



LEADERSHIP AND COMMITMENT

Applicable Legislation & Standards

Dale Coleman Construction Limited are Project Managers and General Contractors. As such, our company is committed to adhere to the following legislation and standards:

- OHSA, part III – Section 23, Duties of constructor
- OHSA, part III – Section 25, Duties of Employers
- OHSA, Part III – Section 26, Additional duties of employers
- OHSA, Part III – Section 32, Duties of directors and officers of a corporation
- Canada Labour Code, Part II Section 124, Duties of Employers

The company will review this legislation on a yearly basis to update any changes that may have been passed or to add any new items that may apply to our industry.

Purpose

Our objectives are simple: zero accidents; zero lost time; carefully planned work; well-trained personnel; and a positive, productive, and safe working environment.

To achieve these objectives, we will maintain and enforce a thorough and straightforward health and safety program in cooperation with all our subcontractors. As with most aspects of our projects, our subcontractors' assistance and support are needed and expected.

It is our policy to execute all our work in a safe and productive manner in accordance with the Occupational Health and Safety Act and the Regulations made under the Act. We are committed to protecting the health and safety of everyone who works on our projects.

Scope

Our company is aware that these objectives apply to all our management team but more specifically to:

- President / Vice President
- Project Managers

Definitions and Acronyms

"Our company / the company" = Dale Coleman Construction Limited

"H & S" = Health & Safety Program

Roles and Responsibilities

President / Vice President and Management Responsibility

- Prepare a written company H&S policy and review annually; adjust as health and safety regulations evolve.
- Assign the development of a program to implement the H&S policy and review annually.
- Provide the necessary resources to implement, support, and enforce the company H&S policy and program in accordance with the *Occupational Health and Safety Act* and the regulations made under the Act (comply with all requirements under sections 23 through 32).
- Conduct an annual H&S review with project managers and superintendents.
- Provide budget necessary to accomplish/maintain all our company's Health & Safety policies and goals.
- Take every precaution available to ensure the safety of workers on site.

Project Managers Responsibilities

- Implement, support, and enforce the H&S program at the project level.
- Communicate with the President / Vice President on Ministry of Labour requirements such as Notice of Project and Notices of Accidents and Injuries.
- Review the site H&S program with supervisors and subcontractors before they start work, identifying responsibilities and promoting cooperation.
- Provide orientation for new workers and ensure all workers receive, at a minimum, training in Working at Heights and WHMIS.
- Take every precaution available to ensure the safety of workers on site.

Procedures

The President / Vice President will prepare/review the following documents:

- Health & Safety Policy = to be reviewed and approved on yearly basis
- Health & Safety Program = to be reviewed and approved on yearly basis
- Review all Incident/Accident reports completed = monthly basis
- Review training records of Project Managers/Superintendents = yearly basis
- Verify if any changes in legislation with the OHS = yearly basis

Project Managers

- Review Health & Safety Policy and bring any concerns to Senior Management = yearly

- Review Health & Safety Program and bring any concerns to Senior Management = yearly
- Provide copy of Health & Safety Policy/Program to every open/current work site
- Provide orientation for new workers and ensure all workers receive, at a minimum, training in working at heights and WHMIS as needed.
- Schedule any specific training for current jobs as needed = verify with every new job
- Complete "Site Preparation Checklist" and "Pre-Site Inspection Checklist"

Communication

Once our Health & Safety Policy is reviewed/updated yearly it will be sent out by email to all our employees from the President to the hourly Labourers. The Policy will be sent in both official languages (English and French). For employees that do not have email we will mail out a hard copy to their home address. A copy of our policy will also be posted on our office bulletin board (near entrance to be easily visible for everyone) and on safety boards located on every job sites.

Although the Policy/Program will only be sent out on a yearly basis we will be sending out Health & Safety information/reminder posters on a bi-weekly basis with payroll.

Regarding new hires, it will be mandatory that new hires sign off on reading and understanding our Health & Safety Policy / Programs before their first shift with our company.

Subcontractors and Trades, all subcontractors / trades that are working on our job sites must sign off on reading and understanding our Health & Safety Policy / Programs.

Training

President/Vice President

- Review and be knowledgeable of OHS part III, Sections 23,25,26,32.
- Review and be knowledgeable of Canada Labour Code, Part II Section 124, Duties of Employers
- Supervisor Health & Safety Awareness
- First Aid

Project Managers

- Supervisor Health & Safety Awareness
- New Hires minimum courses required. (See listing in CCL Training Matrix - 9.5hrs)
- First Aid

Evaluation

Surveys

Survey will be conducted semi annually via email with payroll. Twice a year we will send out a survey to review the knowledge/opinion of employees of our H & S Statement and Policy.

The first survey will be sent out 2 to 4 weeks after we have updated and delivered our yearly H&S Statement/Policy. The survey will be to verify the understanding of our policies and to view how H&S is viewed in our company. We will be reviewing our H&S in January of every year and releasing it early to mid February. Our second survey will be sent later in the year (mid October to mid November) to receive feedback/opinions on our current H&S so that they can be taken into consideration for the upcoming policy renewal.

Employee Safety Knowledge Reports

Our Project Managers / Supervisors will need to complete an Employee Safety Knowledge report quarterly on the job site that they are managing. The report is based on questions asked to workers and observations done while work is being conducted. Reports will be submitted to senior management (President/Vice President) for review.

Forms and Records

The list below indicates the location where to find all documents pertinent to Health and Safety of our company.

Health Safety Policy:

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents,
- Health and Safety
- Our Policy and Procedures

Training Records:

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents
- Personnel information – Licenses – Training-Resumes
- Employee's Name

Training Matrix – Documentations and Manuals

- Coleman Construction Ltd shared iCloud drive
- Under Coleman Construction Ltd,
- Administration – Documents
- CCL Policies -Protocols

Inspection Reports and Surveys

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents
- Inspection Reports and Surveys

Tree of Leadership (Organizational Chart)

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents
- CCL Policies – Protocols
- CCL Organizational Chart