

VBN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 3: SAFE WORK PRACTICES

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	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	

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Purpose

The purpose of a Safe Work Practice is to aid in the protection from injury or loss by standardizing the performance of work and raising awareness for common hazards and associated controls.

Scope

- Safe Work Practices will be established for common tasks where a moderate to high level of risk exists, as identified through the hazard assessment process.
- Safe Work Practices will be reviewed with workers, where appropriate, through tool box talks and other safety meetings.
- Safe Work Practices will be stored in a location that is readily accessible to all employees.
- All employees are required to work in compliance with established Safe Work Practices.

Senior Management Responsibilities

- Create Safe Work Practices for all common tasks which, present a moderate to high level of risk of injury, illness, or damage.
- Train supervisors to this Program and all Safe Work Practices appropriate to their work.
- Ensure, through observation and inspection that work is performed in compliance with Safe Work Practices.
- Encourage workers to participate in the developing of Safe Work Practices.
- Review Safe Work Practices annually to ensure they are complete and current with existing industry best practices and all applicable legislation.

Supervisor Responsibilities

- Review and understand all Safe Work Practices applicable to the performance of their work.
- Ensure employees have been trained to all Safe Work Practices applicable to their work.
- Ensure subcontractor provide and adhere to Safe Work Practices requirements based on their own health and safety program.
- Ensure through observation and inspection that work is performed in compliance with Safe Work Practices.
- Provide feedback to management to assist in the development and maintenance of Safe Work Practices.

Worker Responsibilities

- Review and understand all Safe Work Practices applicable to the performance of their work.
- Participate in the development and revisions of Safe Work Practices applicable to their work.
- Communicate any discrepancies, further editing, or any changes to the Safe Work Practices that apply to their work.
- Perform work in compliance with approved Safe Work Practices.

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Procedure

- Safe Work Practices “SWP”
- VBN Paving Limited will conduct a hazard assessment.
- Through the hazard assessment process, tasks will be identified and their hazard level rated. Common tasks which pose a moderate to high level of risk will require the creation of a Safe Work Practice.
- Management will create a list of required Safe Work Practices.
- Management will create required Safe Work Practices with information obtained from recognized safety associations, product manufacturers, legislation, codes, CSA standards, and other industry recognized sources.
- Management will provide and review applicable Safe Work Practices with all supervisors and workers during a general site orientation.
- Supervisors will review applicable Safe Work Practices with workers in their charge during toolbox talks and safety meetings.
- Workers will work in compliance with established safe work Practices.
- Management and supervisors will observe/inspect the performance of work to ensure it compliance with established Safe Work Practices.
- Where workers are found to be performing work in a manner which is unsafe and inconsistent with established Safe Work Practices, supervisors will retrain and/or take corrective action as appropriate.
- These are to be provided during the JHA or Site Orientation.
- To be readily available to the worker for review.
- Management will review Safe Work Practices annually to ensure they remain current with best practices, legislation, and current work activities.
- Management will maintain an index of Safe Work Practices.

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