

VBN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 5: COMPANY RULES

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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Created by: Steve Thorne	Revised by: Steve Thorne	
Approved by: Angelo Ventrella	Approved by: Angelo Ventrella	

VBN Paving Limited

HEALTH AND SAFETY MANUAL

Company Rules

Purpose

VBN Paving Limited has documented company rules to establish and communicate the company's expectations for personal conduct to their employees. These rules are designed to protect the health and safety of all individuals who may be impacted by VBN Paving Limited or the performance of its work.

This program will include the company's method for taking corrective action through the progressive disciplinary process.

Scope

These programs apply to all employees while on company property, client work sites and while in the course of doing business on behalf of VBN Paving Limited.

Senior Management Responsibilities

- Establish and maintain company rules as well as a progressive disciplinary program to correct inappropriate behaviour.
- Communication of current Company Rules by posting them as required on corporate office HEALTH & SAFETY Board and (posting on electronic job safety board <https://vbnsafety.ca/Job-Safety-Board>).
- Ensure all employees are made aware of company rules through orientation.
- Ensure supervisors apply rules and corrective actions consistently.
- Review the rules regularly to ensure their continued adequacy.

Supervisor Responsibilities

- To follow the Company Rules as prescribed.
- Ensure all employees under their direction are aware of all company rules.
- Ensure all employees under their direction adhere to all established safety rules.
- Use progressive discipline as a tool to correct inappropriate behaviour.

Worker Responsibilities

- Awareness, understanding, compliance to and acknowledgement of VBN Paving Limited Health and Safety Rules.

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Procedure

Senior Management to establish the Company Rules based on legislative requirements, risk assessments and safe work practices.

- Establish clear concise rules to help protect the health and safety of any individual who may be impacted by VBN Paving Limited or the performance of their work.
- Train all workers to perform work in a manner which is safe and compliant with the established rules.
- Post these rules on all safety boards.
- When a worker is found to be in violation of these rules, the supervisor must take action to stop the inappropriate behaviour and prevent a dangerous situation from occurring.
- The supervisor will notify VBN Paving Limited of their intent to issue progressive discipline.
- Upon VBN Paving Limited approval, the supervisor will meet with the offending party to discuss the violation. The supervisor will allow the employee to explain their actions before making any determination for assessing discipline.
- The supervisor will then inform the employee of their intent to issue progressive discipline (if appropriate). The supervisor will inform the offending worker of the reason for imposing progressive discipline and provide the offending worker guidance to prevent a recurrence.
- The supervisor will document the disciplinary measure on a corrective action form and issue the employee a copy of the signed form.
- A copy of the signed corrective action form will be sent to the office and kept in the employee file

Progressive Disciplinary System

- Progressive discipline will be used as a tool to correct inappropriate behavior.
- Progressive discipline allows the supervisor to communicate VBN Paving Limited expectations for conduct and offers the offending worker an opportunity to correct their behavior.
- Progressive discipline will formally consist of three steps;
 - First Infraction – Verbal Warning
 - Second Infraction - Written Warning
 - Third Infraction – Suspension
 - Fourth Infraction – Dismissal
- When an employee is found to be in violation of a rule, the supervisor will apply progressive discipline.

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- ❑ Typically, disciplinary measures will be assessed as a response to inappropriate conduct, not a violation of a specific rule. To clarify, after receiving a written warning, an employee committing an infraction of a different rule would be subject to suspension.
- ❑ The progressive disciplinary steps serve as a guideline only. Certain, more serious offences, may result in immediate suspension or termination.
- ❑ For minor infractions, the supervisor may opt to coach the offending individual prior to initiating more formal discipline.

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General Rules

1. Accidents, Injuries or “near misses”, regardless of their nature will be promptly reported to supervisors.
2. Clothing shall be appropriate to the duties being performed. Long pants. A shirt, sturdy footwear are the minimum requirements. Outside of office and vehicles, CSA approved (green patch) footwear must be worn.
3. Each employee must ensure they have work gloves and eye protection available when needed, as determined by job requirements.
4. Employees must wear ear protection when exposed to excessive noise or directed by supervisor or job requirement.
5. While on jobsites (office and vehicles excluded) all employees must wear hard helmets.
6. Smoking is only permitted in designated areas determined by supervisor or provincial law.
7. Running is not permitted (unless under extreme emergency).
8. Hand tools are to be used for their intended use only. Any damaged or worn parts must be reported to supervisor to be promptly repaired or replaced.
9. Only authorized personal shall operate power tools.
10. Compressed gas cylinders must be stored in a secure upright position.
11. Riding on equipment is prohibited. No person shall ride on any hook, hoist or other material handling equipment, which is used strictly for handling materials and not specifically designed to carry riders.
12. Only authorized personal with appropriate personal equipment and training shall carry out welding and burning operations.
13. No worker shall carry out work if there is a danger to oneself and/or others.
14. All employees must work in compliance with Occupational Health and Safety Act and Regulations for Construction Projects and other pertinent regulations such as WHMIS Regulations.
15. Site specific regulations must be followed at all times.
16. Cooperation with Ministry of Labour Inspectors, Health and Safety Coordinators, Worker Health and Safety Representatives, Supervisors and others who are attempting to achieve and maintain a healthy and safe workplace is mandatory
17. Be sure to be familiar with company policies and safe operating and safe work procedures.
18. All workers must read and follow all posted notices and warnings
19. If a worker is not familiar or comfortable with operation of equipment, machinery or tools they must ask supervisor for training or clarification.
20. Work areas are to be as clean as possible to help reduce hazard

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