

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

**ELEMENT 8: TRAINING AND COMMUNICATIONS**

**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	

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEATH AND SAFETY MANUAL

---

### Training & Communication Policy

#### **Purpose**

A safe and healthy working environment for all VBN Paving Limited employees is of primary importance to VBN Paving Limited. Due Diligence is the underlying standard of care with regard to the supervision, instruction and training of all workers. VBN Paving Limited is obligated, legally and morally, to ensure the competence of all employees. VBN Paving Limited is committed to providing the necessary instruction and training for workers to make safe work decisions and adequate supervision to ensure that they are working in a safe manner.

Under the OHSA both the Employer and Worker have responsibilities with regard to safe work practices. In Ontario under Sect. 25 of the Act; the employer has an obligation to ensure a safe working environment for all workers. The employer must take all necessary measures to ensure the worker has been given adequate information as to the risks connected with his/her work and provide the worker with the appropriate training and assistance to ensure that he/she possesses the skill and knowledge to work safe.

The VBN Paving Limited Health & Safety Orientation Policy has been developed to provide direction, policies and procedures of the Health & Safety Orientation which will provide all workers with the knowledge of the regulations and safe work practices necessary to work safely.

#### **Scope**

The Health & Safety Orientation applies to all VBN Paving Limited supervisors, managers and workers.

#### **Key Components**

The VBN Paving Limited Health & Safety System places emphasis on three key components that have been proven to greatly decrease accidents in the workplace.

These components are:

#### **Training**

- The education and periodic retraining of employees in the safe performance of their duties.

#### **Supervision**

- The assignment of qualified persons to direct and monitor employees in the performance of their duties.

#### **Management Commitment**

- The recognition by management of the importance of a safe workplace and their support in maintaining it.

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEATH AND SAFETY MANUAL

---

VBN Paving Limited provides comprehensive education and training to their workers to pass on relevant skills. VBN Paving Limited’s supervision of workers ensures that staff can put into practice the skills and knowledge they have learned. Training must focus on transferring the skills, knowledge and abilities to workers so that they can make appropriate, informed and safe decisions in the performance of their job.

Training is an ongoing component of the health & safety program. As there are regular changes in business processes and operations, there is a similar requirement for training programs to be changed in response to new information and new situations. In addition, to help keep health & safety awareness a priority and included as a part of the workplace culture, it is important to have an ongoing improvement training program that continuously educates the workforce on matters of health and safety.

Training is essential for all new employees and those newly assigned to unfamiliar tasks. Without proper training, employees may unknowingly create risks for themselves or for others through their actions. New workers may also not have the experience to identify work situations that are hazardous and may continue to put themselves at risk.

Employees new to the company or new to a specific job must receive orientation regarding safe practices and procedures relative to the job they will be performing.

There is a distinct difference between certification and competency. Certification shows a level of education or training received. Competency is defined as having the ability, skill, proficiency, and expertise to perform the task(s) required in a safe, reliable, reproducible manner. Receiving training does not always indicate competency, which must be evaluated separately. These differences must be recognized by the company.

Effective training has five components

- New Employee Orientation – general and site specific
- On-the-Job Training
- Ongoing Training
- Safety Talks
- Structured Training sessions

### **Procedures:**

#### **New Employee Orientation**

The New Employee Orientation will be provided by VBN Paving Limited management for all personnel prior to starting the job. The New Employee Orientation will consist of the formal documentation of general safety requirements and verification of worker competency.

General Safety orientation is an overview of the essential regulatory and organizational requirements. It would include:

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEATH AND SAFETY MANUAL

---

- Personal HEALTH & SAFETY Responsibilities
- Safety rules
- Role of the Health & Safety Representative and JHSC
- Required safe work practices
- Use of applicable PPE (personal protective equipment)
- Reporting of injuries and occupational illnesses
- Reporting and correcting of hazards
- Refusing unsafe work
- Emergency procedures
- WHMIS
- Requirements with regard to first aid services and attendants
- Violence/Harassment

Job Specific Training covers the essential, specific HEALTH & SAFETY requirements & safe work procedures not discussed in the general safety orientation. The Job Specific Orientation must be completed prior to the worker commencing floor duties for both field operations and administration. The job specific should include a walking tour of the site. Items to be addressed include:

- Job specific safe work procedures
- PPE use, care and maintenance
- The work inspection process and the worker(s) role
- Emergency preparedness procedures
- Mobile equipment
- Transportation of Dangerous Goods
- MSD Prevention
- Slips, trips, falls
- Driver Safety
- Lockout / machinery safety
- Return to Work
- Safe job procedures, and job hazard analysis

### Supervisor/Manager Training

Managers and Supervisors are the foundation for the practice and overall success of the health & safety system. They are responsible and accountable for the day to day management and promotion of safe work procedures. Since managers and supervisors participate in the training of employees, thorough training of managers and supervisors to ensure competency is crucial. Training will ensure to include the MOL Supervisor 5 Steps and/or to cover key topics including;

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEALTH AND SAFETY MANUAL

---

Supervisor/Manager's accountabilities include:

- Ensuring each employee is fully trained and has adequate, safe equipment to use
- Conducting formal and informal inspections
- Recognition of hazards and advising workers of any hazards
- Participating in safety meetings
- Giving complete, specific job instructions
- Ensuring that employees wear personal protective equipment
- Enforcing the use of safety operating procedures and adherence to company policies
- Conducting accident investigations
- Setting a good example

Key elements to effective competent supervision include:

- Assessing the workplace, equipment and employees
- Emphasize safe behaviour
- Model safe behavior
- Conduct ongoing training
- Consistently correct unsafe behaviour
- Correct unsafe conditions without undue delay
- Promote safe culture
- Be a Safety Ambassador

### Verification of Training

Written records of the training provided are absolutely necessary to show compliance per Occupational Health & Safety Act and Regulations. They are vital to proving due diligence, tracking worker training, identifying training needs, eliminating unnecessary repeat of training.

Here are some important guidelines:

- Keep records of all on the job training and forward applicable copies to the health and safety coordinator
- Verify any trade qualifications, especially those gained before employment at VBN Paving Limited. This includes qualifications such as trade certification, first aid tickets, etc.
- Keep records of specialized education (e.g. defensive driving, WHMIS, TDG)
- Keep records of all training in emergency procedures (including emergency evacuation drills)
- Record situations in which the employee had to be corrected on the job for a serious safety infraction and the resulting retraining that was done

### Ongoing Training

Training should be a continuous process for all workers. There are several ways you can deliver ongoing training.

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEATH AND SAFETY MANUAL

---

### *Continuous Monitoring and Evaluation*

Whenever you are on the worksite you should be watching for health and safety concerns and commenting regularly on what you see. You should comment every single time you see an unsafe condition or an unsafe act. If you see something and let it go, you might as well tell the person: “Don’t believe what I said earlier about that safety practice; it’s not really important.”

### *Job Coaching*

Job performance coaching is the day-to-day actions taken to help employees perform as well as possible. There are two kinds of job coaching:

- Corrective coaching to get people back on track; to resolve performance problems
- Developmental coaching to keep people on the right track and to help them learn, grow and make progress

This can be accomplished utilizing a safety observation form to be completed daily by the supervisor.

### *Coaching Tips*

- Emphasize performance, not personality
- Use facts and examples
- Avoid “ancient history”
- Show both the improvements and problems
- Don’t hide things
- Keep confidences

### *Key Points Tips*

- Give employees helpful hints, suggestions, reminders, or tips about key quality, efficiency and safety points. The best tips are short reminders offered informally and constantly.
- Safety talks show your company’s commitment to health and safety and are important contributors to worker safety. Safety talks may cover a wide range of topics.
- Safety talks are also called toolbox talks and tailgate talks.
- Spend about two-thirds of your time presenting information on that day’s topic, and leave one-third for questions or discussion. Encourage discussion, but keep it focused.
- Safety meetings provide an opportunity for two-way dialogue where everyone has an equal chance to raise and discuss safety issues. Safety meetings should be held with approximately the same frequency as safety talks (i.e. weekly), so that combining the two safety activities will seem to be a natural fit. In some cases, it may be better to have weekly safety talks and monthly safety meetings.
- Structured training sessions work well for some training requirements. This type of training is most effective when the learner applies the newly learned skills, knowledge, and abilities right away. You may want to develop your own training, or arrange to have a workshop done by a professional trainer.
- The length and the content of the sessions will depend on what you expect the trainees to learn.

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEATH AND SAFETY MANUAL

---

### Roles and Responsibilities

#### Senior Management

- Educate and periodically retrain workers for the safe performance of their job duties
- Ensure that supervisors receive adequate training and direction
- Hold supervisors accountable for their actions and the actions of their workers
- Review annual budgets for safety and training needs
- Annually review orientation/training policies for any gaps, & compliance with applicable current regulations amending policy to comply and address gaps

#### Supervisors

- Aware, understand and acknowledge VBN Paving Limited training and communication requirements.
- Evaluate the skill requirements for each job.
- Evaluate each job for the potential hazards.
- Educate and train workers on the skills required for the job and the reasonably foreseeable hazards.
- Ensure that all employees receive the required training to remain current with all aspects of the job (legislated and procedural).
- Ensure employees are aware of & understand the policies, safe practices and procedures established to help them work safely.
- Evaluate the qualifications of the employee.
- Ensure that workers are following the safe work procedures they have learned.
- Arranges for orientation training and entry of employee into company training matrix.
- Ensure record of training is maintained and readily available.
- Provide feedback/suggestions to management on training and communication items.

#### Workers

- Participate in all required training provided.
- Learn about safety in all aspects of the job. Familiarize themselves with the health and safety management system, applicable operator's manuals and site policies and procedures.
- Follow and work in compliance with responsibilities under the Occupational Health & Safety Act.
- Follow safe work practices and procedures; report any unsafe conditions, always wear applicable PPE.
- Provide feedback/suggestions to management on training and communication items.
- Inform supervisor if they cannot comprehend any training materials provided or if they are unsure how to find or perform safe practices and procedures.
- Keep copies of all completed training records. Request to be provided with a copy of the training certificate/record upon completion of training.

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

---

# VBN Paving Limited

## HEATH AND SAFETY MANUAL

---

### Communication

All workers will receive communication with regard to the orientation policy through the new hire orientation within 24 hours of the hire date via formal general hire safety documentation

Job specific orientation will be communicated through a formalized training session prior to commencing duties for both field workers and administrative workers.

The Orientation policy will also be communicated to all workers through ongoing training processes; safety meetings, tool box meetings, bulletins and through the job safety board and the training center.

### Training

All workers will receive a formal general hire orientation, 24 hours from the hire date consisting of a formal training and verification confirming the worker's competence with content.

All workers will receive a formal job specific training session with a content verification ensuring worker(s) competency in writing.

Ongoing training will be provided to all workers periodically through various methods such as formalized training sessions, health & safety meetings, safety tool box meetings and bulletins.

### Evaluation

Senior Management will review the quality, content and success of the Orientation Policy and procedures on an annual basis during the safety audit

As orientation and training are completed, each individual manager and/or supervisor will review training verification documents and periodically observe worker(s) to measure ongoing effectiveness of orientation policy and procedures.

### Continual Improvement

Upon reviewing the audit for gaps the management team will create an action plan to address any identified gaps in the policy and procedures.

On an annual basis, management will review the orientation policy to ensure it is compliant with current applicable regulations & operations.

<i>Date Created: March 12, 2018</i>	<i>Date Revised: July 27, 2019</i>	<i>Version #: V1-19</i>
<i>Created by: Steve Thorne</i>	<i>Revised by: Steve Thorne</i>	
<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	