

VBN Paving Limited
HEALTH AND SAFETY MANUAL

ELEMENT 19: MANAGEMENT REVIEW

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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Approved by: Angelo Ventrella	Approved by: Angelo Ventrella	

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PURPOSE

As part of our commitment towards continuously striving to improve health & safety in the workplace and to ensure compliance VBN Paving Limited has implemented the Continual Improvement Policy.

The Continual Improvement Policy will ensure that a review of the company's health & safety management system is completed. The review will examine all the elements of the VBN Paving Limited Health & Safety Management System to determine the level of implementation and its effectiveness. It includes the information from the system evaluations, investigation results, documentation review, observations and input from management, supervisors and workers.

SCOPE

Procedures will be applicable to all VBN Paving Limited locations and address:

- Continuous improvement of HEALTH & SAFETY system.
- Fulfillment of legal responsibilities as well as the requirements, we will be proceeding with the Certificate of Recognition (COR™) Program, we will conduct an annual Health and Safety Program and Management System review/evaluation. It is our intent to review and evaluate 19 elements of our program using the COR™ Audit Tool Package.

ELEMENT GOALS

- Establish a policy of conducting periodic reviews (minimum on an annual basis) of the HEALTH & SAFETY system by senior management in order to ensure continual improvement by evaluating the suitability, adequacy and effectiveness of the HEALTH & SAFETY system.
- Outlining the aspects that the periodic reviews must address.
- Development of annual HEALTH & SAFETY objectives and their communication throughout the company.
- Establishment and monitoring of key performance indicators (KPIs) to track the performance of the HEALTH & SAFETY system.
- Review Procedure on an annual basis.

SENIOR MANAGEMENT RESPONSIBILITIES

- Establish company HEALTH & SAFETY objectives for the upcoming year.
 - Objectives must be **SMART**:
 - Specific
 - Measurable
 - Achievable
 - Realistic
 - Time bound
- Ensures adequate communication of the HEALTH & SAFETY objectives throughout the company.
- Establish key performance indicators to monitor progress of achieving the HEALTH & SAFETY objectives as well as monitor performance of the HEALTH & SAFETY system.
- Effectively initiate and monitor the Occupational Health and Safety Program under the COR™ Audit Tool.
- Appointment of an Internal Auditor for the Company.

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- Prepare and distribute a notice on an annual basis to all employees of the purpose for the audit, any requirements and means of distribution (i.e. meetings, tool box talks, and memo) will conduct a formal review of the audit report (and supporting evidence) with the auditor.
- Holds periodic reviews to evaluate the effectiveness of the HEALTH & SAFETY system KPIs and level of HEALTH & SAFETY objective achievement.
- Implements corrective actions using the Action Plan form to address any deficiencies or shortfalls identified during the review of the KPIs and HEALTH & SAFETY Objective progress.
- Complete the Senior Management Accountabilities and Due Diligence Form
- Complete the Senior Management Continuous Improvement Plan, Budget and Completion Dates form. Outline Action Plan related to Element 19, where deficiencies are identified.
- Identify overall Action Plan for all elements with agreement by means of date and signature by Senior Management.

MANAGEMENT RESPONSIBILITIES

- Prepares the Management Review meeting documentation and records management review minutes and action plans.
- Prepares all required KPIs and relevant trend analysis reports to be presented during the management review.
- Implements corrective actions resulting for Management Review meetings.
- Completes the Review and Revision Tracking Form while reviewing the system procedures for adequacy.

SITE SUPERVISOR RESPONSIBILITIES

- Completes the Superintendent Accountabilities and Due Diligence form.
- Complete the Supervisory Due Diligence Strategies Checklist.

WORKER RESPONSIBILITIES

- Awareness, understanding and acknowledgement of VBN Paving Limited. Health and Safety Audit Program and Action Plan.

PROCEDURE

- Senior Management develops annual HEALTH & SAFETY objectives and establishes KPIs to monitor the HEALTH & SAFETY system performance.
- HEALTH & SAFETY Manager monitors the KPIs and schedules senior Management Review meetings to discuss the performance of the HEALTH & SAFETY system and status of HEALTH & SAFETY objectives.
- Action Plan is developed based on identified shortfalls in the HEALTH & SAFETY system:
 - An approved (signed), prioritized action plan (complete with assignment of responsibility and anticipated implementation dates) will be drafted and provided to all management staff to be addressed with all personnel. This will be accomplished in any or all of the following manners:
 - At a regular company meetings

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- Safety committee(s) meeting
- During tool box talks
- At site progress meetings
- A Company memo/newsletter to all staff acknowledging the results of the formal review/evaluation and thanking everyone for their support and participation
- ☐ Goals for Achievement
 - Intention for the COR™ Program is to fulfill the requirements of VBN Paving Limited. in reviewing the health and safety program. The outcomes expected are as follows:
 - Implementation and maintenance of the Health and Safety Management System Evaluation into VBN Paving Limited’s program
 - Evaluate Occupational Health and Safety Program and Management System performance against a generally accepted set of evaluation criterion developed by and for the Construction Industry
 - To identify any conformed and/or non-conformity VBN Paving Limited’s Health & Safety program
 - Plan and set targets of a prioritized action plan to ensure continuous improvement of your systems and program
 - To ensure the management system has incorporated a monitoring function to verify implementation of action plan items
- ☐ Review/Revision Tracking Form
 - A review and/or revisions to the Health and Safety Program Manual shall be recorded in the following format and communicated to the workforce by Management, as necessary.
- ☐ Annual review of Procedure to identify any changes to VBN Paving Limited’s Health and Safety Program; Revision Page will reflect the review and update.

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