

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 initiative 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 the identify appropriate targets and goals, responsibilities and timelines on the CIP.
- Defined CIP within the annual report.
- 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.
- 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:

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

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- 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 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 as part of the annual health and safety report to develop, organize and guide the company's safety processes.

Key items within the CIP will include:

- define health and safety goals and activities
- 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

The CIP 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 made as part of the annual report will be distributed to all applicable member of the company who has 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.