

**VCN Paving Limited**  
**HEATH AND SAFETY MANUAL**

**ELEMENT 1: HEALTH AND SAFETY POLICY STATEMENT**

**REVISIONS & APPROVAL**

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.
August 14, 2020	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	
August 14, 2020	Angelo Ventrella Vice-President	

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# VBN Paving Limited

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### Health & Safety Policy

VBN Paving Limited's commitment to health, safety and the environment is the overriding principle of our safety system. The mission of our health & safety program is to ensure the safety of all our employees to provide a safe and healthy work environment. VBN Paving Limited believes that every employee is entitled to work under the safest conditions possible. To this end we are dedicated to the ongoing protection of all of our employees from injuries or occupational diseases. We make every effort to prevent incidents through our comprehensive health and safety policy and procedures. The elements, policies, and procedures outlined in the VBN Paving Limited Health and Safety System comply with the health & safety regulations as outlined in the Occupational Health & Safety Act & Regulations.

Supervisors will be held accountable for the Health & Safety of workers under their supervision. Supervisors are required to make sure machinery and equipment are safe and that workers receive appropriate training in their specific work tasks. Supervisors also have a duty to ensure all employees:

- adhere to all safety requirements, policies, procedures, and practice
- are made aware of all existing or potential hazards in the workplace and the safe work procedures in place to mitigate against the identified hazards
- all employees are aware of their responsibilities as outlined in the health and safety system and per the occupational health & safety act and regulations
- all employees are in fact working in a safe manner within a safe and healthy environment

All employees have the responsibility under the VBN Paving Limited health & safety policy and per Occupational Health & Safety Act and Regulations to:

- Report unsafe conditions & work methods
- Report all workplace injuries, incidents (including near misses)
- Refuse unsafe work
- Follow & use safe work procedures
- Comply with company and legislated regulations, rules, policies, and procedures
- Look out for the safety of coworkers

All subcontractors and visitors to our business will be responsible for health and safety the same way as our employees and should attend all site health and safety meetings. VBN Paving Limited is dedicated to the continual improvement of the VBN Paving Limited Health & Safety System. We shall monitor the overall efforts toward safety, provide oversight, and at least annually review the safety system policies, practices, and procedures, work environments; to identify possible areas of improvement and to implement a plan to address the identified areas of improvement. VBN Paving Limited will not allow under any circumstances any deviations or exceptions to the Health & Safety Policy. The Internal Responsibility System means that we must all work together to ensure that health & safety is the primary focus of all employees and subcontractors. We are committed to ensure that all employees always work in a safe environment.

  
\_\_\_\_\_  
Senior Management

August 14, 2020  
\_\_\_\_\_  
Date

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### Roles and Responsibilities

#### Responsibilities of the Senior Management

Refer to Sec.25 under the Occupational Health and Safety Act.

- Prepare and post (review and revise at least annually) a written occupational health and safety policy and develop/maintain a prevention program to fulfill that policy.
- Comply with any orders and requirements of inspectors, directors and other agents from the Ministry of Labour.
- When appointing a supervisor, appoint a "competent person"<sup>1</sup>.
- Provide all equipment, materials and protective devices, as prescribed, and offer training in its safe use and its limitations and ensure it is maintained and used properly.
- Post in the workplace a copy of the *Occupational Health and Safety Act* and pertinent Regulations and the Workplace Safety and Insurance Board – Form 82 "In All Cases of Injury" poster.
- Monitor compliance with all safety legislation, regulations, rules, procedures and safe work practices and discipline workers who do not follow the policies, programs, and procedures.
- Provide assistance and cooperation to the Joint Health and Safety Committee, and respond in writing, within 21 days, to a written recommendation from the Committee.
- Provide information, instruction, training, supervision and assistance to all employees to protect their health and safety and ensure that workers participate in required instruction and training. Annually training needs must be reviewed and reassessed.
- Review annually, in consultation with the Joint Health and Safety Committee, the training and instruction, and familiarity regarding hazardous substances used by a worker.
- Inform a worker or a person in authority over a worker, about any hazards in the workplace and outline the control strategies which must be implemented to prevent exposure to that danger.
- Ensure that work is done in compliance with all safety legislation, regulations, rules, procedures and safe work practices.
- Provide a safety area in a prominent place within the 3 primary workplaces where the act, regulations, and any explanatory information shall be posted. Update the safety board's quarterly with new material.
- Advise contractors and prospective contractors of the presence of designated substances our facilities undergoing work by such contractors and ensure that the contractor's work is in compliance with safety legislation and regulations.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Keep and maintain accurate records of handling, storage, use and disposal of biological, chemical or physical agents. Make available to workers such records of the exposure of a worker.
- Establish a medical surveillance program and provide safety-related medical examinations and tests for workers as required.

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<sup>1</sup> According to OHS Act, a "competent person" means a person who, (i) is qualified because of their knowledge, training and experience to organize the work and its performance, (ii) is familiar with the provisions of this Act and the regulations that apply to the work, and (iii) has knowledge of any potential or actual danger to health and safety in the workplace.

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### Responsibilities of the Manager

Refer to Sec.27 under the Occupational Health and Safety Act.

Under the *Occupational Health and Safety Act*, supervisors have a general legal duty to take every precaution reasonable in the circumstances for the protection of a worker. In addition, manager must:

- Be familiar with the provisions of the Occupational Health and Safety Act and regulations and VBN Paving Limited health and safety policies, programs and procedures as they apply to the workplace under their control.
- Be knowledgeable about potential or actual danger to health and safety in the workplace and advice workers about these hazards.
- Ensure that a worker works in compliance with the Occupational Health and Safety Act and regulations by following safe workplace procedures and by ensuring any personal protective equipment, protective devices and/or clothing required to be used or worn by a worker are properly used and maintained.
- Provide a worker, where prescribed, with written instructions outlining the measures and procedures to be followed for the worker's protection. Annually review and update written instructions as required.
- Provide a worker with instruction and training to protect the health and safety of the worker. Quarterly review, updating records and scheduling of required training for employees.
- Complete the new employee orientation checklist and all required training before performing a task. (refer to Appendix A – New employee checklist)
- Conduct safety meetings/chats (at least once a month) with their staff.
- Take every precaution reasonable, in the circumstances, for the protection of the worker.
- Ensure worker compliance with the health and safety policy and program and use all power, up to and including the discipline policy, to ensure adherence.

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### Responsibilities of the Supervisors

Refer to Sec.27 under the Occupational Health and Safety Act.

Under the Occupational Health and Safety Act, managers' and supervisors' health and safety responsibilities are the same. At VBN Paving Limited, in addition to the responsibilities outlined in the above section (Responsibilities of a Manager), a supervisor is also responsible for:

- Conduct regular inspections and ensure prompt corrective action whenever necessary.
- Participate in investigations of accidents and incidents, completing all required documentation and filing as required. Accommodate and work for an early and safe return to work of injured employees.
- Immediately notify the manager of any critical injuries or fatalities.
- Work in cooperation with other supervisory personnel in taking every precaution reasonable in the circumstances for the protection of the worker. Assist workers to conduct frequent hazard assessments and collect appropriate documentation.
- Update and maintain current Material Safety Data Sheets for all hazardous substances on site.
- Ensure worker compliance with the health and safety policy and program and use all power, up to and including discipline, to ensure adherence.
- Establish and maintain a good housekeeping standard.
- Set a good example
- Promote health and safety awareness
- Establish safe work procedures
- Instruct workers in the safe performance of their job
- Correct all unsafe work methods and conditions
- Ensure proper maintenance
- Understand and fulfill supervisory responsibilities
- Know, understand and implement all applicable legislation and regulations
- Hold pre-work meetings, when appropriate, with all affected employees and/or subcontractors
- to identify and discuss potential work hazards
- Promote and foster a safety culture

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### Responsibilities of the Worker

Refer to Sec.27 under the Occupational Health and Safety Act.

The worker plays a key role in maintaining a safe work environment. As per the *Occupational Health and Safety Act*, worker responsibilities include:

- Work in compliance with the Occupational Health and Safety Act and regulations.
- Use or wear protective equipment, devices and/or clothing that the employer requires to be worn.
- Report to their manager/supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker.
- Report to their supervisors any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which they are aware.
- Not remove or make ineffective any protective device required by the regulations or by the employer.
- Not to use or operate any equipment, machine, device or thing or work in a manner that may endanger them-selves or another worker.
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- Work in a manner that does not endanger one-self or others.
- Ensure guards and any other approved safety devices are used.

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### **Contractor/Subcontractor Responsibilities (refer to OHS Act Sec. 23, 30)**

All contractors/subcontractors shall be made aware of our Occupational Health and Safety Program rules and regulations. The Contractor Managers and/or supervisor shall be responsible for the direct supervision and safety of the contractor and their crew. They are accountable for the performance of personnel through the safe work practices and procedures as well as any other applicable Acts and Regulations. It is the contractor/subcontractor's responsibility to perform the job/services in compliance with our safety standards or other applicable legislation.

Any infractions not immediately corrected as directed by VBN Paving Limited will result in the contractors/subcontractors being advised of the breach of contract and the action that will be taken as a result of the breach according to company policy. It must be firmly established that our safety program protects all workers on the job, including all subcontractor's employees.

All contractor/subcontractors must:

- Read and understand our company Health & Safety Program. Must be knowledgeable of and comply with all regulations, laws and codes.
- Ensure all his/her employees complete a company orientation when/where required prior to his/her employees working on site.
- Enforce all established safety regulations and work methods. Take disciplinary action necessary to ensure compliance with the rules.
- Ensure that a trade safety representative will attend regular Site Safety Meetings.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents and "near misses".
- Complete an accident/incident report ensuring all accidents/incidents are investigated and corrective action is taken to prevent re-occurrence. Copies of the report are given to the VBN Paving Limited Manager/Supervisor
- Inform each employee of the hazards associated with his/her job and provides the training in the safe work practices required to perform his/her job safely.
- Impart to each employee an understanding that violation of established safety rules will not be tolerated.
- Ensure that required safety equipment and PPE are provided and used for each job.
- Observe new hire employees closely until confident of workers ability to perform assigned duties safely.

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### Visitor Responsibilities

Each visitor is responsible for safe guarding his/her own health and safety. Visitors should only enter shop floor when absolutely required and must be supervised by a VBN Paving Limited Manager/Foreman. All visitors must:

- Report to the office and obtain permission for entry onto the shop floor.
- Wear approved personal protective equipment (safety shoes and glasses).
- Comply with OSHA AND HEALTH AND SAFETY & SAFETY Legislation and Safety Program Requirements.
- Report any unsafe acts or conditions to the Manager/Supervisor
- Report any injuries sustained on the site to the Manager/Supervisor
- Only walk in the designated safe area

### First Aid Attendant Responsibilities

The first aid attendant shall assist in the ongoing safety efforts in the workplace through efforts in promoting safety amongst all employees and contractors. This basic responsibility includes, but is not limited to the following:

- Administer First Aid as required.
- Ensuring that adequate first aid equipment is available, first aid room in neat, clean, and properly stocked and meets all WSIB requirements.
- Reporting hazards to the site supervisor.
- Ensure the First Aid Log book is completed accurately and kept confidential.
- Coordinate the transportation of injured workers to a physician's office or hospital.
- Ensure first aid certificates are posted each shift for individuals on site.
- Set a good example.

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