GAZZOLA PAVING LIMITED
Health & Safety Policy

At Gazzola Paving Limited we place the utmost importance on the health, safety and well-being of our employees. Senior management recognizes the right of workers to work in a safe and healthy work environment , taking every reasonable precaution for the protection of workers in the workplace. To demonstrate this commitment Gazzola Paving Limited has established the corporate goal of 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 assisting in their early and safe return to work through implementation of our Return to Work Program.

The Occupational Health and Safety Act and Regulations, the provincial legislation applicable in our operations, is an important piece of legislation that sets the standards for occupational health and safety in the province of Ontario. Gazzola Paving Limited is committed to meeting or exceeding all of the regulations, duties, and the standards set by the Occupational Health and Safety Act.

The Occupational Health and Safety Act is founded upon the Internal Responsibility System. This is a system based upon the overlapping and concurrent duties, noted below, of corporations, officers, directors, managers, supervisors and workers. At each level of our organization the employer, managers, supervisors and workers must understand their duties and responsibilities as they relate to health and safety and work in full compliance with the Occupational Health and Safety Act and the applicable regulations.

Specifically, Gazzola Paving Limited as employer, is ultimately responsible for worker health and safety. The management of Gazzola Paving Limited is committed to, and promises that every reasonable precaution will be taken for the protection of the workers.

Supervisors are responsible for the health and safety of workers under their supervision and are responsible to ensure machinery, equipment and personal protective devices are safe, and in compliance with established safe practices and procedures. Supervisors will also provide employees with adequate introduction and training programs so that all Gazzola Paving Limited employees are qualified to do their job safely.

Every employee shall use safe work practices on all assignments, work in compliance with the law, and work with established policies and procedures regarding health and safety. We encourage every employee to not only be concerned about their own occupational health and safety, but also to ensure healthy and safe work practices on the part of their co-workers. We recognize the worker's responsibility to report all hazards and unsafe acts/conditions and forbid reprisals against workers fulfilling their responsibility.

The continued success of Gazzola Paving Limited is dependent upon our long standing professional reputation for providing quality products and services in a safe and timely manner. We ask you to do your part and work together with your fellow employees and management in complying with the objectives of our corporate health and safety policies and the provisions of the Occupational Health and Safety Act. Gazzola Paving Limited seeks to encourage a cooperative attitude and approach to health and safety in the workplace by all persons. Maintaining effective communications, a proactive, consultative and cooperative approach to health and safety by workers, superintendents, foremen, management, worker health and safety representatives and outside parties will ensure that our objectives of maintaining a workplace free from hazards, injury and illness can be achieved.

Virgil Gazzola, Vice-President

March 17, 2022
Date

GAZZOLA PAVING LIMITED
Environmental Policy

Gazzola Paving Limited is committed to environmental leadership in all of our business activities. We have established practices and procedures to provide a safe and healthful workplace to protect the environment, conserve energy and natural resources. These practices and procedures will allow us to achieve a healthy and safe environment.

Gazzola Paving Limited is committed to:

- Providing a safe and healthful workplace; ensure personnel are trained and equipped to prevent environmental incidents, and in the event of an incident, respond within their capabilities.
- Disposing of waste safely and responsibly in accordance with applicable laws and regulations.
- Being environmentally responsible in the community where we operate; correcting incidents or conditions that endanger health, safety, or the environment.
- Improving operations and adopting technologies to minimize waste and pollution, and to eliminate health and safety risks.
- Ensuring responsible energy use throughout our business including conserving energy, improving energy efficiency, and choosing renewable over non-renewable energy when feasible.
- Meeting or exceeding all applicable Federal, Provincial and Municipal laws, and work to continually improve our environmental management system.
- Promptly reporting all non-compliance issues and/or incidents in accordance with all applicable Federal, Provincial and Municipal reporting requirements; evaluating causes of non-compliance and implement corrective actions.
- Ensuring periodic review of our compliance with all applicable laws and regulations.
- Maintaining training procedures to ensure all employees are knowledgeable of and are able to comply with all applicable environmental laws and regulations.
- Promptly correcting any practice or condition that is not in keeping with this policy.

Virgil Gazzola, Vice-President

March 17, 2022
Date

GAZZOLA PAVING LIMITED
Visitors Policy Statement

At Gazzola Paving Limited we believe that occupational health and safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make each and every day a safe one and announce your arrival to our staff and sign-in/out upon each arrival. We define visitors under 2 definitions.

Competent Visitor

A competent visitor is someone who have minimum training (WHMIS and Working at Heights where applicable) and received a site specific orientation. In these situations, the following must be maintained;

- Competent visitor is deemed competent to access the identified site areas without a host in accompaniment.
- Competent visitors are required to report concerns, unsafe conditions or situations to their host.

Casual Visitor

The casual visitor is defined where the visitors might not have all required training to function independently and/ or does not receive a site specific orientation. In these situations, the following must be maintained;

- Casual visitors are required to accompany their host at all times.
- Casual visitors are asked to report concerns, unsafe conditions or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their location and activities is worn or used.

To ensure that our employees and visitors are working in a safe environment we kindly insist that these minimum standards be strictly observed for all workplace parties.

- Always wear required personal protective equipment
- Obey all posted signs and warnings
- Only smoke and/or vape in designated smoking areas
- Be alert and yield to vehicular traffic
- Not touch or interfere with work activities, materials or equipment
- Stay with their host and keep out of restricted areas
- Never enter unguarded areas or areas that have been barricaded

In case of emergency

- Call 911 and state the nature of the emergency, location and the person making the call. Stay on the line until information is confirmed.
- If you hear an emergency alarm (i.e. 3 long horn honks), walk to the nearest safe exit and proceed to the grouping area or muster point. Do not leave the site (Everyone must be accounted for).

Virgil Gazzola, Vice-President

March 17, 2022
Date

GAZZOLA PAVING LIMITED
Fit for Duty Policy

Gazzola Paving Limited's Fit for Duty Policy is intended to provide a framework for dealing with the difficult and often sensitive issues stemming from substance abuse and related stress and fatigue. All employees who report to work must be prepared and fit for duties for which they have been hired.

We recognize that substance dependency is considered to be a disability under the Human Rights Code and we intend to comply with the requirements of the Code and any Health & Safety Legislation or required assistance in the implementation of this program.

Definition

Fit for Duty means a state (physical, mental and emotional) which allows the individual to perform assigned tasks competently. Being "Fit for Duty" for any specific task will lie in the sole discretion of the Supervisor for use of Prescription Drugs and Non-Prescription Substances and where applicable and appropriate, other available systems may be used including our Progressive Discipline Policy and removal from site.

Accommodation

Any Employee who is using Prescription Drugs and Non-Prescription Substances and requires accommodation in order to perform the essential duties of a job has a responsibility to communicate the need for accommodation to our management. It is critical that sufficient detail is provided indicating the type and duration of accommodation required and to cooperate in everyone's efforts to respond to the request. We shall review all possibilities to assist the worker with accommodation including transferring a worker to another work location, providing alternate duties, providing a leave of absence, and arranging for professional assistance as required including, when required, obligations of any Union Agreements.

Any employee found by reasonable cause to be under the influence of prescription or non-prescription drugs while performing his or her duties including the operation of company vehicles, may be subject to disciplinary action and or termination.

Maintaining a Valid Operator's License

All individuals that operate equipment or a motor vehicle on behalf of Gazzola Paving Limited are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to your supervisor and the individual will no longer be allowed to drive on behalf of the company. The supervisor will notify the health and safety coordinator or applicable management representative.

The following is prohibited for all workers or Subcontractors doing work for Gazzola Paving Limited:

- Use, possession, offering or sale or distribution of prescription or non-prescription drugs, paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
- Presence in the body of prescription or non-prescription drugs for which a prescription is legally required in Canada, or their metabolites

GAZZOLA PAVING LIMITED
Fit for Duty Policy

For these reasons, we have adopted the following stipulations that will be consistently enforced:

- No workers shall distribute, possess, consume or use alcohol or illegal drugs in any company workplace (including parking areas and other Company grounds).
- No worker shall report to work or be at work under the influence of prescription or non-prescription that may or will affect their ability to work safely.
- A worker shall use prescription or non-prescription drugs while at work as directed by the worker's physician, provided that the physician can supply written notice that the product can be used without adverse effect or limitations to the workers ability to perform their work.
- An acceptable physician supplied written notice should include timing of ingestion, frequency of use, manner of ingestion and duration of use.
- If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report this usage to the supervisor.
- Workers are responsible for reporting any situations where a violation of the company Fit for Duty Policy may have occurred.
- Supervisors are required to investigate any situation where a violation of the Fit for Duty Policy may exist.
- Review available treatment programs regarding the management of prescription or non-prescription abuse related issues in the workplace.
- Where required, establish an employee assistance program and current contact information for rehabilitation centres, alcohol, drug or abuse assistance resources, etc.

Everyone at Gazzola Paving Limited will strictly adhere to all legal stipulations regarding to prescription or non-prescription drug situations within the workplace including but not limited to; human rights, confidentiality of medical information and records, as well as worker privacy.

Successful implementation of this policy will be ensured through effective planning, application, open communications and monitoring of procedures will result in the reduction of workplace incidents.

Virgil Gazzola, Vice-President

March 17, 2022
Date

1-1 Form - VISITOR SIGN-IN LOG

Date (mm/dd/yy)	Name	Company	Person Visiting	Time in	Time out

Section 1-1 – Policies and Statements

PURPOSE

Policy Statements are utilized to communicate the health and safety principles, philosophies and requirements from which the company manages its business activities.

SCOPE

Our Corporate Policy requires every person in the organization to take ownership for the wellbeing of each individual in our employ and in our workplaces. This commitment is described within each policy and is endorsed through Senior Management by signing each of the Corporate Health and Safety Policy Statements.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop or review copies of each policy statements for review and approval from Senior Management.
- Obtain a current and signed copy of each corporate policy statement at the beginning of each calendar year for posting.
- Distribute and make available current and signed copies of each corporate policy statement.
- The Corporate Policy Statements shall be reviewed with each new worker at their company orientation.

Senior Management Responsibilities:

- Review policy on an annual basis with the Health and Safety Coordinator and sign, date and implement the policy as required.
- Ensure the policy statement reflects the organization’s commitment and that the policy statement meets the requirements of all applicable legislation.
- Review the policy and include the updated copy within each annual Health and Safety Program.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- Ensure that the measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure implementation of the policies at all office and site locations.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Assist in the coordination of availability and timelines of JHSC members for meetings and inspections.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Ensure the workplace follow the guiding principles outlined within the corporate policy statements.
- Ensure current and signed copies of the corporate policy statements are available in high traffic areas accessible to all work parties.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to their health or safety.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Follow the guiding principles outlined within the corporate policy statements.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Work in compliance with the provisions of Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor the absence of or defect in any equipment or protective device of which the worker is aware.

PROCEDURE

Policy Statements as a minimum address the following criteria:

- The basic objectives or intent of the policy
- The general responsibilities of Workers, Subcontractors, visitors and suppliers
- Acknowledgement that legislative standards are the minimum requirements
- Intolerance for non-compliance with policies

Policy statements must be regarded by all associated with the business activities of the company as minimum acceptable standards or practices.

The following Policy Statements are our general Health and Safety policy statements and will be implemented as part of this section:

- Health and Safety Policy
- Environmental Policy

- Visitors Policy Statement
- Fit for Duty Policy

In addition, each element or section will start with its own policy statement as required have as required.

Policy statements are reviewed and issued by Senior Management in conjunction with the Health and Safety Coordinator on an annual basis.

The Health and Safety Policy and all other policy statements contained within Gazzola's Heath and Safety Manual must be reviewed annually including the Senior Manager of the company signature and dated.

DISTRIBUTION

Distribution and communication of the policy statements on site will be as follows:

- Posted on the health and safety board as required
- Provided to Management, Supervisors and Workers, during orientation

RECORDS

Records pertaining to the communication of policy statements will be documented through forms utilized for orientation meetings, tool box safety talks and/or other general health and safety meetings.

Section 1-2 - Documents & Records

PURPOSE

The purpose of the Documents and Records Procedure is to identify the necessary documents and records to Gazzola Paving Limited for the effectiveness of the Health and Safety Management System, in addition to the requirements for maintaining, changing, approving and the retention of these documents and records when needed.

SCOPE

This procedure applies to all documents and records created and circulated for use by employees under the name of Gazzola Paving Limited.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Assist Senior Management in identifying documents and records necessary to ensure effectiveness of the Health and Safety Management System.
- Identify documents of external origin that may be necessary for the operation of the Health and Safety Management System.
- Assist in reviewing and updating documents as required, in addition to arranging for providing the updated documents for review and approval by Senior Management and JHSC.
- Ensure documents are approved by Management & JHSC prior to issue and use.
- Ensure current versions of documents are readily available at the point of use.
- Identify Obsolete documents if retained for any reason and prevent their use.
- Identify and retain documents and records as necessary to demonstrate compliance with the requirements of the Health and Safety Management System.
- Communicate information to the appropriate parties regarding any non-conformance identified

Senior Management Responsibilities:

- Identify documents and records necessary to ensure effectiveness of the Health and Safety Management System.
- Perform annual reviews of the Health and Safety Management System including all policies and procedures.
- Reviewing and approving documents prior issue and use.
- Ensure documents and records remain legible and readily identifiable.

Superintendent Responsibilities:

- Assist the Health and Safety Coordinator with communicating information about changes or new versions of documents used to their teams.
- Ensuring submittal of all site documents required and provide copies of records to the office and the Health and Safety Coordinator when required.

- Communicate information to the appropriate parties regarding any non-conformance identified
- Follow-up on the findings and implement recommendations.
- Maintain privacy and confidentiality of company's documents and records.

Foreman Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with this procedure and the Occupational Health and Safety Act and Regulations.
- Review any identified non-conformity with the superintendent and implement the corrective measures required.
- Maintain privacy and confidentiality of company's documents and records.

Workers Responsibilities:

- Working in compliance with this procedure.
- Maintain privacy and confidentiality of company's documents and records.

PROCEDURE:

1. Senior Management with the assistance of the Health and Safety Coordinator will determine the documents and records necessary for the effectiveness of the Health and Safety Management System and perform an annual review.
2. Health and Safety Coordinator to identify documents of external origin that may be necessary for the planning and operation of the Health and Safety Management System (ex. MOL orders, WSIB, IHSA…etc.)
3. Health and Safety Coordinator to ensure documents are approved by Senior Management and JHSC prior to issue and use.
4. Review, update, re-approve or withdraw documents as necessary.
5. Health and Safety Coordinator to ensure changes to documents are applied and that the current versions of documents are identified and tracked using:
    a. Date of the latest revision at the footer of the document. (Some documents require an annual review)
    b. Date of the latest Management or JHSC review form of the document. (Some documents require an annual review)
6. Health and Safety Coordinator to ensure the current versions of the applicable documents are readily available at the point of use for the applicable employees.
7. Health and Safety Coordinator to identify any retention of obsolete documents and to prevent their use by:
    a. Communicating the latest revisions of all documents to the applicable employees who use them
    b. Communicating information to the appropriate parties regarding any non-conformance identified

8. Health and Safety Coordinator must be able to identify and retain any record as necessary to demonstrate conformity with the requirements of the Health and Safety Management System.
9. Documents and records must be maintained securely to protect privacy and confidentiality
    a. Any employee who will be found in violation with privacy and confidentiality of the company's documents and records will be subject to the progressive discipline policy
10. Gazzola Paving Limited will ensure that documents and records remain legible and readily identifiable.

NECESSARY DOCUMENTS AND RECORDS

- All Health and Safety Policy Statements
- All Health and Safety Procedures and Programs
- Daily Hazard Assessments (GAZZ Cards)
- List of Critical Tasks
- Workplace Task Standards (Including hazard assessments, safe work practices/procedures & control measures)
- Subcontractors Qualification and Evaluation records
- Company Rules
- Progressive discipline records
- Equipment Inventory
- Maintenance Schedules and Records
- Operator Manuals and Manufacturer's Instructions
- Equipment Pre-use Inspection records
- Training Matrix
- Training Records and Certificates
- Company-wide trainings and meetings (Including attendance and meeting records)
- Orientation Records (Including On-site orientations and Annual refresher orientations) and the Company Hand Manual (The Red Book)
- JHSC meetings (Attendance & Minutes)
- Management meetings (Attendance & Minutes)
- Tailgate/Toolbox talk records
- Workplace Inspection records (Including PPE, daily, weekly and monthly inspections)
- Initial Incident notifications
- Incident Investigation Reports (Including corrective, preventive actions and follow-up)
- Emergency Response Plans/Procedures (For all work locations including different scenarios)
- Emergency drill records
- Emergency equipment inspection records

- Annual statistics
- Current versions of applicable legislations, regulations, standards and other requirements
- Legislative assessments (Including compliance, noise and workplace violence assessments)
- Records of the handling, storage, use and disposal of biological, chemical or physical agents as necessary
- Records of workers' exposure to biological, chemical or physical agents as necessary
- Medical surveillance program records as necessary
- Safety Data Sheets (SDS) (For all hazardous products)
- Traffic protection plans and procedures
- Management review and approval records (Of all policies, procedures and other necessary documents)
- JHSC review and approval records (Of all policies, procedures and other necessary documents)
- External communications (MOL orders, COR audits and recommendations, WSIB records and communications)
- Company Annual Report (Including statistics, trends, objectives and corrective action plans)

Section 1-3 – Health and Safety Responsibilities

PURPOSE

Defined duties and responsibilities helps set the parameters that are necessary in order to successfully implement accident prevention strategies and maintain the Internal Responsibility System.

SCOPE

Duties and responsibilities are defined for all management members and Subcontractors in order to ensure that there is a clear understanding of our company's health and safety performance expectations.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure communication and documentation of workplace responsibilities to all workplace parties though our orientation process.
- Provide annual updates and review of the Health and Safety coordinator and workplace responsibilities.
- Develop corporate health and safety responsibilities for all workplace parties.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information relating to specific responsibilities to applicable parties.
- Respond to and report any nonconformance or deficiencies observed to Senior Management.

Senior Management Responsibilities:

- To review and approve corporate health and safety responsibilities for all work place parties.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Report any nonconformance or deficiencies observed to the Health and Safety Coordinator.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Follow and document objectives outlined under the specific responsibilities.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.

Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the existence of any hazard of which he or she knows.

PROCEDURE

Step 1;

Health and Safety Duties and Responsibilities are defined for the following personnel:

- Senior Management
- Health and Safety Coordinator
- Project Managers
- Superintendent / Foreman
- Workers/Subcontractors
- Health and Safety Representatives
- Consultants/others

Step 2;

All duties and responsibilities will be communicated in writing and through initial orientation and/or other training sessions. Attendance and/or acknowledgement must be maintained and filed accordingly.

Step 3;

Verify that health and safety duties and responsibilities are being fulfilled through audits and evaluations.

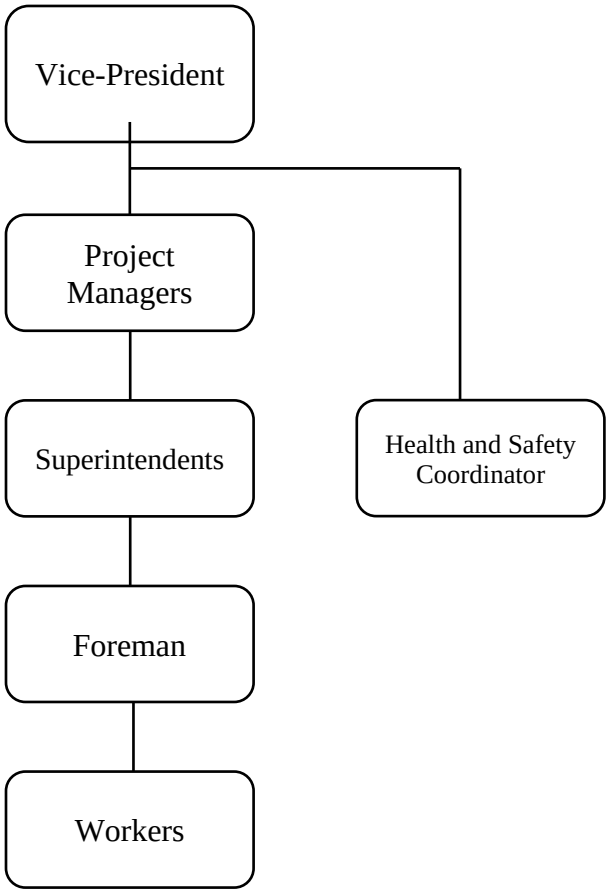
DISTRIBUTION

Duties and Responsibilities will be distributed upon hire and will be contained in the Health and Safety Program and in contract addendum's with Subcontractors. Furthermore, as a minimum, duties and responsibilities will be reviewed on a yearly basis.

RECORDS

All records of training or meetings will be documented with records of such meetings retained on file.

GAZZOLA PAVING LIMITED
ORGANIZATIONAL CHART



HEALTH AND SAFETY RESPONSIBILITIES

In addition to the "Strict Duties" defined in the Occupational Health and Safety Act, the following company specific duties must be adhered to in order to successfully implement our workplace specific health and safety program. Please note that these duties should not be considered all inclusive, rather they should be considered as minimum duties and responsibilities necessary to implement effective accident prevention strategies in our workplaces.

Senior Management

- Take all reasonable care to ensure that workplaces are adhering to the minimum requirements of the Occupational Health and Safety Act and all applicable Regulations.
- Provide necessary resources for the implementation and maintenance of the health and safety program.
- Provide management with written directives for health and safety.
- Obtain regular health and safety updates from the Safety Coordinator.
- To review and approve corporate health and safety responsibilities for all work place parties.
- Where required utilize the Progressive Disciplinary Policy and take progressive disciplinary actions against those who willfully disregard the company policy or legislative health and safety requirements.

Health and Safety Coordinator

- Develop corporate health and safety responsibilities for all workplace parties.
- Provide regular health and safety status reports to senior management based on findings.
- Where required, provide support and guidance for the continuous improvement of workplace health and safety.
- Initiate yearly reviews and updates of the Health and Safety Program.
- Ensure that all new workers have been oriented to the Employee Guidelines – Red Book, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment.
- In conjunction with the Project Manager, bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work
- Communicate with the WSIB relating to the RTW process and existing claims.
- Maintain all documentation related to the injury, WSIB, modified work, and recovery progress.
- Consult with Project Managers and Site Supervisors regarding site specific Emergency Plans and Procedures.
- Ensure that supplies for First-Aid are available and that a person trained in First-Aid is working in the vicinity of the First Aid Station.
- As required, ensure that a safety representative has been selected for the site and/or a Joint Health and Safety Committee has been established when required.
- Collect and maintain "Registration of Constructors and Employers engaged in Construction" forms for all subcontracted employers.
- Liaise with external health and safety groups (e.g. Ministry of Labour, Construction Safety Association of Ontario, etc.).
- Review all workplace inspection reports, Ministry of Labour orders, and investigation reports and provide direction and guidance as is necessary.
- Follow-up on and document health and safety concerns raised by workers and/or subcontractors

Project Manager

- Provide direction and support for health and safety initiatives.
- In conjunction with the Health and Safety Coordinator, provide senior management regular updates on the health and safety performance of workers and respective Projects.
- Know the past health and safety performance of the Subcontractors prior to hiring and hire those who have proven to be good performers.
- Conduct, document and coordinate the Preventative Maintenance activities and program.
- In conjunction with Senior Management bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work.
- Allocate the necessary resources for the successful implementation of the Health and Safety Program on each project.
- Ensure that all new workers have been oriented to the Red Book, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment.
- Provide the necessary guidance to the Site Management Team for the implementation of the health and safety program.
- Define site specific Emergency Plans and Procedures.
- Ensure Orientation meetings with Subcontractors are conducted prior to the commencement of work.
- Ensure that Subcontractors have a health and safety program, appropriate training and equipment/machinery documentation as is required.
- Ensure that regular site safety meetings are held with, staff, workers and subcontractors and that documentation of these meetings are maintained.
- Where required and in conjunction with Senior Management, provide notification to authorities having jurisdiction.
- Gather Registration of Construction Forms from all Employers on site – “Registration of Constructors and Employers Engaged in Construction”.

Superintendent / Foreman

- Implement the Health and Safety Program for Site activities under direct observation.
- Ensure appropriate postings, warnings, locates, site communication, First-Aid and washroom/wash-up facilities.
- Enforce applicable Health and Safety requirements with all Site Management Team Members and Subcontractors.
- Conduct, as a minimum, weekly inspections of the workplace.
- Conduct as a minimum daily Hazard Assessments of the workplace as part of the completion of the GAZZ Card.
- Ensure Orientation meetings with Subcontractors are conducted prior to the commencement of work.
- Respond to recommendations for improvement of workplace health and safety and investigate work refusals or complaints.
- With the assistance of the Site Management Team conduct Accident Investigations and Follow-ups.
- Conduct regular Tool Box Safety Meetings with site staff (maintain documentation)
- Maintain appropriate documentation of health and safety activities.
- Take every precaution reasonable in the circumstances for the protection of a worker.

- Be proactive on all health and safety issues and follow-up on health and safety concerns raised by workers and/or Subcontractors.
- Liaise in a professional manner at all times with the governing authorities.
- Maintain on-site the Registration Forms from all Employers on site – "Registration of Constructors and Employers Engaged in Construction".
- Where necessary make arrangements for injured workers to receive medical treatment and provide the appropriate Medical Treatment Forms.
- **Follow-up** on all workplace inspection reports, Ministry of Labour orders, investigation reports and provide copies to the **Project Manager** and the **Health and Safety Coordinator** immediately.

All Workers -- Rights & Duties

Rights

1. The right to **Participate** in Health and Safety (through Joint Health and Safety Committees)
2. The right to **Know** about hazardous physical and chemical agents (WHMIS)
3. The right to **Refuse** unsafe work
4. The right to **Refuse** work where workplace violence is likely to endanger himself or herself
5. The right to **Stop** Work (certified committee members)
6. The right to a Workplace free of Harassment (Workplace & Sexual) that may put your mental and physical wellbeing at risk

Duties

A worker shall;

- Work in compliance with the Occupational Health and Safety Act and Regulations,
- Use or wear the protective equipment, devices or clothing required by the employer,
- Report to his/her employer or supervisor any unsafe condition the worker is aware of (e.g. protective guard is not in place),
- Report to his/her employer or supervisor any contravention of the Occupational Health and Safety Act or Regulations.

No Worker Shall;

- Remove or make ineffective any protective device required by the regulation or employer, without providing an adequate temporary protective device and the worker must replace the protective device when the need for removing the protective device has ceased,
- Use or operate equipment, machinery, device or thing in a manner that may endanger the safety of himself/herself or any other worker,
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Worker Health and Safety Representatives

In a cooperative manner;

- Meet to discuss health and safety issues pertinent to the workplace. Make recommendations for the continuous improvement of workplace health and safety.
- Identify situations that may be a source of danger or hazard to worker.
- As required, conduct inspections of the workplace and provide recommendations to supervisory staff for improvement where required.
- As required, conduct investigations into Critical Injuries and/or participate in the investigation into a work refusal.
- As required, participate in training and apply the learned knowledge to the improvement of workplace health and safety.

Subcontractors

- Ensure adherence with the criteria stipulated in the Gazzola Paving Limited Project Safety Program.
- Provide the required equipment and devices for the protection of workers and ensure that the workers are aware of the capabilities, limitations, use and care of the equipment or devices.
- Be proactive in the prevention of accidents and injury with all workers, subcontractors and visitors under your control.

Consultants/Others (Architects, Engineers, Suppliers, Testing and Inspection Personnel, Surveyors, Visitors, etc.)

- Be familiar with the Gazzola Paving Limited Health and Safety Requirements and ensure adherence to the requirements at all times.
- Immediately Report any hazards observed on the project to the Site Management team.

Notes: Those working in or around moving equipment/vehicles or machinery must always ensure that they are seen and have established procedures for their work that includes the use of **Tear-away Fluorescent Blaze or International Orange Vests and signal persons** when required. These duties will be distributed to consultants and incorporated into their agreements.

- Additional duties apply to Architects and Engineers as defined in OHSA Section 31 as follows;
- An architect or engineer contravenes the Act if, as a result of their advice or certification required by the Act that is made negligently or incompetently, a worker is endangered.