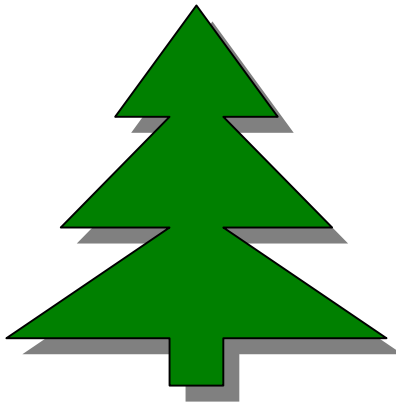




ECO TOY COMPANY
DOCUMENTS AND RECORDS





Eco Toy Company Documents and Records

Qty	Documents and Records	# of Pages
1	Occupational Health and Safety Management System – OH&S Manual <i>(Includes the organization chart and the master document list)</i>	22
1	Internal Audit Master Schedule	1
1	Procedure 18AP-431 hazard identification, risk assessment and controls ...	4
1	Form F-412-002 Initial OH&S review – plant	2
1	Form F-431-001 Hazard identification, risk assessment worksheet	1
1	Form F-453-010 Corrective action request, CAR# P-101	1
1	Work instruction 18WI-434-010, OH&S program examples	2
1	Procedure 18AP-442 Competence, training and awareness	3
1	Form F-442-005 Employee orientation checklist	2
2	Form F-442-003 Personnel training / evaluation record	2
2	Certificate of completion	2
1	Procedure 18QP-453 Incident investigation, nonconformity & remedial action ..	4
1	R-450 Register for OH&S action reports	1
1	Register section 1, Form F-443-001 Public response report	1
2	Register section 2, Form F-447-001 Investigation report	2
1	Register section 4, Form F-453-001 OH&S non-conformance report	2
1	Register section 5, Form F-453-010 Corrective action report	1
1	Procedure 18AP-460 Management review	3
1	Form F-460-001 Management review meeting agenda	1
1	Minutes of management review	2



OCCUPATIONAL HEALTH AND SAFETY POLICY – A-420-002

OH&S POLICY

- Eco Toy Co's Occupational Health and Safety Policy is to prevent injury and ill health to our workforce and to continually improve the performance of the OH&S management system, while complying to applicable legal and other non legal requirements.

To this end: All supervisors are responsible for ensuring that their employees are trained in approved work procedures to obtain optimal output without accidents and injuries and to ensure that employees follow safe work methods and related regulations.

All personnel are required to support the OH&S program and make health and safety a part of their daily routine and to ensure that they are following safe work methods and all personnel will be held accountable for implementing the OH&S program.

OH&S OBJECTIVE

- By continually improving the Occupational Health and Safety Management System, Eco Toy Co is committed to satisfying any interested party with excellence in health and safety performance that comply consistently with current legislation and regulations, at the best possible cost and delivered on a timely basis.

CORPORATE MISSION

- The mission of Eco Toy Co is to be a low-cost, profitable, provider of toy systems for children of all ages. We support the empowerment of the workforce and the utilization of a safe workplace resulting in competitive and innovative quality products for customers while providing a healthy work environment and creating a positive long-term social, cultural, and economic benefit for the region and its people, employees, customers, suppliers and stakeholders.
- Eco Toy Co shares with the community, important responsibilities for a health and safety environment in which we live and work. We support the responsible stewardship of human resources in the workplace where responsible stewardship, combined with a continual improvement process, makes possible sustained economic development and an improved quality of life.

We are committed to “A SAFE AND HEALTHY WORKPLACE”

President: R. Smith

Date: March 13, 2010



OH&S MANAGEMENT SYSTEM MANUAL REVISIONS

Rev.	Section	Sub-Sec.	Para.	Change request #	Date	Authorized By
A	All			Initial issue	March 15, 2010	J. Sample

OH&S System Master Document List
F-455-001

This Master Document List provides the responsibility, approval date, and revision status for the documents. A latest copy of each Procedure and Instruction is included in the manual. The designations 'XP' = System Procedures and 'WI' = Work Instructions.

OH&S Document	Description	Responsibility	Approve date	Revise date	Revise date
OHS-001	OH&S Management system manual	President			
18AP-412	Initial review	OHS management rep.			
18AP-420	OH&S policy	President			
18AP-431	Hazard identification, risk assessment and controls	OHS management rep			
18AP-432	Legal and other requirements	OHS management rep			
18AP-433	Objectives and targets	OHS management rep			
18MP-434	OH&S programs	OHS management rep			
18WI-434-001	Prevention of injury program	Tech services manager			
18WI-434-002	Prevention of ill health program	Tech services manager			
18WI-434-003	Reduction of hazards program	Manufacturing manager			
18AP-441	Structure and responsibility	Human Resources Manager			
18AP-442	Competence, training and awareness	Human Resources Manager			
18AP-443	Internal and external communication	Human Resources Manager			
18QP-444	Documentation	OHS management rep			
18QP-445	Control of documents	OHS management rep			



PERSONNEL TRAINING / EVALUATION RECORD		page 1 of 1		F-442-003		
Employee Name: Mary Martin Position : Sales representative		Date Started : April 14, 2010 (post OHSAS 18001)				
Section A: INITIAL OH&S AWARENESS TRAINING – Reference Employee Orientation Checklist, F-442-005						
. OH&S Policy: [X] yes . OH&S Manual: [X] yes . Health and safety / Inspection reports: [X] yes						
. Health and safety Objectives: [X] yes . Training provided by: J. Sample Date: April 14, 2010						
Section B: ON-GOING TRAINING / EFFECTIVENESS EVALUATION						
Type of Training Provided	Date of Training	Trainer	Method used to evaluate the effectiveness of the training?	Is the Training Effective? Yes / No	Evaluator / Supervisor	Evaluation Date
1. General OHSAS 18001 Employee Orientation training	April 15, 2010	J. Sample	Quiz / Certificate	Yes --	J. Sample	April 15, 2010
2. 18AP-431 Procedure Training	May 1, 2010	M.T. Moore	On the job observations	Yes --	M.T. Moore	May 2 -- 5, 2010
3. 18AO-442 Procedure Training	May 8, 2010	M.T. Moore	On the job observations	Yes --	M.T. Moore	May 9 -- 12, 2010
4. 18QP-453 Procedure Training	May 15, 2010	J. Sample	On the job observations	Yes --	M.T. Moore	May 16 -- 18, 2010
5. 18AP-460 Training	May 19, 2010	J. Sample	On the job observations	Yes --	M.T. Moore	May 19, 2010
6. OHSAS 18001 Internal auditor training	June 2, 2010	J. Sample	Quiz / Certificate	Yes --	J. Sample	June 2, 2010
7.						
8.						