



GAZZOLA PAVING LIMITED Management Review Policy

The Senior Management at Gazzola Paving Limited is committed to regular review of the Occupational Health and Safety Program. Management review will be conducted regularly during management safety meetings for all aspects of the health and safety program including policies, procedures, documents and recorded safety performance indicators.

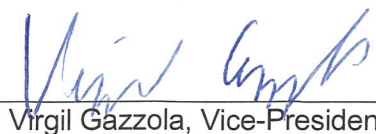
Senior Management of Gazzola Paving Limited is also committed to an annual review of the Occupational Health and Safety program in its entirety in addition to the review of yearly statistical data collected with the aim of assessing the success and effectiveness of the Occupational Health and Safety Program and Continuous Improvement.

The Senior Management at Gazzola Paving Limited will initiate and maintain an action plan for continuous improvement based on the annual review. The continuous improvement plan will be based on current health and safety trends such as:

- Injury/illness cause,
- Workplace inspections,
- Injury/incident investigations,
- Hazard reports,
- Work refusal reports,
- Joint health and safety committee recommendations, and
- All other health and safety information available.

Improvement opportunities from the above list will be developed as current health and safety objectives.

All improvements to Gazzola Paving Limited health and safety program will be recorded, and the revisions will be communicated to all employees through the health and safety posting board, or where necessary, through a training or orientation session.



Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Management of Change Policy Statement

Gazzola Paving Limited believes that change must be managed, starting with proper assessments when there is a need for change, going through an approval system for agreed changes and communicating all change results to all applicable parties.

Gazzola Paving Limited will identify situations where change is needed, that will include as a minimum:

1. Changes in the applicable legal requirements
2. Significant changes in our work processes, equipment, control measures, organization or work locations
3. Introduction of new products, processes or services
4. Introduction of new Health & Safety knowledge or technology
5. Any other change that may have a significant effect on our Health & Safety Management System

All approved changes must go through the process of task and hazard assessments to identify the resulting hazards and the appropriate control measures that must be taken.

Gazzola Paving Limited will communicate changes to the Health and Safety Management System on at least annual basis during the Annual Refresher Orientations for all employees. Gazzola Paving Limited will also assess training needs and perform training on significant changes when required.

Gazzola Paving Limited will maintain records of all applied changes to the Health & Safety Management System in addition to the corresponding communication with all applicable parties.

Virgil Gazzola, Vice-President

March 17, 2022

Date

Section 14-1 – Management Review

PURPOSE

Senior Management at Gazzola is committed to an annual review of the Occupational Health and Safety Management System in its entirety with the goal of ensuring continuous improvement of the Health and Safety Management System and ensuring compliance is maintained with the most current legislative requirements.

SCOPE

Where changes and summaries must be made, it is necessary to have an approval system in place to ensure that company objectives and activities are reviewed by approved personnel and distributed appropriately.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Schedule and hold quarterly management Health and Safety review meetings to identify actives relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Record and distribute meeting minute's and updates to the appropriate parties as required.
- Create an annual report summarizing and identifying trends from the information reviewed and approved within management meetings.
- During the annual review of all the Health and Safety Programs, Procedures, Policies and Guidelines, identify appropriate targets and objectives to be completed annually.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Direct and participate in the quarterly management Health and Safety review meetings to identify actives relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Annually sign and authorize the updates as required.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- 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 to all distributed documentation from the annual review.
- 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 to all distributed documentation from the management meetings.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- 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, 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.

Section 14-1 – Management Review

MANAGEMENT REVIEWS

- **Bi-Monthly Reviews:**

The Health and Safety Coordinator will schedule bi-monthly management meetings to review and identify activities relating to company related statistics, investigations, reports, disciplinary actions and inspection findings with follow up activities.

Specific agenda items and topics will be standardized where the Health and Safety Coordinator will prepare summaries and meeting content prior to each set meeting.

Completed and approved packages will be distributed at this time by the Health and Safety Coordinator. Revisions to the Health and Safety Manual shall be made by the Health and Safety Coordinator in consultation with Senior Management. Follow up on each activity will be reviewed during the following meeting if required.

The Health and Safety Coordinator will document the meeting content and any changes and to communicate the changes to the workforce.

- **Annual Review:**

In addition to on-going reviews of different aspects of the Health and Safety Management System on the bi-monthly safety meetings, Senior Management will conduct a full annual review of the Occupational Health and Safety Management System in its entirety. The goal is to ensure continuous improvement of the Health and Safety Management System and ensuring compliance is maintained with the most current legislative requirements.

The annual review will be documented using the Annual Management Review Form (14-1-1) and records will be kept and maintained as part of the Annual Report at the office.

ANNUAL REVIEW PROCEDURE

The Health and Safety Coordinator shall provide Senior Management with completed packages of related health and safety material for the annual review.

The annual review will include, but is not limited to:

- Evaluation of all elements of the Health and Safety Management System.
- The Health and Safety Performance of the Company and how it stands in comparison with past performance (3 years) based on the statistical data collected as per Gazzola Statistics and Records Procedure.
- Status of actions and any outstanding items from previous management reviews.
- Status of completion of the last annual Health and Safety Objectives and to what extent these objectives have been met.
- The results of all internal and external audits conducted on the Health and Safety Management System including COR audits.
- All identified changes or updates required to the Health and Safety Policies.
- Hazard and risk assessments and any related changes or updates identified to be required.
- Workplace Task Standards (WTS).

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- Evaluation of compliance with legal requirements as per Gazzola Legislation and other requirements procedure in addition to any change in circumstances to Health and Safety as a result of developments in these identified legislations or technology.
- Workplace Inspection reports and significant findings identified.
- Results of Investigation of injuries and illness data including all trends identified and the implementation of corrective and preventive actions taken and their current status.
- Results of the communication and consultation with employees and the Health and Safety Representatives on all Health and Safety related meetings.
- Work refusal situations and any related reports.
- All significant communication from external parties including (MLTSD, WSIB, IHSA....etc.)
- Any identified barriers to worker participation in the Health and Safety Management System.
- A general review and assessment of all significant recommendations and opportunities for continuous improvement identified by any workplace party through any means of internal or external communication.

ANNUAL REPORT

Annually, the Health and Safety Coordinator will create an annual report summarizing and identifying trends from the information reviewed and approved during the annual review. The annual report will summarize relevant injury, incident and site related trends with the goal to communicate positive findings and identify areas where improvements can be made. This information will be summarized from the findings and topics covered on the annual review. The annual report may include reviews performed by management during the bi-monthly management meetings as required.

The annual report will include, but not limited to, the following:

- Status of completion of the last annual Health and Safety Objectives and to what extent these objectives have been met.
- Any updates to the Health and Safety policies.
- Any updates to policies, programs, procedures, documents or elements of the Health and Safety Management System and any revisions as appropriate.
- Results of measuring Health and Safety Performance and a comparison of 3 years of annual cycle performance based on the statistical data collected as per Gazzola Statistics and Records Procedure.
- Measurable Health and Safety Objectives for the new annual cycle.
- An action plan to achieve the identified new objectives.
- Required resources to achieve the identified new objectives.

Actions taken to remove any identified barrier to worker participation in the Health and Safety Management System.

The Annual Report will also be documented on the Annual Review Form (14-1-1) and records will be kept and maintained at the office.

Section 14-1 – Management Review

DISTRIBUTION

All revisions will be distributed using the 4S system to any member of the company who has a copy of the Health and Safety Manual, including;

- the Foreman,
- the Superintendent
- the Project Manager
- the Health and Safety Coordinator
- All workers

RECORDS

All revisions made to the health and safety program will be documented and retained on file at head office.

COMMUNICATION

The results of the annual management review in addition to the new objectives and action plan will be communicated with all employees using the 4S system in the form of the Complete Annual Report.



ANNUAL MANAGEMENT REVIEW FORM

Location of Meeting:		
Meeting Date:	Start Time:	End Time:
Minutes Prepared By:		

Attendance		
Name	Title/Position	Signature
Meeting Chair:		
Minute Recorder:		

Agenda Items to Be Discussed	
Item	Review Topics
1.	Review of Previous Continual Improvement Action Plan, Previous Objectives & their status <u>Discussion:</u>
Program Elements	
2.	Health & Safety Policy Statement <u>Discussion:</u>
3.	Section 1-1 (Policies & Statements) 1B – Environmental Policy Statement 1C – Visitors Policy Statement 1D – Fit to Work Policy Statement <u>Discussion:</u>
4.	Section 1 Procedures (forms included) 1-2 Documents & Records Control Procedure 1-3 Duties & Responsibilities <u>Discussion:</u>
5.	Section 1 Records, findings & recommendations for improvement (Effectiveness of Document & Records Control)
6.	Section 2 (Hazard Assessment, Analysis & Control) Policy Statement <u>Discussion:</u>



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7.	Section 2 (Hazard Assessment, Analysis & Control) Procedures (forms included) 2-1 Pre-project Requirement 2-2 GAZZ Card – Daily Hazard Assessment Procedure 2-3 Workplace Task Standards (WTS) Procedure <u>Discussion:</u>
8.	Section 2 (Hazard Assessment, Analysis & Control) Records, findings & recommendations for improvement Review of GAZZ Card Records Review of WTS List Review of all WTSs <u>Discussion:</u>
9.	Section 3 (Controls) Policy Statement <u>Discussion:</u>
10.	Section 3 (Controls) Procedure (forms included) <u>Discussion:</u>
11.	Section 3 (Controls) Records, findings & recommendations for improvement Review of Daily GAZZ Card Controls Review of WTS Controls Review of Controls Effectiveness <u>Discussion:</u>
12.	Section 4 (Procurement & Contractor Management) Policy Statement <u>Discussion:</u>
13.	Section 4 (Procurement & Contractor Management) Procedure (forms included) <u>Discussion:</u>
14.	Section 4 (Procurement & Contractor Management) Records, findings & recommendations for improvement Review of Subcontractors Applications Review of Subcontractors Performance Evaluations <u>Discussion:</u>
15.	Section 5 (Company Rules) Policy Statement <u>Discussion:</u>
16.	Section 5 (Company Rules) Procedure (forms included) <u>Discussion:</u>
17.	Section 5 (Company Rules) Records, findings & recommendations for improvement Review of Recorded Safety violations Review of Progressive discipline records <u>Discussion:</u>



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18.	Section 6 (Personal Protective Equipment PPE) Policy Statement <u>Discussion:</u>
19.	Section 6 (Personal Protective Equipment PPE) Procedure (forms included) <u>Discussion:</u>
20.	Section 6 (Personal Protective Equipment PPE) Records, findings & recommendations for improvement Review of PPE availability & Effectiveness Review of PPE Inspections <u>Discussion:</u>
21.	Section 7 (Preventative Maintenance) Policy Statement <u>Discussion:</u>
22.	Section 7 (Preventative Maintenance) Procedure (forms included) <u>Discussion:</u>
23.	Section 7 (Preventative Maintenance) Records, findings & recommendations for improvement Review of Inventory Review of Implementation & Effectiveness of Preventative Maintenance <u>Discussion:</u>
24.	Section 8-1 (Training) Policy Statement <u>Discussion:</u>
25.	Section 8-1 (Training) Procedure (forms included) <u>Discussion:</u>
26.	Section 8-1 (Training) Records, findings & recommendations for improvement Review of training needs & analysis Review of training effectiveness Review of training matrix Review of Orientation program & records <u>Discussion:</u>
27.	Section 8-2 (Communication) Policy Statement <u>Discussion:</u>
28.	Section 8-2 (Communication) Procedure (forms included) <u>Discussion:</u>
29.	Section 8-2 (Communication) Records, findings & recommendations for improvement Review of Internal communication (H&S Reps/JHSC, Safety meetings, tailgate talks) Review of results of participation & consultation with employees (H&S Reps/JHSC) Review of External communication (MLTSD, WSIB, IHSA) <u>Discussion:</u>



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30.	Section 8-3 (Joint Health & Safety Committees - JHSC) Procedure (forms included) <u>Discussion:</u>
31.	Section 8-3 (Joint Health & Safety Committees - JHSC) Records, findings & recommendations for improvement Review of JHSC effectiveness Review of JHSC meetings & minutes <u>Discussion:</u>
32.	Section 9 (Workplace Inspections) Policy Statement <u>Discussion:</u>
33.	Section 9 (Workplace Inspections) Procedures (forms included) 9-1 Workplace Inspections 9-2 Pre-use Inspections <u>Discussion:</u>
34.	Section 9 (Workplace Inspections) Records, findings & recommendations for improvement Review of Workplace Inspection records (Weekly & Monthly) Review of Pre-use Inspection records <u>Discussion:</u>
35.	Section 10 (Investigations & Reporting) Policy Statement <u>Discussion:</u>
36.	Section 10 (Investigations & Reporting) Procedure (forms included) <u>Discussion:</u>
37.	Section 10 (Investigations & Reporting) Records, findings & recommendations for improvement Review of status of investigations and trends identified Review of implementation & effectiveness of corrective & preventative actions and their status <u>Discussion:</u>
38.	Section 11 (Emergency Preparedness) Policy Statement <u>Discussion:</u>
39.	Section 11 (Emergency Preparedness) Procedures (forms included) 11-1 Emergency Plan 11-2 Fall Prevention Plan <u>Discussion:</u>
40.	Section 11 (Emergency Preparedness) Records, findings & recommendations for improvement Review of emergency plans & communication Review of effectiveness of emergency drills <u>Discussion:</u>
41.	Section 12 (Statistics & Records) Policy Statement <u>Discussion:</u>



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42.	Section 12 (Statistics & Records) Procedure (forms included) <u>Discussion:</u>
43.	Section 12 (Statistics & Records) Records, findings & recommendations for improvement Review of OHS performance Trend Analysis (Measurement of company performance and comparison with last performances) <u>Discussion:</u>
44.	Section 13 (Legislation & other requirements) Policy Statements Return to Work Policy Statement Workplace Harassment Prevention Policy Statement Workplace Violence Prevention Policy Statement <u>Discussion:</u>
45.	Section 13 (Legislation & other requirements) Procedures (forms included) 13-1 Legislation & Other requirements 13-2 Workplace Violence & Harassment 13-3 First Aid 13-4 Workplace Hazardous Materials Information System (WHMIS) 13-5 Return to Work (RTW) 13-6 Traffic Management Plan 13-7 Confined Space Entry Procedures <u>Discussion:</u>
46.	Section 13 (Legislation & other requirements) Records, findings & recommendations for improvement Review of Legislative Compliance (Evaluation of Legislative Compliance) Review of Violence & Harassment Incidents, Complaints & Investigations Review of Workplace Violence Assessments Review of First Aid records Review of Occupational health Incidents/records Review of WSIB claims & reports Review of traffic management records Review of Confined space entry records and implementation <u>Discussion:</u>
47.	Section 14-1 (Management Review) Policy Statement <u>Discussion:</u>
48.	Section 14-1 (Management Review) Procedure (forms included) <u>Discussion:</u>
49.	Section 14-1 (Management Review) Records, findings & recommendations for improvement Review effectiveness of Management review Review of action from previous management reviews Review annual reports <u>Discussion:</u>
50.	Section 14-2 (Management of Change) Policy Statement <u>Discussion:</u>



ANNUAL MANAGEMENT REVIEW FORM

51.	Section 14-2 (Management of Change) Procedure (forms included)
	<u>Discussion:</u>
52.	Section 14-2 (Management of Change) Records & Findings Review of Changing circumstances related to OHS Review of implemented changes & their effects
	<u>Discussion:</u>
53.	Review Previous Audits (Internal & External)
	<u>Discussion:</u>
54.	Review Work refusal situations and any related reports if any
	<u>Discussion:</u>
55.	Review any identified barriers to workers' reporting and participation to the HS Management System
	<u>Discussion:</u>
56.	Other Relevant Items
	<u>Discussion:</u>

Annual Report

Measuring Performance (Statistics & Records)

Annual Work summaries by project:

Every project had knowledgeable Foremen/Superintendents who would monitor and track all paperwork on site. Senior management, Superintendents, Foremen, and workers continuously work together to incorporate (and improve) the newer concepts of Gazzola's Health and Safety Program.

Project A:

Leading Indicators:

Daily JHA (Gazz Cards)	Orientation	Weekly Inspections	Monthly Inspections	Tailgate Talks

Lagging Indicators:

Near Misses	First Aid	Workplace Incident	Vehicle Accident	Hospital/Medical Aid	Critical Injuries	MLTSD Orders



ANNUAL MANAGEMENT REVIEW FORM

Annual Statistics & Comparison 20XX vs 20XX vs 20XX:

	Near Miss	First Aid	Incident	Vehicle Accident	Hospital / Medical Aid	Critical Injury	MLTSD Orders
20XX Annual Summary							
Quarter 1 (Jan-March)							
Quarter 2 (April-June)							
Quarter 3 (July-Sept)							
Quarter 4 (Oct-Dec)							
20XX Annual Summary							
Quarter 1 (Jan-March)							
Quarter 2 (April-June)							
Quarter 3 (July-Sept)							
Quarter 4 (Oct-Dec)							
20XX Annual Summary							
Quarter 1 (Jan-March)							
Quarter 2 (April-June)							
Quarter 3 (July-Sept)							
Quarter 4 (Oct-Dec)							

Trends & Recommendations:

- Leading:

Daily JHA (Gazz Cards):

Site Orientations:

Weekly Inspections:

Monthly H&S Rep/JHSC Inspections:

Tailgate talks:

Daily Pre-use Inspections:



ANNUAL MANAGEMENT REVIEW FORM

	<ul style="list-style-type: none"> • <u>Lagging:</u> <p><u>Near Misses:</u></p> <p><u>First Aid:</u></p> <p><u>Incident</u></p> <p><u>Vehicle Accident</u></p> <p><u>Hospital / Medical Aid</u></p> <p><u>Critical Injury</u></p> <p><u>MLTSD Order</u></p>
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Objectives for 20XX

Based on the annual management review and the annual report, the following objectives have been identified for 20XX:

1.	
2.	
3.	
4.	
5.	

Action Plan

Item	Objective	Action	Resource	by	Target Date
1					
2					
3					
4					
5					

Management Review

Approved by:
Virgil Gazzola, Vice-President

Date:

Section 14-2 – Management of Change

PURPOSE

Our health and safety policies, programs, systems and procedures must be reviewed upon the implementation of significant changes to ensure that it remains in compliance with current regulations and that it meets the needs of the company.

SCOPE

Where changes or new additions must be made to the existing systems and procedures, it is necessary to have a proper assessment of the changes in addition to going through the approval system to ensure that company objectives and activities are reviewed by approved personnel and distributed appropriately.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Schedule and hold Management Health and Safety review meetings to identify actives and changes relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Record and distribute meeting minute's and updates to the appropriate parties as required.
- Identify significant Health & Safety changes in work processes, control measures or equipment.
- Undergo an assessment of the changes and providing reports with the results of the assessment for Management review and approval.
- Identify and arrange new training needs resulting from the proposed changes.
- Create an annual report that includes summarizing and identifying changes to the Health & Safety Management System from the information reviewed and approved within each management meetings.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Communicate the introduction of new tasks/services or equipment with the Health & Safety Department to ensure a proper assessment takes place
- Direct and participate in the Management Health and Safety review meetings to identify actives and changes relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Sign and authorize the updates as required as part of approval letters.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- 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.

Section 14-2 – Management of Change

Project Manager Responsibilities:

- Participate and provide input when requested to all distributed documentation from the system review.
- 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 to all distributed documentation from the system review.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- 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, 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.

PROCEDURE

The Health and Safety Coordinator shall provide Senior Management with completed packages of related health and safety material.

The packages will include Health & Safety assessment results upon and in relation to the following:

Section 14-2 – Management of Change

1. Changes in Legal requirements including the OSHA and all applicable regulations.
2. Significant changes made or introduction of new work processes, control measures, equipment, organization or locations.
3. The introduction of new products, processes or services.
4. New developments in the Health & Safety knowledge or technologies utilized by the Company.
5. Any other change that may have a significant effect on the Health & Safety Management System.

It is the responsibility of management to ensure that approved changes are implemented, maintained and communicated to ensure a safe working environment.

When this review has been completed by Senior Management, an approval letter will be issued stating the documents reviewed, verdict and final approval signature. This will be done to meet the requirements of Section 25(2)(j) of the Occupational Health and Safety Act and to ensure all programs, policies and procedures are in line with current legislated requirements. All required changes will be integrated to the Health and Safety Manual during the annual review at the end of each calendar year, unless legislative requirements require emergency review.

With the approval letters, the **Health and Safety Coordinator** will schedule quarterly management meetings to review and identify activities and changes relating to the approval letters as well as company related statistics, investigations, reports, disciplinary actions and inspection findings with follow up activities.

Specific agenda items and topics will be standardized where the **Health and Safety Coordinator** will prepare summaries and meeting content prior to each set meeting.

The Health and Safety Coordinator will create/revise hazard assessments and control measures assessments for all the changes approved by management when required.

The Health & Safety Coordinator will identify training needs coming up as a result of the changes. The Health & Safety Coordinator will arrange these trainings for the required workers.

Completed and approved packages will be distributed at this time by the **Health and Safety Coordinator**. Revisions to the Health and Safety Manual shall be made by the **Health and Safety Coordinator** in consultation with **Senior Management**. Follow up on each activity will be reviewed during the following meeting if required.

The **Health and Safety Coordinator** will use the Management Meeting Minutes Template to document the meeting content and any changes and to communicate the changes to the workforce.

Annual Approval of the Occupational Health and Safety Program and the proposed changes by Senior Management

Annually, while creating the Company's annual report, the **Health and Safety Coordinator** will ensure that the report includes all changes that were approved into the Health & Safety Management System from the information reviewed and approved within each management meetings from that year. This policy and annual report will summarize relevant changes with the goal to communicate them with the workforce.

Section 14-2 – Management of Change

DISTRIBUTION

All revisions will be distributed to any member of the company who has a copy of the Health and Safety Manual, including;

- the **Foreman**,
- the **Superintendent**
- the **Project Manager**
- the **Health and Safety Coordinator**

RECORDS

All revisions made to the health and safety program will be documented through approval letters and retained on file at head office indefinitely.

COMMUNICATION

All information concerning occupational health and safety will be communicated by management and the Joint Health and Safety Committee/Health and Safety Representative on a regular basis. Management and the Joint Health and Safety Committee/Health and Safety Representative will regularly monitor each health and safety bulletin board to ensure all health and safety information is posted and updated.

All managers, supervisors and workers will be notified of the results of the review and will be orientated on the changes to the system during the Annual Company-wide Orientations.