



HEALTH AND SAFETY COMMUNICATION

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 III – Duties of Employers and Other Persons

- Section 25 (2), Duties of Employers
- Section 27 (2), Duties of Supervisor
- Section 28 (1)c, Duties of Workers

OHSA, Par III.0.1 – Violence and Harassment

- Section 32.0.1(2), Policies, violence, and harassment

We are not Federally regulated. As Such the Canada Labour Code, Part II Section 122.3, Methods of Communication 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 clearly outline methods of communication for Health and Safety information that affect all our employees, contractors, and visitors.

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:

- President / Vice President
- Project Managers
- Superintendents / Job Supervisors
- Carpenters and Labourers
- Subcontractors

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. It must then be communicated company wide.
- 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.
- 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.

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.

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

- 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.
- Coordinate all activities through the site superintendent.
- Conduct regular safety talks with their employees.
-

PROCEDURES

President / Vice President

Our President/Vice President will communicate the item below via e-mail (in both official languages if necessary), bulletin boards on sites and verbally should it be requested.

- Health & Safety Policy that will be reviewed and approved on yearly basis.
- Health & Safety Program that will be reviewed and approved on yearly basis.
- Any changes in legislation with the OHSA = yearly basis

Project Managers

Our Project Managers will communicate the items below via e-mail or verbally depending on the situation and the information needed to be communicated.

- 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
- Relay "Site Preparation Checklist" and "Pre-Site Inspection Checklist" to senior staff.

Superintendents / Job Supervisors

Our Superintendents / Job Supervisors will communicate the items below via e-mail or verbally depending on situation and the information needed to be communicated. On site bulletin boards may also be used depending on what is being communicated.

- Complete Daily Log Sheet = Daily returned weekly to Management to be reviewed via e-mail.
- Assure that job site is equipped with everything required on Site Preparation Checklist; completed list to be e-mail to management.
- Complete accident report forms when needed. Returned daily to Management in person.
- Perform daily site inspections; any deficiencies to be reported on Daily Log and returned weekly via e-mail.

Health and Safety Representative

Our Health and Safety Representative will communicate via e-mail, verbally or bulletin boards depending on information being transmitted.

- Complete Jobsite Inspection Checklist on a weekly basis. Any concerns/hazards must be reported immediately to Superintendent/Job Supervisor and copy kept onsite via email or hard copy.
- 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

Our workers will communicate via e-mail (in English/French), written or verbally depending on the method they are more comfortable with.

- 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

Our Subcontractors will communicate via e-mail (in English/French), written or verbally depending on information being transmitted.

- 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 Communication policy will be sent out on a yearly basis in the same package as our Health & Safety Policy. The policy 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 Communication) 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 Communication reminder posters on a bi-weekly basis with our payroll.

A tracking sheet will be kept on file to assure that everyone receives a copy of our Health Safety Program when it is sent out. Management and employees will need to acknowledge verbally or by email that they have received their copy. The tracking sheet will be stored on our company shared one drive.

TRAINING:

President / Vice President/ Project Managers/Superintendents/Job Supervisors/Subcontractors

- Review and be knowledgeable of OHSA, Part III – Duties of Employers and Other Persons
Section 25 (2), Duties of Employers
Section 27 (2), Duties of Supervisor
Section 28 (1)c, Duties of Workers
- Review and be knowledgeable of OHSA, Part III.0.1 – Violence and Harassment
Section 32.0.1(2), Policies, violence, and harassment
- 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 OHSA part III – Duties of Employers and Other Persons
Section 28 (1)c, Duties of Workers
- Review and be knowledgeable of OHSA, Part III.0.1 – Violence and Harassment
Section 32.0.1(2), Policies, violence, and harassment
- 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 feed back 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