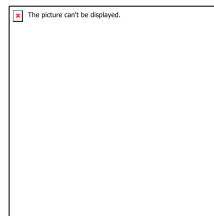


Class D Poisonous and infectious material.

Division 1: **Immediate and serious toxic effects** (e.g., ammonia, carbon monoxide gas, carbon tetrachloride, some pesticides).

Division 2: **Other toxic effects** (e.g. asbestos, silica).

Division 3: **Biohazardous** infectious material



Class E Corrosive material (e.g., acids and alkalis).



Class F Dangerously reactive material (e.g., acetylene).



WHMIS Labels:

There are two types of labels;

- a supplier label; and a
- workplace label.

Supplier Labels:

Any container of hazardous material brought into a Canadian Workplace must carry a supplier WHMIS label. Following are the components of a supplier label:

1. **Product Identifier:** The name of the product which may be its common trade name, brand name, code name or code number;
2. **Supplier Identifier:** The name of the supplier. (A distributor who buys from a supplier and re-sells without repackaging need not be mentioned on the supplier label);
9. **MSDS Statement:** A statement to the effect that a MSDS is available for the product. For example: "SEE MATERIAL SAFETY DATA SHEET";
10. **Hazard Symbol:** One or more of the eight hazard symbols which apply to the product;
11. **Risk Phrases:** These are descriptions of the effects which may result from exposure. They give further information about the hazard indicated by the symbol. For example "dangerous if inhaled";
12. **Precautionary Measures:** This section explains how to avoid the risks associated with the product. For example: "wear appropriate eye protection";
13. **First Aid Measures:** This section explains how to treat a person who has been overexposed to the product. For example "wash affected area under running water".

Workplace Labels:

Workplace labels are used on hazardous materials or their containers, instead of supplier labels, in the following circumstances:

- the material is produced in the workplace for use in the workplace or for export;
- the material is produced in the workplace and intended for sale in Canada and will therefore have a supplier label attached before shipment;
the material is decanted from a supplier's labeled container into another container after its arrival in the workplace;
- the original supplier label is missing or becomes unreadable.

A workplace label must contain the following information:

- **Product Identifier:** the name of the material;
- **Precautionary Measures:** how to handle it safely; and
- **MSDS Statement:** a statement telling the reader that a Material Safety Data Sheet is available for this material.

Example of Workplace Label:

TOLUENE SUPHONIC ACID 70% LIQUID

**USE ONLY WITH FACE SHIELD, GOGGLES,
RUBBER GLOVES, RUBBER APRON AND RUBBER BOOTS**

REFER TO MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION

There are no specific requirements on the color, size or shape of the workplace label. It is important that it be distinctive and easily seen.

Material Safety Data Sheets:

The Data Sheet or MSDS is the backup to the label. The label alerts a worker with a brief profile of a hazardous material. The MSDS contains detailed information about the product. Material safety data sheets are considered current if dated within 3 years.

Nine categories of information are required on a MSDS.

1. **Hazardous Ingredients:** to provide information on the name, concentration and toxicity of each hazardous ingredient of a controlled product.
2. **Preparation Information:** which means the name and phone number of the person or group who prepared the MSDS and the date of preparation.
3. **Product Information:** to identify the product, the supplier/manufacturer and to describe the use of the product.
4. **Physical Data:** which means information that describes the physical properties of the product, such as whether the product is a solid, liquid or gas.
5. **Fire or Explosion Hazard:** which includes information on how likely the product is to ignite or explode under various conditions.
6. **Reactivity Data:** to provide information on the chemical stability of the product and how likely it is to react with other chemicals.
7. **Toxicological Properties:** to provide information on how the product enters the body and what its short and long-term effects are.
8. **Preventative Measures:** to provide information on the measures to protect worker health and safety during the transportation, storage, use of the product, as well as emergency procedures.
9. **First Aid Measures:** to provide information for the safe evacuation and immediate treatment of anyone overexposed to a controlled product.

In addition to these categories, the supplier or Company must include any other hazard information of which he/she should be aware.

The Company's MSDS are maintained in the WHMIS binder. Please see your supervisor if you require more information on a WHMIS controlled product. Specific instructions and precautionary measures for working with all products will be provided to all employees.

Household products are exempt from WHMIS. However, hazardous household products still contain warning information and symbols. When we **use** any hazardous products in our Field Office or Core Shack, then WHMIS applies.

Return to Work

The Company has a "Return to Work" ("RTW") Program for employees who have injuries or illnesses resulting from work or the workplace.

The Company values the goal of prevention of injuries and illnesses through maintaining a safe and healthy workplace. Consistent with this value is the Company's commitment to the successful recovery of injured and ill employees by taking all reasonable steps to return injured and ill employees to their pre-injury job as quickly as possible.

Where the employee is unable to return to the pre-injury job, the goal will be to return them to alternative work which is consistent with their functional abilities.

The Company and its employees are committed to co-operate and participate in the success of the Return to Work Program. The RTW process begins immediately after the injury or illness occurs.

Under this program, an employee must:

- Immediately report all accidents and illnesses and obtain necessary first aid and/or health care;
- Sign the consent to disclosure of **Functional Abilities Form** to qualify for benefits;
- Obtain a **Return to Work Treatment Memorandum** from a supervisor take to a Health Care Practitioner and return completed form to a supervisor before start of next shift;
- Assist in identifying suitable work consistent with their functional abilities;
- Co-operate in their RTW and communicate updates to their functional abilities;

The Supervisor will:

- Provide **Functional Abilities Form**;
- Identify suitable work;
- Attempt to develop a modified work plan with the employee;
- Meet daily to discuss the employees progress in the RTW Plan;
- Report progress to the WSIB;

The WSIB should be contacted when:

- A dispute over suitable work arises;
- The employee does not participate in the RTW program;

- There is a change in wages paid to the employee;
- A change in duties/duration of the Work Plan takes place;
- The employee returns to regular duties and regular hours of work.

Modified work consists of work consistent with the workers functional abilities. All attempts will be made to offer and provide modified work for the injured/ill employee.

Internet Usage

Use of the internet is to be solely used for business purposes in conducting research or as otherwise directed by your supervisor.

Access to social media sites such Facebook or Twitter is strictly forbidden. Repeated offenses may lead to termination of your employment.

Access to Illicit and offensive material including pornography may lead to immediate termination of your employment.

Telephone Usage

Incoming Calls:

Always answer the telephone in a pleasant tone and let the caller know that they have reached **Moneta Gold Inc. Mines**. Also give your name.

For Example: Good morning, Moneta Gold Inc., Ian speaking...
 Good afternoon, Moneta Gold Inc., Ian speaking...

If the call is for a specific person:

1. Page them to the telephone by saying their name and the line the call is on, as in this example, John, line I please, Thank you”;
2. The call is your responsibility until someone else picks it up. You must watch the line and make sure that they do pick it up;
3. If they have not picked up within approximately 15 seconds, repeat the page, using the same tone of voice as the first page;
4. Continue watching the line. If after another 15 seconds or so, they have still not picked up the call (a total of 30 seconds after being put on hold), go back on the line;
5. Explain to the caller that the person is not available to come to the telephone at the moment. Offer them the following options:
 - ask if someone else could help them;
 - offer to take a message.

Outgoing Calls:

If making personal calls, please do so on breaks and use a phone card for long distance calls unless authorized by management.

Personal Telephone Calls:

The business telephone may be used for personal telephone calls provided on the following rules are observed:

1. Personal telephone calls are to be made only on breaks;
2. **No personal long distance calls** may be made without authorization from a supervisor. If you believe you will have a need to make any long distance calls, use your personal calling card;
3. Please **discourage incoming personal telephone calls**, except in the case of **emergency**;

Receiving Merchandise

Receiving Policy:

Deliveries are received by designated "Receivers". If a delivery person informs you that they have a delivery, call for a "Receiver".

1. The receiver must count the product and verify we are receiving the same product in the same quantity that we are signing for. When possible, keep the invoice/delivery receipt once you have signed for it, to avoid it being altered later;
2. The driver must check out with the receiver before leaving;
3. Damaged and/or broken merchandise must be reported to your supervisor prior to receiving.

Employee Punctuality and Attendance

Punctuality:

Employees are expected to be punctual and:

- arrive in sufficient time to be at their workstation at the start of their scheduled shift;
- return from meal and coffee breaks on time;

If, on a rare occasion, you find that you will be late reporting for your shift, please call and inform your supervisor and/or management.

Attendance:

Your work contribution is important and the Core Shack team will experience inconvenience if you are absent. It is understood that, from time to time, absence from work is unavoidable due to illness/injury. Should this occur, you must verbally advise your supervisor as soon as you know that you will not be able to attend your next shift. The sooner you know, the sooner we can make alternate arrangements. Indicate your absence on your timesheet and indicate illness/injury/vacation.

Payment of Wages, Vacation Policy

Employees are expected to inform the office manager or payroll manager immediately of any change in address or telephone number. Employees are paid semi-monthly for actual time worked or salary.

Public Holidays:

There are eight public holidays:

- | | |
|----------------|------------------|
| New Year's Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

Note: Civic Holiday (August) is not a paid public holiday.

Employees who qualify for a paid holiday:

An employee qualifies for a paid holiday if the employee works his/her regular scheduled day of work preceding and following the holiday

If the public holiday falls on a working day, the employee will take a day off with pay and that day will be deemed to be the public holiday.

Employees who do not qualify for a paid holiday:

If the employee does not work his/her regular scheduled day of work preceding and following the holiday, the employee will not receive payment for the holiday.

Vacation Policy:

Vacation pay for employees accumulates at a rate of 4% of gross wages throughout the duration of work and is paid semi-monthly. This applies to full-time as well as part-time employees.

Scheduling of Work

All shift switches must be approved in advance by a supervisor. The Company will try to keep your hours consistent. If you have require a specific day off, make the request as soon as possible to management and we will do our best to accommodate you.

Meal/coffee breaks are not scheduled. However you are allowed:

- 2 – 15 minute coffee breaks (paid)
- 1 – 30 minute meal break (unpaid)

Employees are expected to take their breaks at convenient times, unless specifically requested by a manager or supervisor to change.

Parking

Employees will park in the location designed by the Company.

Driver's License

Your license is important to us! Should you lose your license or compromise it in any way (lose demerit points, etc.), management must be notified immediately.

Certain employees must have a valid driver's license in their name as a necessary part of the job.

DO NOT DRIVE WITHOUT A VALID DRIVER'S LICENSE

Failure to follow these instructions will result in job suspension or termination.

Smoking

If you smoke:

1. All smoking is permitted OUTSIDE, on your designated break, in designated smoking areas only;
2. Smoking is not permitted in the Core Shack;
3. Smoking is not permitted while working outside;
4. Be considerate...never throw any butts on the ground;
5. Always use the ashtray or sand buckets provided outside to ensure that the butt is properly extinguished.

Drug and Alcohol Policy

The Company recognizes that alcohol and drug abuse can cause health problems that can adversely affect the working environment and harm individuals, their families and coworkers. As such, the Company has adopted this drug and alcohol policy which covers the use of alcohol, prescription, over-the-counter and illicit drugs.

Any policy violations will be subject to disciplinary action, up to and including dismissal.

Drug and Alcohol Impairment:

Employees will not come to work if impaired by alcohol or drugs. For the purpose of this policy, impairment refers to the effects or after-effects of alcohol or drug use that results in behaviors which compromise safety, the Company's reputation and/or productivity in the work environment, including an observable reduction in ability to deal appropriately.

All employees have the responsibility to manage potential impairments during working hours due to the legitimate use of medications, prescribed or otherwise, in consultation with a physician or pharmacist.

Sale and Distribution of Substances:

The unlawful sale or distribution of drugs or alcohol (or attempts to do so) is not permitted. Any employee found to be involved in such activities on Company property will be terminated from employment and the police will be notified.

Use or Possession of Drugs or Alcohol on Company Property:

The unauthorized use, consumption or possession of drugs and/or alcohol on Company premises is prohibited. Any employee violating the above will be subject to disciplinary action up to and including dismissal.

Housekeeping

Employees are required to keep the Field Office and Core Shack staff washrooms neat, clean and tidy. Garbage is to be put in the garbage can, spills are to be cleaned up, anything dropped on the floor is to be picked up, newspapers refolded etc.

If using the microwave, please clean up after yourself. **If you make a mess, clean it up!!**

Any employee who is found to have not tidied up after themselves may be reprimanded.

Food and beverages may be consumed when working in the Core Shack trailer or at a workstation in the Core Shack. In all instances, please clean up after finishing your food and beverages.

Employee Dishonesty

All employees will be subject to dismissal and/or prosecution for theft of Company products, assets, services or time. This includes:

- removal for personal use;
- removal for resale;
- willful damage of Company property and/or merchandise;
- allowing others to do any of the above.

Employee Appearance

All employees should take pride in their appearance while at work, as follows:

1. Clothing will be neat and suitable for performing their duties;
2. Long hair will be neatly tied back;
3. The following are not appropriate:
 - a. muscle shirts or strapless tops;
 - b. exposed hairy armpits;
 - c. ripped or torn clothing;
 - d. shirts worn with the arms tied around the waist;
 - e. "revealing" clothing;
 - f. bare midriff;
 - g. objectionable slogans or logos.
4. For safety reasons, employees must wear comfortable CSA Approved safety footwear given you will be on your feet most of the day;
5. Clothing will be worn in such a manner that undergarments are not visible;
6. Although the chewing of gum is not prohibited, it is not encouraged. If an employee chooses to chew gum, it must be done discretely so that it is not noticeable or objectionable. Certainly the blowing of bubbles is prohibited;
7. Clothing, uniforms, pants and shirts etc. must be clean and presentable at the start of each shift;
8. Good personal hygiene and grooming habits are required. Because some people have intolerance to certain scents, the wearing of strong perfume or cologne is discouraged;
9. If management feels that your appearance is not appropriate, they will discuss it with you and determine a course of action.

Miscellaneous

Confidential Information:

No employee is authorized to make statements on behalf of the Company at any time. If a media reporter or investigator for any agency visits the shop, they should be immediately referred to a supervisor. Employees will keep confidential any information to which they are privy about the operation of the business, money handling practices, codes, combinations etc. It is Company practice to not give out personal information about our employees to anyone unless requested to do so.

Store Keys:

Keys to the Core Shack gate are given to personnel who have a need. If such a key is lost or stolen, report it to a supervisor immediately. Keys are to be given out only by management and under no circumstances are copies to be made.

Lost and Found:

All "found" items including money must **IMMEDIATELY** be handed to a supervisor. Any inquiries for lost items should be directed to a supervisor and/or management.

Employee Acknowledgement

This Employee Handbook has been prepared to protect your health and safety and to inform you of the basic requirements expected of you as an employee of the Company. It is your responsibility to understand and abide by the Company's policies and procedures specified in this handbook. It is the responsibility of the Supervisor or the Company to review this handbook with you.

Employee Declaration:

I hereby declare that I have received a copy of the Employee Handbook and that it has been reviewed with me by my supervisor. I understand the requirements outlined in this Employee Handbook and agree to abide by the rules and Company policies and procedures contained therein. I acknowledge that any repeated violation of these policies and procedures will be cause for disciplinary action or even termination of my employment as per the discipline policy.

Upon termination of my employment with the Company, I shall return all documents and property of the Company, including drawings, reports, manuals, correspondence, customer lists, computer programs and any other related Company material. I shall not retain copies or notes of any of the above.

Date: _____

Print

Employee

Signature

Employee

Moneta Gold Inc. Mines Inc.
Name:

Orientation for New Employees

New employees will be provided with the Employee Handbook one pair of safety glasses and gloves. The Employee Handbook will be reviewed with new employees to ensure its contents are understood. The employee will sign two copies of an acknowledgement stating that they have reviewed the Employee Handbook with the Company. The Company will keep one copy of the signed acknowledgement.

Checklist for the Company and Employee to complete:

Item	Employee Initials	Supervisor Initials
Health & Safety Policy		
Employee Rights and Responsibilities		
Company & Supervisor Duties		
Worker Health & Safety Representative		
Discipline Policy		
Hazard Reporting		
Workplace Inspections		
Injury/Illness/Incident reporting requirements		
Emergency Procedures		
First Aid Station		
Health and safety bulletin board		
Hazards in our workplace/on our job site		
Personal Protective Equipment (PPE) requirements		
WHMIS training		
Return to Work		
Location of telephones and emergency numbers		
Location of fire extinguishers		
Location of parking area, lunch area, washrooms		
Absentee reporting procedure		

Proper and safe operating procedures of all equipment to be used by the employee will be reviewed during the first week of employment. The employee will demonstrate the proper and safe operating procedures for the Company or Supervisor. A copy of this checklist will be maintained in the employee’s personnel file. The completed original copy will remain in the handbook for the employee.

Checklist for the Employee to complete:

- I received information on the hazards specific to my job. Initials ____
- I received and reviewed the workplace health and safety policy and program. Initials ____
- I received training on how to do my job safely. Initials ____
- I will look out for hazards and report them immediately to my Supervisor. Initials ____
- I know where to find an MSDS. I will ask for help from my Supervisor if necessary. Initials ____
- I know what hazardous substances I will work with or work around. Initials ____
- I received training on how to wear and when to wear my PPE. Initials ____
- I will report injuries/illnesses/incidents immediately. Initials ____

Appendix A

Supervisor's Injury/Illness/Incident Investigation Report

Company: Company Name		Department		Firm Number:	
Address		Date of Occurrence	Time	Date Reported	
PERSONAL INJURY			PROPERTY DAMAGE		
Injured's Name		Date Employed	Property Damaged		
Occupation		# Years on Job	Estimated Costs	Actual Costs	
Nature of Injury		Part of Body Injured	Nature of Damage		
Did Employee Seek Medical Attention Yes <input type="checkbox"/> No <input type="checkbox"/>		Where			
Lost Time Accident Yes <input type="checkbox"/> No <input type="checkbox"/>					
Object, Equipment, or Substance Inflicting Injury			Object, Equipment, or Substance Inflicting Damage		
Person With Most Control of Object, Equipment, or Substance			Person With Most Control of Object, Equipment, or Substance		
DESCRIPTION	Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.				
ANALYSIS	What Acts, Failures To Act, and/or Conditions Contributed Most Directly to This Accident?				
	What Are the Basic or Fundamental Reasons For the Existence of These Acts and/or Conditions?				
LOSS SEVERITY POTENTIAL			PROBABLE RECURRENCE RATE		
Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/>			Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare <input type="checkbox"/>		
PREVENTION	What action has or will be taken to prevent recurrence?				

Employee Handbook

(last updated December 2013)

Follow up Required: Yes <input type="checkbox"/> No <input type="checkbox"/>						
Follow up Action Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>			Signature:		Date:	
Comments:						
Investigated By:		Date:	Reviewed By:	Date:	Injured Employee:	Date:

Appendix C Workplace Inspection Recording Form

Inspection Location(s): _____

Time of Inspection: _____

Department/Area: _____

Date of Inspection: _____

FOR FOLLOW UP										
Item (and location of item)	Hazard Observed	Hazard Class	Repeat Item		Recommended Action	By		Action Taken	Complete	Authorized Signature
			Yes	No		Who m	Whe n			

Employee Handbook

(last updated December 2013)

Hazard Classification

Class A: A condition or practice likely to cause permanent disability or loss of life or body part, and/or extensive loss of structure, equipment or material.

Class B: A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class "A".

Class C: A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

Copies To: **Supervisor** – Name: _____

Inspected By: _____

Legible copies of the following are posted on the **Health and Safety Board**:

- Health and Safety Policy
- WSIB Form 82 Poster (In All Cases of Injury Disease)
- Occupational Health and Safety Act and Industrial Regulations
- WHMIS Regulation
- Pocket Extracts of the Occupational Health and Safety Act
- Emergency telephone numbers
- Company Name Services Floor Plan

The fire extinguishers are in good physical condition:

Yes No Details if "no": _____

The fire extinguishers **are not in "recharge"**:

OK Details if any show "recharge": _____

The **First Aid Station** contains the following:

- A First Aid Kit
- A copy of Regulation 1101 (First Aid Regulation)
- Copies of the current First Aid Certificates (dated within 3 years)

Last date of First Aid Kit inspection: _____

Appendix D
Health and Safety Action Plan

_____ to _____

Item	Target Date	Responsibility	Follow Up	Comments/ Resources	Complete (Date)

Completed by:

Date:

Appendix E

Floor Plan