



GAZZOLA PAVING LIMITED Statistics and Records Policy Statement

Gazzola Paving Limited believes that one of the most important requirements to achieve continual improvement is to regularly monitor and measure Health and Safety performance.

To that purpose, Gazzola Paving Limited will ensure that a system is established to document, maintain and keep records on all Health and Safety information required by the Company's Health and Safety Management System and internal policies and procedures.

Records will include but not limited to:

1. Near Miss Reports
2. First Aid Treatments
3. Accident Investigation Reports
4. Regulatory Inspection Reports

Gazzola Paving Limited will analyze the collected records to extract statistical data for all locations where work is being performed. Statistical data collected will be used to identify trends and compare Health and Safety performance of the company with past performance. Statistical data will be measured using qualitative and quantitative measures appropriate to the company's operation while considering leading and lagging performance measures.

Gazzola Paving Limited will record the statistical data along with the analysis and the resulting trends identified on the Annual Report during the annual review process. The annual report including all recorded data will be communicated with all employees during the Annual Refresher Orientation.

Virgil Gazzola, Vice President

March 17, 2022

Date

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PURPOSE

Our Health and Safety statistical data must be reviewed on a regular basis and at least annually based on the records generated by all work locations and kept on file at head office location. This will help identify needs and trends to help achieve continuous improvement of our Health and Safety Management System.

SCOPE

Health & Safety records for all work locations will be kept and used for the extraction of statistical data to help in measuring the Health and Safety performance and the comparison with past performance.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Identify and collect necessary Health and Safety records from all work locations
- Keep copies of the necessary records from all work locations
- Classify and analyze the data from the records in a statistical manner to allow an accurate measurement of the Health & Safety Performance and comparison with past performance
- Schedule and hold Management Health and Safety review meetings to identify trends relating to the records of all necessary Health and Safety Information
- Record and distribute meeting minute's and updates to the appropriate parties as required.
- Create an annual report that will include an analysis of the statistical data extracted from all records all year long from the information reviewed and approved within each management meeting.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Record and communicate the resulting information to the appropriate parties during the Annual Refresher Orientations

Senior Management Responsibilities:

- Direct and participate in the Management Health and Safety review meetings to identify trends relating to the records of all necessary Health and Safety Information
- Ensure regular and on-going monitoring and measuring of Health and Safety Performance and comparison with past performance
- Ensure statistical data is analyzed and trends are identified to measure the Health and Safety performance of the Company on a regular basis and at least annually on the Annual Report
- Review and approve the Annual Report including trends identified from the analysis of statistical data from records
- Ensure the results of the Annual report are recorded and communicated with all relevant workplace 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;

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Project Manager Responsibilities:

- Participate and provide input when requested with all necessary information and records from work locations.
- 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:

- Participate and provide input when requested with all necessary information and records from work locations.
- Ensure all required Health and Safety Information are completed and records are kept on site
- Ensure copies of all required records are sent to the Health and Safety Coordinator at the Office
- 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:

- Assist the superintendent in completing and maintaining all required Health and Safety records on site.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- 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.
- 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:

- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- 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 any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

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PROCEDURE

The Site Superintendent shall provide the Health and Safety Coordinator with completed Health and Safety records of all information and forms required to be completed on site.

The Health and Safety Coordinator will classify and analyze the data received to provide a statistical figure of the Health and Safety performance to help identify trends.

This analysis will be provided to Senior Management regularly in the Quarterly Management Meetings for review.

Statistics

Statistics will be used to monitor hazards, reports, incidents, records and the success of the Health and Safety Program. Gazzola will use daily, weekly and monthly reporting to track trends and identify prevention opportunities through the use of Leading and Lagging Indicators.

Leading indicator: is an indicator that signals future events or positive efforts towards preventing injury and illness (e.g. inspections completed, use of safe work practices, etc.). Examples of leading indicators include:

- Number of health and safety training hours by job / risk classification
- Number of workplace Daily, Weekly and Monthly inspections / audits performed in a project/work location
- Number of work orders or accident/incident investigations performed
- Number of “near miss” incidents reported and addressed
- Percentage of immediate closure of OHS inspection / hazard findings
- Percentage of safe behaviours observed in the workplace
- Percentage completion or implementation of planned site OHS programs
- Percentage of personal protective equipment (PPE) compliance
- Number of Safety Meetings Conducted
- Number of Safety Talks, Tailgate Talks performed
- Number of Daily GAZZ Cards completed

Lagging Indicators: measure facts about past events. Examples of lagging indicators include things like:

- Injury frequency and severity
- Near hits (frequency, trend)
- Fatality or other accidents
- Lost workday rate
- Absenteeism
- Chemical spills
- Ministry of Labour orders
- Workers’ compensation claims (trends and amounts)

Gazzola Paving Ltd. will monitor and measure its OHS performance using leading and lagging indicators on a regular basis while taking into consideration quantitative and qualitative approaches for both indicators, including.

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Leading Indicators	<ul style="list-style-type: none"> • GAZZ Cards • Safe behaviours • PPE Compliance • Legal Compliance • Safety Meetings • Tailgate Talks • Near Miss Reports • Site Inspections • Equipment Inspections • Safety Training • JHSC meetings 	Quantitative Approach	<ul style="list-style-type: none"> • Number of inspections completed • Number of safety/tailgate talks completed • Percentage of Compliance • Number of Hazards removed or dealt with • Number of training completed • Numbers of JHSC meetings and compliance
		Qualitative Approach	<ul style="list-style-type: none"> • Quality of reports • Completeness of reports • Quality of Training • Follow-up on inspections and hazards identified • Quality of JHSC recommendations
Lagging Indicators	<ul style="list-style-type: none"> • Injuries & Medical Aid • Lost time injuries • Fatalities and critical injuries • First aid • MOL Orders • Work Refusals • WSIB claims 	Quantitative Approach	<ul style="list-style-type: none"> • Number of Injuries and reports • Number of work refusals • Number of MOL orders • Number of WSIB claims • Number of outstanding items from reports, compliance orders of JHSC meetings
		Qualitative Approach	<ul style="list-style-type: none"> • Frequency, trends and types of injuries • Quality of corrective and preventive actions identified • Immediate closure of Compliance orders • Quality of follow-up and completeness of reports and closure of items

Trends may become apparent and proactive prevention methods will be focused on these areas. Gazzola Paving Ltd. will track, analyze, review and trend statistical data for:

1. Near Miss incidents
2. First aid injuries and treatment records
3. Workplace Incidents (Will include various types of events such as work refusals, Violence & Harassment Incidents, Subcontractor incidents, property damage, chemical spills.....etc.)
4. Vehicle Accidents
5. Hospital/Medical Aid Incidents
6. Critical Injuries
7. MOL Compliance Orders

This data will be included presented at least annually in the Company's Annual Report as an assessment of the health and safety performance to evaluate the effectiveness of any improvement efforts. This information will be compared to the previous years' data to identify any progress made or decline in performance.

RECORDS

Supervisors must keep records of all Health and Safety forms and required information on site in addition to sending copies of these records to the Health and Safety Coordinator at the Office.

All results, records and statistical data extracted will be recorded and presented as part of the Company's Annual Report.

COMMUNICATION

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All results, records and statistical data extracted will be recorded and communicated with all employees at least annually during the Annual Refresher Orientations.