

VBN Paving Limited

COMMUNICATION POLICY

Purpose:

The purpose of this policy is to communicate aspects and details of the VBN PAVING Health & Safety Plan to all members of the company through a variety of methods and means.

Scope:

- All employees
- Up, down, and across the company
- Written, verbal, and electronic

Responsibility:

VBN PAVING Senior Management is responsible for:

- Determining the meeting schedule for the year
- Attending all company wide safety meetings

VBN PAVING Health & Safety Manager is responsible for:

- Ensuring the schedule is adhered to
- Attending all company wide safety meetings
- Determining supplementary meetings as required

VBN PAVING Senior and Site Supervisors are responsible for:

- Hosting and chairing daily Tool Box Talks
- Attending all company wide safety meetings
- Participating in meetings

VBN PAVING Employees are responsible for:

- Attending all Tool Box Talks
- Attending all company wide safety meetings
- Participating in meetings

Mandatory Meetings to be held throughout the year

Annual Start Up Safety Meeting (Company Wide)

April

Bi-Monthly Safety Meetings (Company Wide)

April - Spring Startup

June

August

October - Season Close Out

December – Season Startup

February

Job Specific Meetings

Pre-Construction Job Start-Up

Daily Tool Box talks

Date Created: Feb 15, 2018	Date Revised:	Version #: V1
Created by: Stephen Hall	Revised by:	
Approved by: Angelo Ventrella	Approved by:	Communication

VBN Paving Limited

COMMUNICATION POLICY

Definitions:

Posting verb (used with object)

Digital Technology.

- a. to submit (an online message) to a message board or electronic mailing list.
- b. to place (text, images, etc.) on a website:
I just posted some photos of my trip.

Communication Procedure – Annual; Quarterly; Schedule

Senior Management, at the beginning of the year, to determine the schedule for the annual safety meeting and quarterly safety meetings

1. Senior Management to host each of the above meetings.
2. Health & Safety Manager to create an agenda for the meetings.
3. Agenda to be provided to employees prior to the meeting.
4. Health & Safety Manager to chair the meetings.
5. List of attendees to be taken.
6. Meeting commenced and agenda followed.
7. Comments and questions to be solicited from the meeting attendees.
8. Minutes of meetings to be recorded.

Communication Procedure – Pre-Construction Job Start-up; Tool Box Talks

1. Senior Management to validate execution of the project is in line with the Health & Safety Program
2. Site Supervisor and team to walk the project and complete the Hazard Identification Form.
3. The Hazard Identification Form then becomes the basis of the pre-construction job start-up and tool box talks for the project.
4. Daily Hazard Assessments also identify topics to be incorporated in the tool box talks
5. Health & Safety Manager and Site Supervisor to host and chair the pre-construction job start-up meeting.
 - a. Agenda prepared
 - b. Minutes taken
 - c. Attendees listed
6. Site Supervisor to host and chair the daily tool box talks.
 - a. Daily Tool Box Talk Form completed
 - b. Attendees listed

Date Created: Feb 15, 2018	Date Revised:	Version #: V1
Created by: Stephen Hall	Revised by:	
Approved by: Angelo Ventrella	Approved by:	Communication

VBN Paving Limited
COMMUNICATION POLICY

Date Created: Feb 15, 2018	Date Revised:	Version #: V1
Created by: Stephen Hall	Revised by:	
Approved by: Angelo Ventrella	Approved by:	Communication