



HEALTH & SAFETY RESPONSIBILITIES

Applicable Legislation & Standards

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

OHSA part II – Administration

Section 8, Mandatory selection of health and safety representative

Section 9, Joint Health, and Safety Committee (committees not normally required on our sites)

-OHSA part III – Duties of Employers and Other Persons

Section 27 – Duties of Supervisors

Section 28 – Duties of Workers

We are not Federally regulated. As such the Canada Labour Code, Part II Section 126 Duties of Employees would not apply.

Purpose

Our objectives are simple: zero accidents; zero lost time; carefully planned work; well-trained personnel; and a positive, productive, and safe working environment. We want to establish and implement Health and Safety Responsibilities of all our workplace parties, including their legal duties and responsibilities.

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

Dale Coleman Construction Limited is aware that these objectives apply to everyone working on our job sites but more specifically to:

- Superintendents / Job Supervisors
- Health & Safety Representative
- Carpenters and Labourers
- Subcontractors

Definitions and Acronyms

“Our company / the company” = Dale Coleman Construction Limited

“H & S” = Health & Safety Program

Roles and Responsibilities

Superintendent / Job Supervisor

- Provide orientation to new workers at site level.
- Implement, support, and enforce the H & S program at crew level.
- Support the H & S Representative, particularly with any items that require supervisory attention to address.
- Complete Accident Report Forms & assist in accident investigations.
- Report H & S problems to project managers and correct hazards immediately where possible.
- Ensure that housekeeping is done at least daily.
- Inspect tools and equipment, including H&S equipment, regularly and ensure proper maintenance.
- Review MSDS’ with crew before using hazardous materials.
- Review specific tasks with workers who have never performed the task I question to highlight possible hazards or dangers that may arise.
- Have daily “tailgate” meetings to answer any questions especially from new employees regarding occupational health and safety; issues reported on Daily Log
- Comply with all requirements under section 27 of the Occupational Health and Safety Act.
- Take every precaution available to ensure the safety of workers on site.

Health and Safety Representative

- Our H & S representative is elected by the workers.
- Inspect work areas regularly to identify any hazards; complete weekly inspection checklist and maintain file on site.
- Report hazards or concerns immediately and make written recommendations as required to supervisor or superintendent.
- Follow up reported hazards or concerns within 24 hours to make sure they have been dealt with in a timely manner.
- Attend and participate in H & S meetings on site.
- Help in reviewing and implementing the H & S program for the project.
- Assist in accident investigation.
- Take every precaution available to ensure the safety of workers on site.

Carpenters and Labourers

- Must acknowledge and follow Coleman Construction's H&S program even if some regulations are over and above the Ministry of Labour's minimum guidelines.
- Report, when required as an employee—all injuries, accidents, and near misses.
- Clean up work areas at least daily.
- Notify site superintendent of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- Cooperate in accident investigation and reporting.
- Work in accordance with the H&S Program, the site rules, the Occupational Health and Safety Act and the regulations made under the Act.
- Have correct personal protective equipment (PPE) before commencing work and report any defects or damage to their supervisor, where necessary.
- Report hazards or unsafe conditions to their supervisor.
- Comply with all requirements under section 28 of the Occupational Health and Safety Act.
- Take every precaution available to ensure the safety of workers on site.

Subcontractors

- All subcontractors must have their own "in-house" H&S program specific to their trade. Subcontractors that do not have a detailed health and safety program must acknowledge and follow our company H&S program even if some regulations are over and above the Ministry of Labour's minimum guidelines.
- Before starting work, ensure that they are following our company's H&S program.
- Subcontractors' must make it clear to their employees that failure to comply with our company's H&S program can result in termination of contract.
- All subcontractors with more than five employees regularly on site are to elect a H&S representative for their company who will represent their specific company at regular H&S meetings.
- Coordinate all activities through the site superintendent.
- Record—and report where required as an employer—all injuries, accidents, and near misses.
- Clean up work areas at least daily. Note: If waste and debris is not cleaned up in a reasonable time, it will be cleaned up by our company at the subcontractor's expense.
- Conduct regular safety talks with their employees.
- Notify site supervisors any lost-time injuries, medical aid cases, and reportable occurrences on the project. Follow emergency response plans when necessary.
- Cooperate in accident investigation and reporting. Comply with all requirements under sections 25 through 28 of the Occupational Health and Safety Act.
- Comply with all requirements under section 28 of the Occupational Health and Safety Act.
- Take every precaution available to ensure the safety of workers on site.

PROCEDURES

Superintendents / Job Supervisors

- Complete Daily Log Sheet = Daily (at job site). Returned weekly to Management to be reviewed.
- Assure that job site is equipped with everything required on Site Preparation Checklist.

- Complete accident report forms when needed. Returned daily to Management.
- Assist in accident reporting with all parties.
- Perform daily site inspections; any deficiencies to be reported on Daily Log

Health and Safety Representative

- Complete Jobsite Inspection Checklist on a weekly basis. Any concerns/hazards must be reported immediately to Superintendent/Job Supervisor and copy kept onsite.
- Give written recommendations to Supervisor when required.
- Review weekly previous Jobsite Inspection Checklist to assure that appropriate action was taken on hazards that were identified.

Carpenters / Labourers

- Must complete and submit Site Orientation form before commencing work on a new jobsite.
- Must complete Employee accident report when asked to do so.

Subcontractors

- Provide training in the requirements of the H&S Program as needed.
- Take every precaution available to ensure safety to workers on site daily.
- Provide, inspect, and maintain PPE as required for direct-hire employees.
- Monitor site conditions daily.
- Record and report where required as an employer – all injuries, accidents, and near misses.

Communication:

Our Health & Safety Responsibilities will be sent out on a yearly basis in the same package as our Health & Safety Policy. The responsibilities of each category of employees will be sent out 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. Our Health & Safety Program (which contains our Health & Safety Responsibilities) will be in a binder beside our bulletin board at the entrance of our office and a binder copy will also be on every jobsite.

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

Training

Superintendents/Job Supervisors/Health & Safety Representatives/Subcontractors

- Review and be knowledgeable of OSHA part III – Administration
Section 8, Mandatory selection of health and safety representative
Section 9, Joint Health, and Safety Committee
- OSHA part III – Duties of Employers and Other Person
Section 27 – Duties of Supervisors
Section 28 – Duties of Workers
- Review and be knowledgeable OSHA part III – Duties of Employers and Other Persons

Section 28 – Duties of Workers

- In addition to reviewing the above on a yearly basis, the above mentioned will also need to be up to date with their Supervisory Health & Safety Awareness and First Aid courses.

Carpenters and Labourers (workers)

- Review and be knowledgeable of the OHS Act part III – Duties of Employers and Other Persons
Section 28 – Duties of Worker
- In addition, workers will need to be up to date with the required courses as per our H&S Program and First Aid.

Evaluation

Surveys

Surveys 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, Policies, and everyone's responsibilities towards Health & Safety.

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. It will enable us to have feedback on the workers responsibilities. 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 2023

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 Manuels

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

Injury, Illness and Accident Reports:

- Coleman Construction Ltd shared iCloud drive
- Under Coleman Construction Ltd,
- Administration – Documents,
- Health and Safety
- Injury, Illness and Accident Reports