



## **Health and Safety Roles & Responsibilities**

### **President**

1. The President shall on an annual basis arrange to hold a management level safety meeting to receive performance and statistical feedback on the status of our safety program. The President will order changes to the safety program as required to create improvements.
2. The President extends an open door policy where a worker can directly arrange to meet with him to discuss any safety concern that is not being addressed by management.

### **Sales, Health and Safety Manager**

1. Develop and maintain the Company's Health and Safety Plan in accordance with:
  - a. The *Occupational Health and Safety Act / Regulations for Construction Projects*.
  - b. The National *C.O.R.* Standards.
2. Provide new hire health and safety orientation and training.
3. Provide annual worker orientation and training.
4. Conduct Joint Health and Safety Committee meetings, record minutes, establish and track health and safety trends for quarterly and annual analysis.
5. Lead in the investigation of workplace injuries and accidents, ensure that the appropriate parties are informed and that the corrective action plans are developed for sound prevention procedures.
6. Establish and monitor the process for the purchase of health & safety equipment and supplies for the workplace and construction sites.
7. Visit jobsite/ project on a weekly/ monthly basis to ensure that job activities are in compliance with the company's Health and Safety Plan.
8. Conduct monthly workplace Inspections.
9. Coordinate health and safety activities throughout the company and jobsite/ project.
10. Provide the following documentation for all new Projects.
  - a. Health and Safety Policy
  - b. Workplace Violence and Harassment Policy & Surveys
  - c. Worker Site Orientation Checklist
  - d. Site Safety Plan
  - e. Job Inspection Policy and Procedure
  - f. Weekly Job Inspection Checklist
  - g. Work Safe Practices for project
  - h. Emergency Response Plan
  - i. Safety Talks Forms
  - j. Incident Form
  - k. Trade Contract Health and Safety Agreement
  - l. Worker Training Documentation, MSDS
  - m. Certified First Aid contact person
  - n. Occupational Health and Safety Act, Regulations for Construction Projects
  - o. Notice of Project
  - p. Form 1000: Registration Of Constructors Ministry Of Labour Required Form

11. Collect and analyze the health and safety data and trends.
12. Advise employees on health and safety matters.
13. Provide further health and safety assistance as required for project.
14. Manage any disability claims and Early Return to Work programs.

### **Project Manager**

1. Ensure all sites work in compliance with all legislation applicable to *Pollard Enterprises Ltd.* as well as internal policies and procedures.
2. Prove motivation to make program work.
3. Demonstrate commitment to safety by personal example.
4. Provide and encourage training for all employees.
5. Provide safe equipment, tools and working environment to all employees, and ensure that the equipment, tools and protective devices are used and maintained in good condition.
6. Acquaint a worker or a person in authority over a worker with any hazard in the handling, storage, use disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
7. Assist all foremen in ensuring their duties can be met.
8. Provide instruction and training for supervisors on job site specifics.
9. Ensure that subcontractors work within our safety policy as well as any other applicable legislation.
10. Record unsafe acts and enforce company safety and disciplinary policies if required.

### **Superintendent**

1. Be responsible for on-site accident prevention.
2. Ensure that protective equipment required by law is used and maintained properly by workers and that workers understand the reasons for its use.
3. Instruct forepersons in the work practices required by law and by the program and ensure that they are followed.
4. Monitor the health and safety performance of subcontractors.
5. Report accidents and injuries to authorities/senior management as required by the program and regulations.
6. Investigate accidents (with foreperson) and take action to prevent recurrence.
7. Monitor safety behaviour and performance of forepersons, crews and subcontractors.

### **Supervisor (Forepersons)**

1. Ensure that all employees comply with all legislation applicable to *Pollard Enterprises Ltd.* as well as internal policies and procedures.
2. Instruct their crew in the proper safe work practices and procedures for their site as well as any hazards of which he is aware.
3. Ensure that all protective equipment is used and workers are trained in its use, limitations and maintenance.
4. Check work practices and procedures and take corrective action if necessary.
5. Ensure injuries are treated and reported immediately.
6. Investigate and report all accidents and take corrective action to prevent reoccurrence.
7. Ensure proper operation of all equipment by a competent operator.
8. Ensure all equipment is inspected daily by a competent worker to ensure proper working order. All
9. equipment not suitable for use is to be reported to the office for maintenance and not used until serviced properly.
10. Ensure compliance with the set up procedure for site is complied with at all times, and any trouble with compliances, are reported immediately to the office.
11. Hold periodic safety meetings with their crew and document the same in their journal for review by Project Managers.
12. Deal with worker safety violations in a responsible and disciplinary manner and document the circumstances and action taken for senior management review.
13. Assist new employees in recognition of hazards associated with the job.

## **Worker**

1. Work in accordance with all legislation that applies to *Pollard Enterprises Ltd.* as well as all internal policies and procedures.
2. Work in a manner that will promote safety and well-being on the job.
3. Assist new employees in recognition of hazards associated with the job.
4. Wear appropriate clothing and equipment required for the job as defined by the Pollard Enterprises Ltd. policy and procedures, as well as any legislation.
5. Maintain equipment in good condition. Report any defects in equipment to foreman immediately.
6. Report any hazards or unsafe conditions of which they are aware for their foreman, including absence of or defect in any equipment or protective device.
7. Report all accidents immediately to foreman.
8. Only operate equipment you have been properly trained in the safe operation of such equipment.
9. Know and understand the procedure set out for work refusal in the Occupational Health and Safety Act.
10. Be willing to refuse any work you are not trained for adequately, or feel are not competent to perform.
11. No worker shall remove or make ineffective the protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
12. No worker shall use or operate any equipment, machine, device or work in a manner that endangers himself, herself, and any other worker.
13. No worker shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

## **Senior Management**

1. Ensure all employees and management alike comply with all legislation applicable to *Pollard Enterprises Ltd.* as well as internal policies and procedures.
2. Provide motivation and resources to make the program work.
3. Demonstrate commitment to accident prevention as priority.
4. Demonstrate commitment to safety by personal example.
5. Inspect projects and meet foremen regularly to ensure compliance and take corrective action.
6. Provide safe equipment, tools and working environment to all employees, and ensure that the equipment, tools and protective devices are used and maintained in good condition.
7. Establish a joint health and safety committee.
8. Show commitment and cooperation to the joint health and safety committee and their recommendations.
9. Ensure that only competent persons, based on their knowledge, experience and training are appointed as
10. Supervisors. Ensure that these supervisors are capable of safely organizing their work and are aware of the hazards and safety laws applicable to their work.
11. Post in the workplace a copy of the OHS and MOL material outlining the rights, responsibilities, and duties of the workers.
12. Prepare and review, at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy.
13. Post, at a conspicuous location in the workplace, a copy of the occupational health and safety policy.
14. Provide to the JHSC the results of a report respecting occupational health and safety that is in the employer's possession and if the report is in writing, a copy of the portions of the report that concern occupational health and safety.
15. Advise workers of the results of a report referred to above and if the report is in writing, make available to them on request, copies of the portions of the report that concern occupational health and safety.

**Constructor**

1. Monitor subcontractors for compliance with the *Occupational Health and Safety Act and Regulations for Construction Projects*.
2. Ensure that subcontractors are obliged by contract to comply with the constructor's safety program.
3. Monitor safety performance and take corrective action.

**I have read and understand my Health and Safety Roles and Responsibilities as set out in the above document and agree to comply with *Pollard Enterprises Ltd.*'s Health and Safety Program.**

**President:** \_\_\_\_\_ Date: \_\_\_\_\_

**Project Manager:** \_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor (Foreperson):** \_\_\_\_\_ Date: \_\_\_\_\_

**Health and Safety Manager:** \_\_\_\_\_ Date: \_\_\_\_\_

**Senior Management:** \_\_\_\_\_ Date: \_\_\_\_\_

**Subcontractor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Constructor:** \_\_\_\_\_ Date: \_\_\_\_\_

<b>Worker Name:</b>	<b>Worker Signature:</b>	<b>Date:</b>

