

October 8, 2013

Distribution List

**ACTIVITY SUMMARY – CLIENT PPE
SAFETY CONCERN DATED OCTOBER 1, 2013**

References: A. e-mail from Mark Verbruggen to Kirsti MacAulay dated Tue, Oct 1, 2013 3:02 PM
B. e-mail from Kirsti MacAulay to Mark Verbruggen dated Wed, Oct 2, 2013 10:05 AM
C. TMMC Minimum PPE Requirements, PPE Standard Appendix F, dated Mar 8, 2010
D. High Visibility Requirements, PPE Standard Appendix G, dated Mar 8, 2010
E. e-mail from Kirsti MacAulay to all client supporting Consultants dated Wed, Oct 2, 2013 8:13 PM
F. e-mail from Elisha Lemoire to Troy Templeman dated Mon, Oct 7, 2013 9:30 PM

1. A client PPE safety concern was identified at Reference A. Options Inc. (OI) immediately commenced an informal internal investigation.
2. The investigation determined the specific client concerns included no safety vests worn in the Weld West Underbody shop by OI Consultants Elisha Lemoire and Corey Herron and a lack of co-ordination with the Weld West Underbody Group Leader (GL) by them prior to conducting their line side study and data collection. However, upon further inquiry it was established that OI Senior Ergonomist and Manager Elisha Lemoire had contacted the Weld West Underbody GL. Furthermore, the Weld West Underbody GL did not identify a requirement for safety vests to be worn by the OI Consultants while in his shop which is consistent with previous experiences and current understanding of relevant client PPE policies. Lastly, it appears a client Team Member (TM) from the adjoining Weld Conveyance shop was the origin of the PPE concerns.
3. The results of the OI informal internal investigation were communicated to the client at Reference B.
4. In accordance with Reference A, softcopies of the relevant client PPE policies outlined at References C and D were distributed to supporting OI Consultants at Reference E to conduct a due diligence review. Policies review and confirmation acknowledgments were received via e-mail from the following OI Consultants:
 - a. Kirsti MacAulay;
 - b. Elisha Lemioire;
 - c. Amii Pereira;
 - d. Alicia Nadon;
 - e. Corey Herron;
 - f. Jeff Wright;
 - g. Kim Meszaros;
 - h. Megan Contini;
 - i. Melinda McArthur;
 - j. Stacey Speagle; &
 - k. Trisha Kutlesa.
5. A final review and confirmation of the relevant client PPE policies was conducted at the OI team meeting at the client location as outlined at Reference F.

6. No further action required.

A handwritten signature in blue ink, consisting of several overlapping, slanted strokes that form a stylized name.

Troy Templeman
Manager
Options Incorporated

Distribution List

All Consultants
H&S Representative
H&S file