

## Section 14-1 – Senior Management Approval and Management Meetings

---

**PURPOSE** Our health and safety programs, systems and statistics must be reviewed on a regular basis and at least annually, to ensure that it is in compliance with current regulations and that it meets the needs of the company.

**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 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:

- 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 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 14-1 – Senior Management Approval and Management Meetings

---

### Project Manager Responsibilities:

- Participate and provide input when requested to all distributed documentation from the annual manual 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 – Senior Management Approval and Management Meetings

---

### PROCEDURE

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

The documentation that will be reviewed includes, but is not limited to:

- Significant aspects of internal Health and Safety review and audits
- Corrective Action Plans
- Assessment of the need for changes to the Health and safety policy and objectives, Safe Work Procedures
- Opportunities for continual improvement
  - HS policy
  - Environment Policy
  - Results of hazard and risk assessments
  - Workplace inspections
  - Results of performance monitoring and measurement
  - Investigation of injuries and illness data
  - Work refusal reports
  - Joint health and safety committee/Health and Safety Representative recommendations
  - New relevant legislation

It is the responsibility of management to ensure that the program is 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 document 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 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.

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.

## Section 14-1 – Senior Management Approval and Management Meetings

---

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 Policy

Annually, the **Health and Safety Coordinator** will create an annual report summarizing and identifying trends from the information reviewed and approved within each management meetings from that year. This policy and 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 from each quarterly management meeting.

**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.

Postings on each health and safety bulletin board shall be updated as necessary. Each bulletin board must be included in the monthly inspection to ensure all postings are current. All managers, supervisors and workers will be notified of the results of the review and will be orientated on the changes to the program.

The communication program address the following:

- Review of health and safety program components.
- Injury/incident trends.
- Investigation reports.
- Claims experience reports.

## **Section 14-1 – Senior Management Approval and Management Meetings**

---

- Inspection reports.
- Joint Health and Safety Committee reports.
- Early and safe return to work participant summary.
- New health and safety legislation.
- MOL inspection reports.

## Section 14-2 – Continuous Improvement Plan

---

**PURPOSE** Our health and safety manual must have defined and achievable goals to be completed at least annually, to ensure that it is in compliance with current regulations and that it meets the current needs of the company.

**SCOPE** Where improvements can be made, a Continuous Improvement Plan (CIP) must be in place to ensure that these initiatives are organized, identified and completed by approved personnel.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- During the annual review of all the Health and Safety Programs, Procedures, Policies and Guidelines, identify appropriate targets and goals to be completed annually.
- Document and identify appropriate targets and goals, responsibilities and timelines on the CIP.
- 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 the development of the annual Health and Safety CIP.
- Annually sign and authorize the Health and Safety CIP.
- 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.

Project Manager Responsibilities:

- Participate and review the annual Health and Safety CIP.
- 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.

## Section 14-2 – Continuous Improvement Plan

---

### Superintendent Responsibilities:

- 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:

- Participate and review the annual Health and Safety CIP.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- 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

A Continuous Improvement Plan (CIP) which is relevant to the current health and safety needs will be initiated by the **Health and Safety Coordinator** and at a minimum, annually developed as part of the annually health and safety report to organize and guide the company's safety processes.

### Key items within the CIP will include:

- Define health and safety goals and activities
- Statistics and trends
- Provide target dates
- Assigned appropriate responsibility
- Allocation of people, time and financial resources
- Senior Management approval
- Schedule of progress reviews and distribution of progress reports to management and employee notice boards
- Celebration and recognition of successes as goals are achieved

## Section 14-2 – Continuous Improvement Plan

---

The CIP as part of the annual health and safety report will be communicated to all applicable parties and reviewed during management meetings where required. Progress reviews will be done every 6 months with approvals and acknowledgements of successes provided by **Senior Management**.

### **DISTRIBUTION**

All CIP and revisions made will be distributed to all applicable member of the company who have a copy of the Health and Safety Manual, including;

- Senior Management
- Health and Safety Coordinator

### **RECORDS**

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