
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 1.2: Document and Record Control		
	APPROVED BY: Sarhan Abu-Kwiek	COR Elements: 1	
	APPROVAL DATE: 02/24/2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	SIGNATURE: 	# OF PAGES: 3	

DOCUMENT AND RECORDS CONTROL PROCEDURE

PURPOSE

The Purpose of J-AAR’s document and record control policy and procedure is to identify the necessary and sufficient documentation to maximize the efficacy of our Occupational Health and Safety Management System. This policy will also cover the requirements for approval, review, maintenance, changing, and retention of the required documents and records.

SCOPE

This procedure applies to all documents and records created, circulated, used, and archived by employees of J-AAR for health and safety.

DEFINITIONS

Document:

- Documents are pieces which contain – or have the potential to contain – Information and can be edited. An example of a document is a blank equipment inspection.

Record:

- Records are completed documents. They can no longer be changed. An example of this is a completed equipment inspection.

PROCEDURE

Identify the Necessary Documentation:

- Senior Management, with assistance from the Health and Safety team, will identify the necessary documents required for the J-AAR OHSMS
- The Health and Safety team will review relevant legislation, in-house policies/procedures, external documents and records such as MLTSD field visit report/order; WSIB/RTW forms; industry best practices, etc.

Document Approval:



- Senior Management – working with the relevant workplace parties (such as the JHSC/workplace Rep) – will review and approve the necessary documents as required.

Document Review, Update, Re-Approve, or Withdrawal:

- As required – annually at a minimum – Senior Management in conjunction with the Health and Safety team will review all documents and provide updates, re-approval, or withdrawal of use as the result of review.

Document Issued/Recirculated:

- After the document has been approved by Senior management the Health and Safety team will issue and circulate the most recent version to J-AAR jobsites and facilities. This will predominantly be done through HCSS.

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- The approval date and revision number will be found on all internally created documents. This will ensure that the most up to date documents will be issued.
- The Health and Safety team will notify all relevant workplace parties when there is a new/revised/withdrawn document and provide them with the appropriate new documentation.

Document and Record Storage:

- The security and confidentiality of all company documents and records must be taken into account
 - Any employee found to breach the J-AAR privacy and confidentiality agreement will be subject to J-AAR's progressive discipline policy
- Documents and records must be stored in a way that keeps them legible and readily identifiable
- Documents and records will be stored electronically indefinitely on J-AAR's and HCSS' servers
- Physical documents from projects will be stored at the J-AAR office for one year after completion of the project

REQUIRED DOCUMENTS AND RECORDS

- All of J-AAR's Health and Safety Policies, Programs, and Procedures
- Corporate Hazard Identification and Risk Assessment Matrix
- Job Hazard Analysis form
- Site Specific Safety plan
- Environmental Management Plan
- Subcontractors Qualification and Evaluation records
- Company rules
- Progressive discipline records
- Equipment and tool inventory
- Maintenance schedules and records
- JHSC meeting and minutes
- Manufacturer's manuals
- Training requirements matrix
- Incident investigation reports
- Emergency response plans/procedure
- Emergency drill records
- Site statistics
- Traffic control plans
- Confined space entry permits
- External communication (MLTSD, WSIB, FAF, etc)
- Company annual reports
- Safe Job procedures

 <p>J-AR EXCAVATING</p> <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 1.2: Document and Record Control		
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- Safe Work Practices
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90