

Address	2915 Argentia Road, Unit 6, Mississauga, ON L5N 8G6
Phone	(800) METTLER (800) 638-8537
Fax	(614) 786-0042
Email	canadiansales@mt.com

[www.mt.com](http://www.mt.com)

January 11, 2024

Dear Valued Customer:

Thank you for your inquiry of METTLER TOLEDO's safety program.

METTLER TOLEDO is a global manufacturer and marketer of precision instruments for use in laboratory, industrial and food retailing applications. In addition to a broad product offering, METTLER TOLEDO has one of the largest global sales and service organizations among precision instrument companies. The company's various organizations currently operate under their own safety programs pertaining to their specific sub-groups or divisional business areas. The information included in this packet pertains only to Mettler-Toledo Inc. Under Mettler-Toledo, LLC, this division is responsible for operating the marketing, sales, and service sub-groups of the Laboratory, Industrial, and Retail divisional business areas in Canada.

METTLER TOLEDO is committed to conducting its operations in compliance with applicable regulations and to providing a safe work environment for our employees. We are pleased that, by the very nature of your request, you have shown this same commitment. We receive many requests for information and in response have compiled this comprehensive Safety Self-Assessment packet. The packet should address the intent and/or requirements of your questionnaire, supplier survey, or qualification documents. If you have concerns that are not specifically addressed by the enclosed material, please contact the safety department directly at the email or phone number below.

Regards,

A handwritten signature in black ink that reads "Jennie Sizemore".

Jennie Sizemore  
EH&S Coordinator  
METTLER TOLEDO North America  
Jennie.Sizemore@mt.com  
Safety.MTNA@mt.com  
614-438-4832

## ENVIRONMENTAL, HEALTH AND SAFETY POLICY

The Management of Mettler-Toledo Inc. is committed to providing a safe and healthy work environment.

It is our policy and our everyday goal to proactively maintain the highest standards of health and safety for our employees by taking whatever preventative action is required to provide and maintain a hazard free work environment.

Our operating philosophy will ensure that nothing may take precedence over environmental, health or safety matters for economic and productivity reasons. We will comply with all Federal, Provincial and Municipal environmental, health and safety laws as well as all safety conditions and requirements specified by our customers when working on their premises.

We will develop appropriate environmental, health and safety policies and procedures to ensure that all standards meet our operating philosophy. It is every employee's responsibility to follow the Company's environmental, health and safety policies and procedures and work in a manner which protects their own safety and the safety of others, including our customers and those in the communities in which we operate. In addition, all METTLER TOLEDO managers must be accountable to ensuring the application and compliance of these policies and procedures.

We will supply employees with personal protective equipment to guard against potential hazards. We will also provide and support both internal and external training programs and initiatives for our managers and employees designed to meet our environmental, health and safety objectives (e.g., Ontario Basic Health and Safety Awareness Training per Addendum A on following page).

Contractors, suppliers and visitors to a Company facility or jobsite are responsible to comply with all relevant legislation and to follow the Company's environmental, health and safety policies and procedures.

It is the right and responsibility of every employee to report to the company any issue that will improve our environmental, health and safety practices.

We will actively manage and improve our environmental, health and safety practices in the belief that it is good for business, our associates and the community.



Can Seyhan  
General Manager  
METTLER TOLEDO Canada

May 1, 2023

## **Addendum A – Ontario Basic Health and Safety Awareness Training**

All applicable METTLER TOLEDO employees must complete Ontario's Basic Health and Safety Awareness Training for Workers course upon hiring. This course includes required training topics such as:

1. the duties and rights of workers, employers and supervisors under the Occupational Health and Safety Act (OHSA);
2. the roles of health and safety representatives and joint health and safety committees under OHSA;
3. the roles of the Ministry, the Workplace Safety and Insurance Board and other applicable entities designated under OHSA;
4. common workplace hazards, WHMIS requirements, and occupational illness.

All applicable METTLER TOLEDO supervisors must complete Ontario's Basic Health and Safety Awareness Training for Supervisors course within one week of performing work as a supervisor. This course includes required training topics such as:

1. the duties and rights of workers, employers and supervisors under OHSA;
2. the roles of health and safety representatives and joint health and safety committees under OHSA;
3. the roles of the Ministry, the Workplace Safety and Insurance Board and other applicable entities designated under OHSA;
4. how to recognize, assess and control workplace hazards, and evaluate those controls;
5. sources of information on occupational health and safety.

METTLER TOLEDO will maintain employee completion records of Ontario's Basic Health and Safety Awareness Training provided to workers and supervisors as well as a record of those employees who are exempt from the training. Completion certificates will be maintained by the Environmental Health and Safety Department as provided by the employee upon completion of the training.

**Mettler-Toledo Inc.**  
**2915 Argentia Road, Unit 6**  
**Mississauga, ON L5N 8G6**

Standard Industrial Code (SIC): 3596  
 North American Industrial Classification (NAICS): 333998  
 Sales and Service of Scales

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Hours Worked:	295,197	306,832	322,665
Average Number of Employees:	153	153	156
Total Recordable Injuries:	5	1	1
Total Recordable Injury Rate (TRIR):	3.39	0.65	0.62
DART Incidents:	5	1	1
Days Away/Restricted/Transfer Rate (DART):	3.39	0.65	0.62
Days Away Cases:	2	0	0
Number of Days Away:	18	0	0
Days Away Rate:	1.36	0	0
Restricted Duty Cases:	3	1	1
Number of Days on Restricted Duty:	144	64	27
Restricted Duty Rate:	2.03	0.65	0.62
Recordable Medical Only Cases:	0	0	0
Medical Only Rate:	0	0	0
First Aid Cases:	5	2	1
Near Miss Cases:	0	1	1

Jeff Hatfield, EH&S Manager	Jeff.Hatfield@mt.com	614-438-4327
Tim Hutchings, EH&S Representative	Timothy.Hutchings@mt.com	614-438-6423
Jennie Sizemore, EH&S Coordinator	Jennie.Sizemore@mt.com	614-438-4832
Customer Service	servicerequests@mt.com	800-638-8537

Request for Information Directory [www.mt.com/na-RFI](http://www.mt.com/na-RFI)  
 (Safety, Quality, Legal, Business & Financial, Sustainability and Human Resources information)



# METTLER – TOLEDO INC.

## HEALTH & SAFETY PROGRAM

### TABLE OF CONTENTS

<u>Section</u>	<u>Policy Number</u>	<u>Topic</u>
<i>1. Safety Administration</i>	1	Environment Health & Safety Policy
	2	Safety Program Management
	3	Disciplinary Policy
	4	Accident Reporting & Investigation
	5	WSIB/WCB Accident Reporting
	6	RTW Program/Modified Duties
	7	The Right to Refuse Work
	8	The Right to Stop Work
	9	Health & Safety Committee
	10	Employee Health & Safety Training
	11	Reporting Hazardous Conditions
<i>2. Personal Protective Equipment</i>	12	Personal Protective Equipment
	13	Eye & Face Protection
	14	Foot Protection
	15	Hand Protection
	16	Head Protection
	17	Hearing Protection
<i>3. Emergency</i>	18	Emergency Response
	19	Fire Prevention
	20	Critical Injury / Incident
	21	Reporting Injury / Illness
	22	Working Alone

<i>4. Hazards</i>	23	W.H.M.I.S.
	24	Lockout / Tagout Procedure
	25	Confined Space Procedure
<i>5. Ergonomics</i>	26	Musculoskeletal Disorders
	27	Back Safety / Lifting
<i>6. Work Process</i>	28	Hand Tools
	29	Electrical Safety
	30	Fall Protection
	31	Forklift Procedure
	32	Crane Procedure
	33	Man Lift Operations
	34	Equipment Purchase Replacement
	35	Workplace Inspection