



Advanced HR Services CORPORATION

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CORPORATE HEALTH & SAFETY POLICY STATEMENT

The Management of Advanced HR Services Corporation is vitally concerned with the health and safety of its employees. Our major ongoing objective is to protect our employees from workplace injury or illness.

Advanced HR Services Corporation will make every effort to provide a healthy and safe work environment. All supervisors and workers must be dedicated to the objective of reducing the risk of injury and illness.

As an employer, Advanced HR Services Corporation is ultimately responsible for its worker's health and safety. The management of Advanced HR Services Corporation gives an assurance that every reasonable precaution is taken to protect workers from harm.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe, and 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 worker must protect his or her own health and safety by following the law, and the company's safe work practices and procedures.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization, from the management to the workers.

RIGHTS AND RESPONSIBILITIES

- The employee has the right to be trained in the hazards of the work and the work place and the employee must apply the training and work safely at all times.
- The employee has the right to participate in the workplace safely and must report any hazard in the workplace.
- The employee has the right to refuse to participate in work or carry out work in an unsafe environment and must not do anything deemed to be unsafe.

The Contractor shall ensure that

- a) measures and procedures required by the Occupational Health and Safety Act and Regulations of Construction Projects are carried out on the project;
- b) employers bind employees on the project to comply with the Act and Regulations.

The Employer and Subcontractors shall ensure that

- a) a competent person is appointed as supervisor;
- b) information, instruction, and supervision are provided;
- c) measures and procedures required by law are carried out in the workplace;
- d) equipment, materials, and protective devices provided are maintained in good condition and used as prescribed;
- e) equipment, materials, and protective devices required by law are provided;
- f) accident prevention education programs and first aid training programs are provided as required.

The Supervisors shall ensure that

- a) workers work in the manner and with the protective devices, measures, and procedures required by The Occupational Health and Safety Act and its Regulations;
- b) workers use or wear the equipment, protective devices, or clothing that the employer requires to be used or worn;
- c) workers are advised of any potential or actual danger to their health and safety;
- d) workers are provided with timely orientation (in writing where proscribed) as to the measures and procedures to follow for their protection.

Workers shall

- a) work in compliance with the provisions of the Act and the Regulations;
- b) use protective devices or wear things that the employer requires to be used or worn;
- c) report to the employer or supervisor any problem with equipment or facility equipment which may endanger personnel;
- d) report to the employer or supervisor any contravention of The Act or the Regulations or hazards on the project;
- e) never work in a manner that may endanger anyone;
- f) never engage in any prank, contest, feat of strength, or unnecessary rough and boisterous conduct on the project;
- g) not use or be under the influence of alcohol or non-prescription or prescription drugs which may impair / compromise judgment / motor skills while on the project;
- h) use appropriate eye protection when chipping, drilling, sawing, or using chemicals or acids;
- i) maintain a clean and orderly work area;
- j) control dangerous operations at all times to protect employees, materials, and equipment;
- k) when in doubt, ask for information or direction from the supervisor.

RISK ASSESSMENT

There are 5 steps that should be considered during risk assessment;

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record your findings and implement them

Step 5 Review your assessment and update if necessary

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1

Identify the hazards

First we need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help identify the ones that matter:

- Walk around the workplace and look at what could reasonably be expected to cause harm.
- Employees should be asked what they think. They may have noticed things that are not immediately obvious
- Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Revise accident and ill-health records – these often help to identify the less obvious hazards.
- Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

Step 2

Decide who might be harmed and how

For each hazard it should be clear about who might be harmed. It will help identify the best way of managing the risk.

In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, steel workers may suffer back injury from repeated lifting of steel.

Remember:

- Some workers have particular requirements, e.g. new and young workers. Extra thought will be needed for some hazards;
- Visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
- Members of the public, if they could be hurt by your activities;
- If you share your workplace, you will need to think about how your work affects

others present, as well as how their work affects staff; and

- Staff should be asked if they can think of anyone that may not have been taken into account.

Step 3

Evaluate the risks and decide on precautions

Having spotted the hazards, it should be decided what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. the easiest way is to compare what you are doing with good practice.

So first, look at what is already being done, think about what controls are in place and how the work is organised. Then compare this with the good practice and see if there's more that should be done to bring it up to standard. In asking this, consider:

- Can the hazard be got rid of altogether?
- If not, how can the risks be controlled so that the risk is unlikely

When controlling risks, apply the principles below, if possible in the following order:

- Try a less risky option (e.g. switch to using a less hazardous chemical);
- Prevent access to the hazard (e.g. by guarding);
- Organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- Issue personal protective equipment (e.g. clothing, footwear, goggles etc); and
- Provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Involve staff, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

Step 4

- Record findings and implement them
- Putting the results of your risk assessment into practice will make a difference when looking after people and the business.
- Writing down the results of the risk assessment, and sharing them with staff, encourages this.

A Risk Assessment should show that:

- A proper check was made;
- It was asked who might be affected;
- All the significant hazards were dealt with, taking into account the number of people who could be involved;

- The precautions are reasonable, and the remaining risk is low; and
- Staff are involved in the process.

A good plan of action often includes a mixture of different things such as:

- A few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- Long-term solutions to those risks most likely to cause accidents or ill health;
- Long-term solutions to those risks with the worst potential consequences;
- Arrangements for training employees on the main risks that remain and how they are to be controlled;
- Regular checks to make sure that the control measures stay in place; and
- Clear responsibilities – who will lead on what action, and by when?

Remember, prioritise and tackle the most important things first.

Step 5

Review the risk assessment and update if necessary

Few workplaces stay the same. Sooner or later, new equipment, substances and procedures that could lead to new hazards will be brought in. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year or so formally review, to make sure safety is still improving, or at least not sliding back.

SITE SAFETY MEETINGS

A site safety meeting is held every day. Meetings follow this format:

- 1) Duration of 10 minutes.
- 2) A list of those attending the meeting will be taken and submitted to the Advanced HR Services Corporation Office.
- 3) Review of all injuries on site since the last meeting and make recommendations for remedial action.
- 4) Review of any new materials on site, including safety data sheets (if necessary) and WHMIS-related matters.
- 5) A minimum of two safety issues will be discussed at the meeting.
- 6) Location of inventory and first-aid supplies.
- 7) Items for action should be identified in the minutes and followed up in the next meeting.

SITE VISITORS

- All site visitors must report to the Site Superintendent. Under no circumstances should an unauthorized person step foot on the jobsite.
- Some examples of unauthorized persons include: representatives from other companies, engineers, union business agents, media, friends of workers, the general public, etc.
- Visitors who have received authorization are to be accompanied by the site Superintendent or a representative as appointed by the Superintendent. All visitors must wear hard hats, safety boots, and any other protective equipment as required by site signage.

HAZARDS ON SITE

Tools

Tools on site can pose a serious risk. Below is a list of tools, their possible hazards and preventative measures that should be taken.

Tool: Quick Cut

Risk: Damage to eyes, ears, lungs as well as risk of life threatening cuts

Measures: Always wear safety glasses, ear plugs should be used for during continuous use, face mask should be worn when cutting concrete or any other dust producing material, correct apparel should be worn so as clothing is not at risk of catching fire, ensure tool is in correct working order and check surroundings for any hazards.

Tool: Skill Saw

Risk: Life threatening cuts, electrocution, damage to eyes

Measure: Be aware of surroundings, have timber placed correctly to avoid kickbacks, be aware of the position of the wire

Tool: Grinder

Risk: Damage to eyes, ears, lungs as well as risk of life threatening cuts

Measure: Always wear safety glasses, ear plugs should be used for during continuous use, face mask should be worn when cutting concrete or any other dust producing material, correct apparel should be worn so as clothing is not at risk of catching fire, ensure tool is in correct working order and check surroundings for any hazards.

Tool: All electrical tools

Risk: Electrocution

Measure: Be aware of surroundings, check tool for damage, check plug, electrical cord and extension cord for damage

Tool: Vibrator

Risk: Tripping, electrocution, cuts and concrete burns

Measure: Be aware of your surroundings, walk carefully in and around wet concrete, do not climb with vibrator, be aware of rebar positioning

Tool: Chipping Gun

Risk: Damage to eyes, ears, lungs, muscle strain, impact injury

Measure: Always wear safety glasses, ear plugs should be used for during continuous use, face mask should be worn, be aware of surroundings, clear debris regularly, take breaks at regular intervals and stretch

Tool: Compressor

Risk: Damage to eyes, lungs, impact injury

Measure: Keep wand pinned or wired closed, be mindful of using safety glasses and face mask when necessary, be aware of surroundings

Tool: Leaf Blower

Risk: Damage to eyes, lungs

Measure: Wear safety glasses and face mask

Tool: Bending Machine

Risk: Crushed hand

Measure: Should be trained to use bending machine, be aware of surroundings and be aware of position of foot pedal

Site Dangers

Activity: General On Site Safety

Risk: Falling, falling materials, risk of being crushed

Measure: Always be aware of ongoing on site activities, report any hazards to supervisor or safety officer, be aware of moving machinery and overhead activities

Activity: Fall Protection

Risk: Falling causing injury or death

Measure: Employee should be tied off at any height over 3 metres, when using a ladder at a height above 3 metres and both hands are needed to work, make sure harness, lanyard and life line are to correct standards

Activity: Climbing Ladders

Risk: Falling from ladder, dropping materials from ladder,

Measure: Set ladder carefully and to the correct standards, at a safe angle between 1:3 and 1:4, tie off for work above three metres, have 3 points of contact if not tied off

Activity: Steel Placement

Risk: Tripping, impact injury, muscle strain

Measure: Be aware of surroundings, be careful when lifting steel, watch out for others when carrying and placing steel

Activity: Erecting Forms

Risk: Impact injury, tripping

Measure: Be aware of surroundings when carrying and erecting formwork

Activity: Stripping forms

Risk: Impact injury, falling materials, eyes

Measure: Be aware of surroundings, wear safety glasses, be cautious with regards to falling materials

Activity: Hoisting

Risk: Falling materials

Measure: Have all materials fixed and tied correctly, do not stand or walk directly under load, ensure clear communication with others, be aware of surroundings

Activity: Scaffolding

Risk: Falling, falling material, muscle strain

Measure: Ensure scaffolding is level, have a firm footing, wear harness when over 3 metres, be aware of surroundings, tie-in scaffolding where necessary, do not stand or walk under load when scaffolding is being erected

Activity: Pouring Concrete

Risk: Tripping, impact injury, concrete burns, eyes

Measure: Be aware of surroundings, be aware of rebar positioning when walking through wet concrete, wear protective boots, gloves and clothes, wear protective glasses, cover all cuts

Activity: Rebar

Risk: Falling onto rebar

Measure: Ensure all rebar is capped to prevent protrusion in the case of a fall

Activity: Working in Trenches

Risk: Falling, materials falling, suffocation

Measure: Ensure all trenches are to safety standards as specified

INJURY PREVENTION

General Personal Protection

For your personal protection on the job, the following is not permissible:

- loose clothing or cuffs
- greasy or oily clothing, gloves, or boots
- torn or ragged clothing
- finger rings or neck chains

Head Protection

- 1) Workers must obtain and wear, at all times on the job, a CSA certified Class B safety hat. (Do not paint or drill holes in the safety hat; replace damaged or cracked hats immediately)

Foot Protection

- 1) At all times on the job, workers must wear CSA certified Grade 1 footwear or CSA certified footwear with heavy-duty toe and sole protection.
- 2) Workers purchasing new work boots should obtain CSA certified Grade 1 footwear. Such boots bear a green triangular patch stamped with the registered trademark of the Canadian Standards Association on the outside and a rectangular green label on the inside.
- 3) Work boots should be fully laced and tied.
- 4) Replace badly worn or deteriorated work boots.

Eye Protection

- 1) Cover goggles, safety glasses, or face shields are required for workers drilling overhead or into concrete, masonry, and drywall. Also, when using power / electrical tools, and when chipping, grinding, or cutting.

Hearing Protection

- 1) It is required that each worker have hearing protection available since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.
- 2) Hearing protection is available in three general types;
 - a) earmuffs
 - b) disposable earplugs
 - c) re-usable plugs

Personal Protective Equipment

In addition to mandatory hard hats and safety boots, other personal protective equipment such as eye protection, hearing protection, and fall-arrest devices must be worn when required. There may also be a requirement for gloves, respirators, or specially designed protective clothing under certain hazardous conditions.

Safety Belts, Safety Harnesses, and Lanyards

All safety belts and lanyards must be CSA certified. The belt, harness and the lanyard will carry a CSA label. Safety harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened. Lanyards must be 16 millimetres (5/8") in diameter and nylon equivalent.

The D-ring on the safety belt should be in the centre of the back. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level, and be kept as short as possible

(no more than 1.5 meters, 5 feet) to reduce fall distance. The lanyard must be integrated with a shock absorber when the worker is at risk of falling. A safety belt can only be used as a travel restraint, not as a fall arrest device.

All lifelines must be

- 1) 16 millimetres (5/8") in diameter polypropylene or equivalent and used by only one worker at a time.
- 2) Free from any danger of chafing.
- 3) Free from cuts, abrasions, and other defects.
- 4) Long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline.

DEFINITION OF FIRST AID

First Aid is one-time treatment or care and any follow-up visits for observation.

First aid includes, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying bandages and / or dressings
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit

Accidents Requiring Health Care

In deciding whether an accident should be reported to the WSIB because “care” has been provided to the worker, the employer should consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.

The employer must report the accident to the WSIB when a worker is injured and the treatment received can only be administered by a health care practitioner.

The accident must be reported regardless of whether the employer pays the health care practitioner for the service provided, and / or the health care practitioner treats the worker on the employer’s premises. An employer is not required to report the accident to the WSIB if first aid is provided to a worker by a co-worker, manager, lay person, or health care practitioner, when the first aid did not require the professional skills of that practitioner.

Exposure to Infectious Diseases

If the worker tests negative for exposure to an infectious disease, the employer is not required to submit an accident report. However, if the worker tests positive for an infectious disease, or requires any type of treatment related to the incident, the employer must report to the WSIB.

If a worker tests negative, but claims to suffer an emotional or anxiety-related response following the accident, the employer must report the accident.

FIRST AID

SHOULD AN ACCIDENT OCCUR, IT IS ESSENTIAL THAT FIRST AID BE ADMINISTERED IMMEDIATELY, FOLLOWED BY PROPER MEDICAL TREATMENT AS NECESSARY.

Basic First Aid Emergency Procedure

Every employer is required to have at least one first aid kit available on site maintained in accordance with Regulation 950 of the Worker’s Compensation Act. The size and contents of the kit will vary with the number of workers on the project.

Know where the first aid kit is located in the event of an emergency. Service vehicles should also contain a first aid kit and drivers should be familiar with their contents. Basic First Aid concentrates on three priorities - breathing, bleeding, and burns - in that order.

PROCEDURES FOR HANDLING ACCIDENTS / INJURIES AND FOLLOW-UP REPORTS

- 1) Provide first aid as required.
- 2) An injured worker is to be taken to a doctor or hospital closest to the jobsite by a responsible company representative. The representative is to inquire as to the worker's condition and the extent of his or her injuries and is to be concerned for the worker.
- 3) The representative is to indicate to the examining physician that modified duties are available.
- 4) As required by law, the attending physician must fill out the necessary WSIB forms. Employers Report of Injury (Form 7) shall follow within 3 days. Therefore, information pertaining to the injury is crucial at the time of admission.
- 5) If medical treatment is prolonged and the representative must return to the job, he or she will arrange to have someone else stay with the employee until treatment is complete and provide transportation as required back to jobsite or directly to the worker's home.
- 6) Inform the health and safety representatives on site immediately.
- 7) A formal investigation of the facts surrounding the reported injury will be performed immediately by the senior supervisor on the site and will be reported to the Advanced HR Services Corporation head office as soon as possible. The completed Accident / Injury Report is to be sent to the office within 2 days (See attached sample). An accident investigation must identify the underlying causes and recommend remedial action that will prevent a similar recurrence. The report will be accurate and complete when filling out these forms.
- 8) It is Advanced HR Services Corporation's policy to provide light or modified duty whenever practical to workers injured at work.
- 9) It is the responsibility of the supervisor to make sure that a worker knows there is light duty available and that he or she is expected to report for work.

SITE EMERGENCY PROCEDURES IN CASE OF CRITICAL INJURY

Critical Injury Defined

“Critical Injury” means an injury of a serious nature that:

- Places life in jeopardy

- Produces unconsciousness
- Results in substantial loss of blood
- Involves fracture of an arm or leg, but not a finger or toe
- Involves the amputation of an arm, leg, hand, or foot, but not a finger or toe
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

Site Emergency Procedure

The “Site Emergency Procedure” should be used first and foremost in cases involving “critical injuries”. This policy also applies in cases of injuries to the public, and/or serious inconvenience to the public (i.e. a road collapse causing a traffic jam).

Step 1

Ensure emergency First Aid is provided to the victim.

Step 2

Call required emergency services (911).

Step 3

Report incident to management, Advanced HR Services Corporation Office, or General Contractor.

Step 4

Report incident to the Ministry of Labour.

Step 5

Shut down and secure the site and send uninvolved workers home. Hold Witnesses required for investigation by authorities.

HEALTH AND SAFETY EMERGENCY NUMBERS

Contact	Telephone
Fire Emergency	911
Police	911
Ambulance	911
Advanced HR Services Corporation	
- Head Office	1 (905) 215-0317
- Operations Manager on duty 24/6 (closed on Sat., except for emergencies)	1 (647) 933-2737
Ministry of Labour	1 (877) 202-0008
Nearby Clinic	Map and contact information is

posted at the site trailer
(Information Board)
Appendix "A" attached

ACCIDENT INVESTIGATION

After the injured party has been treated and all other safety procedures have been performed the accident should be investigated.

- The investigation should include a record of the site. Notes should be taken of the
 - Condition of the site at the time of the accident
 - The exact location of the accident
 - Any witness to the accident
 - Any equipment and/or materials being used at the time of the accident
- Photographs should be taken if possible or indications on drawing plans of the site.
- All witnesses should be interviewed and witness statements should be recorded.
- An accident investigation report and supervisor accident report should be completed as soon as possible afterwards.

The following should be kept in consideration while carrying out the investigation and then logged in the reports

- Always consider the safety procedures currently in place and why the accident might have occurred
- Always consider new approaches and things that can be learned from the accident and implemented so as to reduce the chance of it occurring in the future and make a safer work environment.

The recommendations should be reviewed at Toolbox Talks and examine their effectiveness and overall effect on site. Ensure that the preventative measures have been implemented correctly and do not create any further risks.

ACCIDENT INVESTIGATION

Employee Name:

Accident Location:

Type of Injury:

Body Part Injured:

Description of Injury:

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Date:

SUPERVISOR ACCIDENT REPORT

Supervisor:

Telephone Number:

Job Site Location:

Exact Location on Site:

Time and Date of Accident:

Name and Address of General Contractor on Site:

Supervisor:

Telephone:

Name and Address of Injured Worker:

Telephone:

Doctor's Office/Hospital Name and Address:

Doctor:

Telephone:

Accident Description:

Injury Description:

Severity of Injury:

First Aid Description (If Applicable):

Name of Person Who Performed First Aid:

Witness Name and Contact Number:

Action Taken Upon Accident:

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WITNESS STATEMENT

Name:

Address:

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Telephone:

Employer:

Position:

Employer Address:

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Telephone:

Exact Location of Accident and Location of Witness at Time of Accident:

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Full Witness Statement:

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Date

Signature

EMPLOYEE STATEMENT

Name:

Address:

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Date:

Time and Date of Accident:

Location of Accident:

- 1 – Not Very Likely
- 2 – Somewhat Likely
- 3 – Very Likely

The health impact should be rated in accordance with the severity that would be caused

Example

- | | |
|----------------------|--|
| 1 – Not Serious | Scrape against concrete – small cut |
| 2 – Somewhat Serious | Getting hit with a small object – losing ability to work |
| 3 – Very Serious | Falling from a considerable height – serious injury or death |

The number on the hazard should be added to the number of the health impact to judge the severity of the risk on site.

Health and Safety Risk and Severity Number:

Location or nature of risk:

Recommended Action:

Health and Safety Risk and Severity Number:

Location or nature of risk:

Recommended Action:

Health and Safety Risk and Severity Number:

Location or nature of risk:

Recommended Action:

Health and Safety Risk and Severity Number:

Location or nature of risk:

Recommended Action:

Signed:

Date:

EARLY AND SAFE RETURN TO WORK

Modified work is a useful method of supporting employees and is also productive and cost effective for the company. While an employee is recovering from injuries resulting from a workplace accident, Advanced HR Services Corporation is fully supportive and offers modified work for that employee.

The work will depend on what the employee is capable of doing which can be ascertained from the *Functional Abilities Form for Planning Early and Safe Return to Work*. Modified work offers must be medically approved and the employee must sign an agreement accepting the offer of modified work.

In the event of an employee returning to work early, the following should be provided.

- A letter to a Doctor – This letter is directed to the Doctor treating the employee, informing him/her of the Return to Work Programme in accordance with the Workplace Safety and Insurance Board (WSIB)
- Accident Report – The supervisor should have this form completed as soon as possible after the workplace accident
- Functional Abilities Form – This should be taken to the hospital/doctor's office by the employee and filled out before being returned to the supervisor
- WSIB Form 7 – This form must be completed by Advanced HR Services Corporation
- Investigation Report – This form must be completed by Advanced HR Services Corporation in conjunction with all other necessary documentation related to this report
- Employee Statement/Modified Work Form – This must be completed by the employee

Date: ___/___/_____

Dear Sir/Madam,

In accordance with the Workplace Safety and Insurance Board (WSIB) we offer an Early and Safe Return to Work Programme. This allows the injured employee to return to work and perform modified work which will be determined by the extent of his/her injuries.

Could you please complete the enclosed *WSIB Functional Abilities Form for Planning Early and Safe Return to Work* for the purpose of assisting our employee returning to work. The work which our employee will be assigned will be ascertained from your report on the *Functional Abilities Form*.

Thank you for your assistance.

Yours Truly,

(Signature)

Name: _____

Position: _____