



## GAZZOLA PAVING LIMITED

### Communication Policy Statement

Gazzola Paving Limited believes that on-going communication and keeping open channels plays an essential role in maintaining a healthy and a safe workplace.

Gazzola Paving Limited is committed to remove information barriers by communicating the latest and all updated health and safety information with all parties. This approach will help our employees take the right decision when it comes to health and safety issues or concerns.

Gazzola Paving Limited will adopt numerous ways of communicating information internally, which includes but are not limited to:

1. JHSC Meetings
2. Management Meetings
3. Workplace Orientations
4. Annual Refresher Orientations
5. Tailgate Safety Talks

Gazzola Paving Limited will hold at least one Company wide meeting known as the Annual Refresher Orientation for all employees that will include the Occupational Health and Safety Management System and its implementation. The Orientation Package will include Safe Work Practices (SWP), workplace health and safety responsibilities, Workplace Task Standards (WTS), requirements, obligations and rights and significant changes to the Health & Safety systems

Gazzola Paving Limited commits to perform all types of communication in a manner that will be understood by the receiver of the message and in an environment that allows the opportunity for input and feedback from all participants.

Gazzola Paving Limited will receive, document, respond and maintain records of internal and external Health and Safety Communications as required.

A handwritten signature in blue ink, appearing to read 'Virgil Gazzola', is written over a horizontal line.

Virgil Gazzola, Vice-President

**March 10, 2023**

Date





## GAZZOLA PAVING LIMITED

### Training Policy Statement

Gazzola Paving Limited believes that training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.

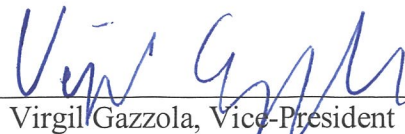
To that purpose, Gazzola Paving Limited will ensure that all employees have acquired the proper training and education upon hiring and before performing any task. The training needs will be assessed according to the company training needs and the legislative requirements and will be provided by competent trainers only.

Gazzola Paving Limited is also committed to train all employees on the company's Occupational Health and Safety Management System including information on the purpose, roles, responsibilities and rights, importance of conformity, potential consequences for deviations and non-compliance and importance of participation within the System.

Gazzola Paving Limited will ensure that all workers receive a proper Orientation using the Company Specific Employee Guideline - Red Book Package. The Orientation will provide every company employee with the specific health and safety expectations prior to commencing their employment obligations. Orientations are mandatory for all workers and is completed for new, returning and workers changing positions.

Copies of the Red Book will be provided to the employees hired, in addition to receiving the yearly updated version during the Annual Refresher Orientations.

Gazzola Paving Limited will maintain records of training certificates and completed Orientations of all employees, while also entering the appropriate data digitally into a Training Matrix.

  
Virgil Gazzola, Vice-President

**March 10, 2023**  
Date



## Section 8-1 - Training

---

### PURPOSE

Ongoing training and education will be used to ensure that all management staff and workers receive the appropriate training to supervise and/or perform their jobs safely.

Moreover, when hiring employees to conduct work on behalf of the company, it is important that the employee has been made aware of the company specific safety requirements and the other site-specific policies.

### SCOPE

Training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.

In addition to that, Worker Orientation using the company specific Employee Guideline - Red Book package will provide every company employee with the specific health and safety expectations prior to commencing their employment obligations. Worker Orientation's to include review of the Workplace Task Standards (WTS).

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Identify Health & Safety Competencies needed to perform different tasks
- Schedule all required training with applicable workers, Foreman and Managers.
- Maintain records and record completion dates of training on a training matrix.
- Assist in developing corporate health and safety training documentation, policies and procedures where required.
- Assist in conducting orientations and collecting documents and ensure both parties sign the documents.
- Assist in coordinate the communication and confirmation of the Red Book during orientation as needed.
- Schedule any required re-orientation of the Red Book package based on revision or addition of required content.
- Maintain all documentation related to the Red Book and orientation progress on the 4S electronic platform.
- Gather existing training and certification documents from employees completing the orientation process.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- 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 are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

## Section 8-1 - Training

---

### Project Manager Responsibilities:

- Assist in scheduling all required training with applicable workers, and Foreman.
- 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:

- Assist in scheduling all required training with applicable workers, and Foreman.
- Conduct site orientations and collecting documents and ensure both parties sign the documents.
- Coordinate the communication and confirmation of the Red Book during orientation as needed.
- Complete all documentation related to the site orientation progress including the Orientation and Sign Offs.
- Assist the Health and Safety Coordinator to gather existing training and certification documents from employees completing the orientation process.
- Communicate with the Health and Safety Coordinator that a worker has successfully completed the orientation process with the identified paperwork.
- 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 in scheduling all required training with all applicable workers.
- Ensure site level training records are maintained and up to date.
- Ensure that all workers who are under their supervision have successfully received an orientation.
- 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.

## Section 8-1 - Training

---

### Workers Responsibilities:

- Participate in the health and safety workplace orientation either in person or by on-line training platforms.
- Complete Red Book review, training documentation and other relevant documentation identified by Gazzola.
- Advise Foreman of required or expired training requirements.
- 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.

### TRAINING PROCEDURE

#### Management of Training

The **Health and Safety Coordinator** will review documentation of recent training received by all members of the team and recorded on the electronic / web-based Training Matrix. Completed training will be tracked using the Training Matrix. Additional training to be arranged as necessary.

Training identified to be required will be provided only by in-house competent trainers, approved 3<sup>rd</sup> party training providers or by the use of web-based Health & Safety Programs such as 4S electronic platform currently being used by Gazzola . All trainings must include means of evaluation of training such as written evaluations.

Certain training requirements must be provided before starting work or performing tasks including Legislated Mandatory Training and any other training deemed to be necessary before performing a task.

Accordingly, the **Health and Safety Coordinator** will arrange appropriate training courses in a reasonable time to meet the legislative minimums and our minimum training requirements. At minimum, a corporate training review will be undertaken on an annual basis.

Health & Safety training needs will be determined as part of the training review according to the identified competencies for each task and will include:

- A training needs analysis
- Reviewing legislative or other training requirements
- Taking different levels of responsibilities into training considerations in addition to language skills, abilities and literacy considerations
- Including company specific information on Gazzola's Health & Safety Management System including purpose, roles, responsibilities and rights, importance of conformity, potential consequences for deviations or noncompliance and importance of workers' participation within the HS Management System

**NOTE:** All supervisory staff will receive Ontario's Basic Health and Safety Awareness Training for Supervisors within one week of performing work as a supervisor. Supervisory hirees will act as a Foreman assistant until all training is acquired.

## Section 8-1 - Training

---

**NOTE:** All employees are required to have at minimum MOL Worker Awareness, Orientation covering WHMIS, Accessibility for Ontarians with Disabilities (AODA), Working at Heights Awareness, and Confined Space Awareness.

### ORIENTATION PROCEDURE

All returning employees and new hired workers will be assigned on-line Orientation process which must be completed prior to the start of work. The Superintendent and/or the Health and Safety Coordinator to verify completion of all assigned training including at a minimum, the following steps;

- Complete Orientation (Red Book), WHMIS 2015, Worker Health & Safety Awareness in 4-steps, Workplace Violence & Harrasment for Employees, Fire Extinguisher Refresher and Accessibility for Ontarians with Disabilities (AODA) with testing.
- Complete review of all company tasks including all policies.
- Review all applicable Workplace Task Standards.
- Review any and all training certificates that the employee has and arrange any subsequent company required training accordingly.

Orientation Training is mandatory for all workers including new workers, returning workers and workers changing positions or sites. All completed training will be kept on-line using 4Selectronic platform.

Annually, the Health and Safety Coordinator will hold a startup orientation where all employee will be required to complete the above noted items.

### Young Workers

#### Definition

**“Young Worker”** Any worker under the age of 25 or less than 3 years of industry experience.

**Note:** No person under the age of 16 is allowed to work on a project or to be on a project.

- Young and new workers will be assessed on the project to ensure that their work habits and their comprehension of the Red Book Orientation are adequate to protect their safety.
- Young and new workers will be supervised under the direction of an appropriately experienced worker through the shadowing process.
- The **Foreman** will determine at what point the young or new worker no longer requires direct supervision based the young or new worker’s work habits and comprehension of the safety system.



## Section 8-1 - Training

---

### DISTRIBUTION

The **Health and Safety Coordinator** shall maintain copies of the documentation pertaining to the training requirements on-line using the 4Selectronic platform.

Those employees returning or new hires will be required to complete all on-line training and will be tracked using the on-line program stipulating that they have received, read and understood the company orientation package and expectations.

Subsequent, where a new process or guideline is developed, **Health and Safety Coordinator** will revise the Red Book package and schedule the revised guidelines to be delivered to all workplace parties.

### RECORDS

Training documentation must be maintained by photocopying or uploading training certificates and data into electronic version of the Training Matrix.



## Section 8-2 - Communications

---

### PURPOSE

Ensuring ongoing communication of our Safe Work Practices (SWP), workplace health and safety responsibilities, Workplace Task Standards (WTS), requirements, obligations and rights and significant changes to the Health & Safety systems

Our Employee Guidelines – Red Book is an essential tool for this ongoing communication in addition to the initial and refresher Orientations.

### SCOPE

The Red Book will provide every company employee with the specific workplace standards and health and safety expectations prior to commencing their employment obligations in addition to acting as an annual refresher on the same subjects/topics.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop the corporate health and safety annual orientation package.
- Maintain all documentation related to the JHSC and Management meetings, preparing and recording minutes.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Coordinate the communication and confirmation of the annual orientation package
- Maintain all documentation related to the Red Book and orientation package.
- Distribute Tailgate Safety Talk topics as required.
- Receive completed copies of Tailgate Safety Talks form each Superintendent or Foreman.
- Receive, document and respond to all Internal (Tailgate talks, JHSC meetings, Management meetings, Orientations...etc.) and external (MOL, WSIB, IHSA...etc.) Health and Safety communications
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve the corporate health and safety annual orientation package, policies and procedures.
- Ensure a company-wide Orientation is held at least annually.
- 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.
- The measures and procedures prescribed are carried out in the workplace.

## Section 8-2 - Communications

---

### Project Manager 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.

### Superintendent Responsibilities:

- Assist in the coordination of availability and timelines of JHSC members for safety meetings.
- Participate and provide input when requested to all distributed documentation from safety meetings.
- Conduct site orientations and collecting documents and ensure both parties sign the documents.
- Participate and provide input during the Annual Orientation Company-wide meeting.
- Conduct or ensure that appropriate Tailgate Safety Talks are completed on a weekly basis.
- Ensure that copies (hard copy or electronic) of completed Tailgate Safety Talks are submitted 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.

### Foreman Responsibilities:

- Ensure that all workers who are under their supervision have successfully received an orientation.
- Ensure Tailgate Safety Talk are delivered to all workers on their site as required.
- Record the topics and attendance on the Tailgate Safety Talk form to demonstrate compliance.
- Allow for follow up questions and clarification of topics as needed.
- Participate and provide input during the Annual Orientation Company-wide meeting.
- Ensure, where reasonably possible, that all workplace parties 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

## Section 8-2 - Communications

---

### Workers Responsibilities:

- Participate in the health and safety workplace orientation either in person or by on-line training platforms.
- Participate and provide input during the Annual Orientation Company-wide meeting.
- Complete Red Book review, training documentation and other relevant documentation identified by Gazzola Paving Limited.
- Participate in Tailgate Safety Talk sessions and provide input to topics where required.
- Sign in on the Tailgate Safety Talk form to demonstrate participation and attendance.
- Advise Supervisor 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 Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

### PROCEDURE

On-going communication and keeping open channels plays an essential role in maintaining a healthy and a safe workplace. Removing barriers by communicating the latest and all updated health and safety information with all parties will help our employees take the right decision when it comes to health and safety issues or concerns.

Gazzola adopts numerous ways of communicating information internally, which includes but are not limited to:

1. JHSC Meetings
2. Management Meetings
3. Workplace Orientations
4. Annual Refresher Orientations
5. Tailgate Safety Talks

### JHSC Meetings:

JHSC meetings will be used to communicate the following Health and Safety information with all JHSC members:

- a. Programs
- b. Policies
- c. Procedures
- d. Systems
- e. Inspections
- f. Accidents & Incidents
- g. Changes to the systems, policies, programs and procedures
- h. Any other related Health and Safety Information

All documentation required for the meetings including Agendas, Memos and meeting minutes will be prepared and recorded by the Health and Safety Coordinator.

## Section 8-2 - Communications

---

### Management Meetings:

Management meetings will be used to communicate the following Health and Safety information with senior Management:

- a. Programs
- b. Policies
- c. Procedures
- d. Systems
- e. Statistics
- f. Inspections
- g. Accidents & Incidents
- h. Any other related Health and Safety Information

Management meetings also act as the forum to discuss and approve changes to Gazzola's Health & Safety Management System by Management.

All documentation required for the meetings including Agendas, Memos and meeting minutes will be prepared and recorded by the Health and Safety Coordinator.

### Workplace Orientation

All returning employees and new hired workers will be assigned on-line Orientation process which must be completed prior to the start of work. The Superintendent and/or the Health and Safety Coordinator to verify completion of all assigned training including at a minimum, the following steps;

- Complete Orientation (Red Book), WHMIS 2015, Worker Health & Safety Awareness in 4-steps, Workplace Violence & Harrasment for Employees, Fire Extinguisher Refresher and Accessibility for Ontarians with Disabilities (AODA) with testing.
- Complete review of all company tasks including all policies.
- Review all applicable Workplace Task Standards.
- Review any and all training certificates that the employee has and arrange any subsequent company required training accordingly.

Our orientation package will be developed and implemented by the **Health and Safety Coordinator** and approved by **Senior Management**. This package details Construction, Industrial and Office level workplace specific Hazard Assessment, Safe Work Practices (SWP) and Safe Job Procedures (SJP) within the Red Book and Workplace Task Standards (WTS). The Orientation Package will be held as a guidance document describing the minimum health and safety expectations needed to work within the workplace.

The Orientations (Red Book) will be reviewed by all workplace parties prior to their commencement of work. This training will be documented electronically on the 4S electronic platform to demonstrate all the information has been received, read and understood by the employee.

The Orientations (Red Book) will be reviewed annually during management meetings to ensure that they meet the requirements of the Health & Safety Program, workplace specific hazards and the appropriate legislative requirements.

## Section 8-2 - Communications

---

### Annual Refresher Orientations

The Orientation Package *[This package details Construction, Industrial and Office level workplace specific Hazard Assessment, Safe Work Practices (SWP) and Safe Job Procedures (SJP) within the Red Book and Workplace Task Standards (WTS)]* will be communicated at least annually in addition to refresher trainings on Health and Safety Awareness & WHMIS.

### Tailgate Safety Talks

The **Superintendent** or **Foreman** will conduct weekly Tailgate Safety Talks with our workers using the 4S electronic platform. The Topics will be chosen by the Superintendent, Foreman or **Health and Safety Coordinator** based on observations from the completed weekly workplace inspections unless a topic specific to a project is provided by the **Superintendent**.

Tailgate Safety Talk Forms must be completed by the **Superintendent** or **Foreman** or a competent designated person and all in attendance must sign in on the Tailgate Safety Talk .Tailgate Safety Talks can also be completed using Form 8-2-1 as a replacement of the 4S electronic platform.

The completed Tailgate Safety Talk Forms must be maintained on the 4S electronic platform and reviewed by the **Health and Safety Coordinator** at the end of the project or as required through the duration of the project.

### **DISTRIBUTION**

Orientation (Red Book) shall be reviewed by all employees as follows:

- Initially, Upon Hiring
- Annually - during Annual Refresher Orientations
- Hard copies shall be posted on the Safety Bulletin Board and on site
- Posted on the Gazzola website and 4S electronic platform

### **RECORDS**

Review of the Orientation (Red Book) shall automatically be recorded on the 4S electronic platform upon completion for verification by Health and Safety Coordinator.

All documentation related to the JHSC will be maintained by the Health and Safety Coordinator.

All documentation related to the Management meetings will be maintained by the Health and Safety Coordinator.

Tailgate Safety Talks will be retained on the 4S electronic platform for a period of five (5) years after project completion.

Records such as Tailgate Safety Talks can be done and stored on the 4S electronic platform as required and retrieved as necessary.

### **COMMUNICATON**

## **Section 8-2 - Communications**

---

All information and documentation related to Health and Safety will be communicated with the appropriate workplace parties.

Communication will be delivered in a manner that is understood by all recipients considering abilities, language skills and literacy.

Open communication channels apply to all meetings on this procedure providing opportunity for input from all participants.





# GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W5H2

TEL: 416-675-7007 • FAX: 416-675-4370

## TAILGATE SAFETY TALK FORM

Minimum One Meeting per Week

Date: \_\_\_\_\_

Site Location: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Job #: \_\_\_\_\_

Workers in attendance: (please print)

Signatures of workers:

- |           |       |
|-----------|-------|
| 1. _____  | _____ |
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |

Safety topics discussed:

- |          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Record questions or suggestions made by workers:

- |          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Foreman / Superintendent to ask workers if there are any hazards & to list responses.

- |          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Foreman / Superintendent to detail how the workplace hazards listed above were corrected.

- |          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Foreman / Superintendent Name: (Print)

Foreman / Superintendent Signature:

_____	_____
-------	-------



## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### PURPOSE

The focus of our Joint Health and Safety Committee (JHSC), when legislated to be in place, will be to ensure identified health and safety concerns are discussed between levels of management and worker on a regular basis.

### SCOPE

Our JHSC, when legislated to be in place, shall be established and maintained in accordance with the Occupational Health and Safety Act and our health and safety program.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Facilitate an election process for worker representatives. The election of the worker health and safety representative shall be made by workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace.
- Appoint appropriate management representatives when required to participate in the JHSC process.
- Arrange for certification training as required for JHSC representatives and members.
- Coordinate availability and timelines of JHSC members for meetings and inspections.
- Track all near misses, first aid usage, and injuries and provide documentation for the JHSC meetings.
- Maintain all documentation related to the JHSC Terms of Reference, meetings, reports and inspections.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Ensure compliance with all the requirements as defined under the Occupational Health and Safety Act and Regulations.

Senior Management Responsibilities:

- Review any written recommendations and determine the appropriate action or provide a written response to the recommendations within 21 calendar days.
- Confirm, when legislation dictates, that the minimum of quarterly JHSC meetings are being held and documented.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### Project Managers 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.

### Superintendent Responsibilities:

- Assist in the coordination of availability and timelines of JHSC members for meetings and inspections.
- Assist in the completion of documents and reports for tracking all near misses, first-aid usage, and injuries.
- 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 documents and reports for tracking all near misses, first-aid usage, and injuries are to be provided with documentation.
- Ensure, where reasonably possible, that every workplace party 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:

- Participate in the election process of the Non-Union Worker JHSC Representative where applicable.
- Report workplace hazards and concerns to your Foreman or JHSC Representative.
- 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 Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### PROCEDURE

Joint Health and Safety Committees (JHSC) and Worker Representatives are an essential part of our workplace Internal Responsibility System. They help to create a greater cooperation between management and labour in mutually achieving a safe and healthy workplace. Depending on the workplace and workforce size, various types of Committees may be required, as follows;

Workplace	Workforce (All Employees)	Requirement
All workplaces	6 - 19 employees	Elected worker representative (chosen by the workers)
All workplaces	over 20 employees	Joint Health and Safety Committee required w/ worker members appointed by co-workers, management members appointed by management.
Construction Projects w/ duration of 3 months or more.	20 - 49 employees	Joint committee w/ worker members appointed by co-workers, management members appointed by management.
Workplaces or Construction Projects w/duration of 3 months or more.	50+ employees	Joint committee w/ at least 2 workers appointed by their co-workers (1 certified). No greater (than worker) number of management members appointed by site management (1 Certified). Worker trades committee w/ all trades represented by workers only.

Specific powers, functions and duties of the JHSC are specifically outlined under the Terms of Reference.

A Joint Health and Safety Committee will be established within our workplaces where required. All necessary procedures and forms to establish and maintain the committee are located and will cover the following Program Parts;

1. JHSC Membership
2. JHSC Duties and Conduct – Terms of Reference
3. JHSC Meetings
4. JHSC Records
5. Recommendations to Management

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### **Part 1: MEMBERSHIP**

#### **PURPOSE**

Occupational health and safety legislation identifies, specifically, the minimum requirements and procedures for membership on the Health and Safety Committees. The membership of the committees may vary to meet location requirements, providing that it meets the minimum requirements outlined in the legislation.

#### **PROCEDURE**

##### **Step 1**

A compliant JHSC will be established on all required work locations.

Election/selection - notices/memos are to be sent to all non-union workplace parties, divisions and departments to have a representative voted and appointed by workers.

Union Worker Members will be appointed by the Union and serve as one of the worker members (where required).

Senior Management will serve as one of the management members and will choose other management members (where required).

At least 1 worker and 1 management member of each committee must be certified members. Worker members of the committee may be rotated from our workforce or from the Workers Trades Committee on a regular basis, as voted on by the committee, or as required by their specific work functions or activities.

**Worker Trades Committees** - A committee will be established where a specific jobsite or work location exceeds a site population of 50 workers or more workers over a consecutive 3 month timeframe.

Each JHSC will have a Memorandum defining each committee representative's names and contact information.

#### **DISTRIBUTION**

The JHSC Memorandum will be posted advising of;

- JHSC representative's names and contact information
- Certified Member (where required)

#### **RECORDS**

All documentation for the set-up of the JHSC will be maintained by the Health and Safety Coordinator.

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### **Part 2: DUTIES AND CONDUCT**

#### **PURPOSE**

The basic duties of committee members are clearly identified by legislation. Identified members of the committee should have certain duties defined so they may be prepared and familiar with their responsibilities. The acceptable conduct and forum for meetings should also be decided upon initially to avoid concerns or confusion about committee activities.

#### **PROCEDURE**

Upon the establishment of a Joint Health and Safety Committee the first order of business will be the definition of Duties and the establishment of Rules of Conduct as a JHSC Terms of Reference.

These are to include, as a minimum, requirements for members to conduct the tasks outlined under the Terms of Reference Listed on the following pages.

The Terms of Reference must be communicated at minimum annually and made part of these JHSC minutes.

#### **DISTRIBUTION**

These duties as agreed upon should be documented on this sheet and placed on the "Committee Memorandum". The "Committee Memorandum" must be

- Posted at all company locations
- Supplied to all Subcontractors on construction projects for Trade Committees
- Maintained on file for reference

#### **RULES OF CONDUCT – TERMS OF REFERENCE**

1. Members of the Joint Health and Safety Committee (JHSC) and other Health and Safety Representatives on site will use their position only to ensure the Health and Safety of their coworkers. If Health and Safety representatives are unable to resolve problems that are particular to their area of responsibility through the Internal Responsibility System (i.e. reporting to Supervisor and Superintendent), then these concerns should be brought before the JHSC, or Worker Trades Committee.
2. Meetings of the JHSC are to be held quarterly on a scheduled basis and posted within each location.
3. Topics for future meetings will be discussed by the committees at the end of each meeting consisting of unresolved topics, objectives to complete action items and new or upcoming topics or concerns.
4. Minutes will be kept of each meeting where each of the respective co-chairpersons may take notes and a formal recorded of each meeting will be produced by the secretary.

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

5. These meeting minutes will be reviewed by the co-chairpersons and then distributed within seven days of the meeting to all members of the committee, and additional copies will be placed on file and will also be posted in all workplaces.
6. A workplace Health & Safety inspection will be conducted by one member of the JHSC at least once per month and one week prior to the next upcoming meeting. Inspections will be submitted to Senior Management immediately for follow-up and then subsequently reviewed at the next committee meeting
7. Attendance is mandatory at all scheduled meetings by every member of the respective committees. There must be at least two management and two worker members present to have a quorum.
8. Every representative will be given an opportunity to present his/ her concerns at each meeting. Only one person should hold the floor at one time as co-coordinated by the chairperson. Unmanageable arguments will be cause for discontinuing the meeting or asking the offending parties to leave the meeting.
9. Unscheduled interruptions of meetings will not be accepted. If absolutely necessary, and agreed upon, breaks may be requested but must be kept to a minimum.
10. Formal recommendations for improvement of workplace conditions should contain the following information and be presented on the appropriate form to be accepted by management:
  - Reason for recommendation (identify hazard)
  - Outline for requirements (what measures, procedures or equipment are being requested)
  - Time requirements for implementation
  - Time expectations for a response in writing (maximum 21 days)
11. All concerns or questions between the respective committee meetings are to be addressed immediately with the co-chairperson if it cannot be resolved through the Internal Responsibility System.
12. Decisions are to be made as a group wherever possible, with majority rule presiding. Guests do not maintain a vote, management and labour representation should remain equal with management not to exceed labour.
13. Topics and issues presented must deal only with Occupational Health and Safety of all locations. The JHSC will not be a forum for general concerns.
14. For the purposes of maintaining good employment relations, all members are requested not to abuse the time given for these meetings and for duties assigned by the committee outside their regular job functions.
15. Guests may be invited to meetings, from time to time, when agreed upon by the committee (e.g. Construction Safety Association Personnel, M.O.L. Inspectors, etc...)



## **Section 8-3 - Joint Health and Safety Committees (JHSC)**

---

16. Committee structure and functions will be followed as outlined in the Occupational Health & Safety Act and/or proposed committee structure
17. Pro-active participation is required by all members; therefore, leading by example is expected in the workplace.
18. Committee meetings are anticipated to be no longer than 1 hour unless agreed upon by the JHSC.
19. The Workers Trade Committee will be established when 50 or more workers are present on any site lasting more than 3 months. The Workers Trade Committee will meet on a scheduled basis with minutes provided to JHSC.

Note: The fundamental intent of the Joint Health & Safety Committee is to work collectively to ensure the Safety and Health of our workers and our environment. These Terms of Reference have been communicated to all JHSC members

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### **Part 3: MEETINGS**

#### **PURPOSE**

Meetings of the Joint Health and Safety Committee and Worker Trades Committee are required by legislation. These meetings are an effective method for determining unsafe conditions or acts on the project through worker input. Management/Labour co-operation, at these meetings, may also increase safety awareness and limit undesired occurrences.

#### **PROCEDURE**

Frequency - Legislation requires that Joint Health and Safety Committees meet at minimum quarterly.

- Step 1; A schedule for meetings must be prepared during the first meeting and voted on. This should be based on the activity and number of workers for all locations.
- Step 2; A schedule for the Worker Trades Committee should be prepared and voted on. (to be used when site population reaches 50+ workers)

#### **DISTRIBUTION**

Meetings - Certain documents should be prepared by the Committee(s) to meet legislated requirements and good committee practice.

- Item 1 AGENDA** - An agenda should be prepared for each meeting identifying concerns and topics to be discussed in addition to New Business.
- Item 2 MINUTES** - Accurate minutes must be kept for the JHSC meetings.
- Item 3 RECOMMENDATIONS & RESPONSE** - Where a committee makes a formal recommendation to management to improve safety or health conditions a response must be provided, in writing, within 21 days.
- Item 4 WORK REFUSALS** – Where a Work Refusal occurs, an investigation must be conducted by the selected committee members, documentation must be maintained (use "Accident Investigation" form)

#### **RECORDS**

All the above noted documents must be:

- Posted in the workplace
- Provided to committee members
- Available for Government Inspection

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### **Part 4: COMMITTEE RECORDS**

#### **PURPOSE**

All records and reports of the Joint Health and Safety Committee must be maintained readily available for Government Inspection to demonstrate compliance.

Although committee records are generally available to all persons in the workplace, some documents or information to which the committee has access may be considered confidential. The committee must be aware of this responsibility and act accordingly.

#### **RECORDS**

The following is a list of all documents which must be stored in a separate filing system available specifically for members of the committee;

- Meeting Agendas
- Meeting Minutes
- Monthly Workplace Safety Inspection Reports & Follow-up
- Accident Investigations involving the JHSC – Critical
- Work Refusals & Unilateral Work Stoppage
- Recommendations to Management
- Response from Management
- Committee Memorandums

Due to the confidentiality of some of this information access to files will be restricted to committee members accompanied by the Senior Management and the JHSC Members.

## Section 8-3 - Joint Health and Safety Committees (JHSC)

---

### **Part 5: RECOMMENDATIONS**

#### **PURPOSE**

The purpose of formal JHSC recommendations, is to provide a system for the committee to identify workplace health and safety concerns and ensure that they are communicated to management personnel who may not be on the committee. Through this process, the committee places the onus on management to review each recommendation, make specific decision and respond in writing.

At all of our locations, we realize that most safety matters can be resolved or implemented through verbal discussions and immediate actions, however, in the event that a problem is over looked or not given the appropriate attention (as deemed by the committee), the process of making a written recommendation to management will be available.

#### **PROCEDURE**

Any committee member will be allowed to make written recommendations to management. The Recommendation forms for making recommendation to management are provided in the JHSC binder. The committee member will complete the form and present it to the Management Co-Chairperson.

Once obtained by the JHSC Members, the recommendation will be reviewed with Senior Management. Senior Management then has the obligation to respond to the recommendation in writing within 21 days. The appropriate forms for Responding to Recommendations are located under this section.

Senior Management will respond to written recommendations as soon as possible and in any event no later than 21 days from the day that the recommendation was provided by the Co-chairperson.

#### **DISTRIBUTION**

All recommendations must be provided to the **Senior Management** by the **Health and Safety Coordinator**. All responses to recommendations must be returned back to the committee member who made the recommendation (within 21 Days).

Responses to recommendations will be provided to all committee members and posted at all locations.

#### **RECORDS**

All recommendations made to management, will be retained on file for a period of up to five (5) years.