

Section 14-1 – 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 monthly management Health and Safety review meetings to identify activities relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Record and distribute meeting minutes and updates to the appropriate parties as required.
- Annually, develop and health and safety summary report from the findings within each management meeting.
- Communicate relevant content from the annual health and safety report to related workplace parties.
- 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 monthly management Health and Safety review meetings to identify activities relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Annually sign and authorize the updates and annual health and safety report 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.

Supervisors Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.

Section 14-1 – Management Meetings

- 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 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

The **Health and Safety Coordinator** will schedule monthly management meetings to review and identify actives relating to Programs, Revision, Procedures, Statistics, Policies, and 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.

Requests for revisions to any policies, procedures or forms can be made at this time to 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.

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.

Annually, the **Health and Safety Coordinator** will create an annual health and safety report summarizing and identifying company specific trends from the information reviewed and approved within each management meeting.

This annual health and safety report will summarize health and safety progress, relevant injury, incident and site related trends with the goal to communicate positive findings and identify areas where improvements can be made to our workforce.

Section 14-1 – Management Meetings

Additionally, the annual health and safety report will hold the Continual Improvement Plan (CIP) information and findings. This CIP will be constructed as a result of the trends, successes and identified areas of improvement.

This information will be summarized from the findings and topics covered from each monthly management meeting and communicated to all relevant parties.

DISTRIBUTION

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

- the **Supervisor**,
- the **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.