
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 10: Legislation and Other Requirements Procedure		
	APPROVED BY: Sarhan Abu-Kwiek	COR Elements: 13	
	APPROVAL DATE: 02/24/2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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LEGISLATION AND OTHER REQUIREMENTS PROCEDURE

PURPOSE

The purpose of this procedure is to identify and ensure that J-AAR Excavating is in compliance with all legislation, regulations, standards, and any other requirements which may apply to the scope of work we undertake.

SCOPE

This procedure covers all places J-AAR Excavating carries out business and all legislation, regulations, standards, and any other requirements which may apply to the scope of work we undertake.

Legislation and Other Requirements

J-AAR Excavating has identified the following as applicable to our scope of work.


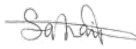
There may be additional municipal or regional regulations depending on the area and work being performed. Project Managers should consult with local authorities before commencing work.

Employment Standards:

Employment Standards Act, 2000, S.O. 2000, c. 41

Construction and Industry:

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- O. Reg. 420/21: NOTICES AND REPORTS UNDER SECTIONS 51 TO 53.1 OF THE ACT - FATALITIES, CRITICAL INJURIES, OCCUPATIONAL ILLNESSES AND OTHER INCIDENTS
- O. Reg. 381/15: NOISE
- O. Reg. 297/13: OCCUPATIONAL HEALTH AND SAFETY AWARENESS AND TRAINING
- O. Reg. 490/09: DESIGNATED SUBSTANCES
- O. Reg. 632/05: CONFINED SPACES
- O. Reg. 278/05: DESIGNATED SUBSTANCE - ASBESTOS ON CONSTRUCTION PROJECTS AND IN BUILDINGS AND REPAIR OPERATIONS
- O. Reg. 213/91: CONSTRUCTION PROJECTS
- R.R.O. 1990, Reg. 860: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)
- R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS
- R.R.O. 1990, Reg. 833: CONTROL OF EXPOSURE TO BIOLOGICAL OR CHEMICAL AGENTS
- R.R.O. 1990, Reg. 1101: FIRST AID REQUIREMENTS
- Smoke-Free Ontario Act, 2017, S.O. 2017, c. 26, Sched. 3
- O. Reg. 87/13: TRAINING REQUIREMENTS FOR CERTAIN COMPULSORY TRADES
- Workplace Safety and Insurance Acts, 1997 - O. Reg 35/08: Return to Work and Re-employment - Construction Industry
- MTO Book 7

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Environmental:

- Environmental Protection Act, R.S.O. 1990, c. E.19
- O. Reg. 406/19 ON-SITE AND EXCESS SOIL MANAGEMENT
- O. Reg. 224/07 SPILL PREVENTION AND CONTINGENCY PLANS
- O. Reg. 675/98 CLASSIFICATION AND EXEMPTION OF SPILLS AND REPORTING OF DISCHARGES
- R.R.O. 1990, Reg. 360 SPILLS
- R.R.O. 1990, Reg. 347 GENERAL - WASTE MANAGEMENT

Vehicles:

- Highway Traffic Act, R.S.O. 1990, c. H.8
- O. Reg. 185/22: PORTABLE TRAFFIC CONTROL SYSTEMS
- O. Reg. 133/21: ELECTRONIC DOCUMENTS
- Ontario Regulation 398/16 (Road-Building Machines)
- O. Reg. 419/15: DEFINITIONS OF COMMERCIAL MOTOR VEHICLE AND TOW TRUCK
- O. Reg. 366/09: DISPLAY SCREENS AND HAND-HELD DEVICES
- O. Reg. 199/07: COMMERCIAL MOTOR VEHICLE INSPECTIONS
- O. Reg. 555/06: HOURS OF SERVICE
- O. Reg. 363/04: SECURITY OF LOADS
- O. Reg. 512/97: CRITICAL DEFECTS OF COMMERCIAL MOTOR VEHICLES
- O. Reg. 424/97: COMMERCIAL MOTOR VEHICLE OPERATORS' INFORMATION
- O. Reg. 340/94: DRIVERS' LICENCES
- R.R.O. 1990, Reg. 611: SAFETY INSPECTIONS

Safety Standards:

- Technical Standards and Safety Act, 2000, S.O. 2000, c. 16
- O. Reg. 219/01 OPERATING ENGINEERS
- O. Reg. 217/01: LIQUID FUELS
- O. Reg. 214/01: COMPRESSED GAS
- O. Reg. 223/01: CODES AND STANDARDS ADOPTED BY REFERENCE


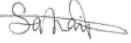
Updates and Changing Legislation

J-AAR health and safety will monitor legislation and other regulations and standards for any updates that fall within our scope of work. Senior management will be advised of any relevant changes as per the procedures laid out in Section 14 of the OHSMS.

Required Postings in the Workplace

The following documents are required to be posted/available on all J-AAR places of business as required:

Notice of Project
Form 1000

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- "Health and Safety Starts Here" Poster
- Form 82 "In Case of Injury" Poster
- A copy of the Occupational Health and Safety Act
- J-AAR HSE Policy and Program
- Designated Substances
- Any monitoring/testing results
- Recent H&S Site Stats
- Any MLTSD correspondence
- Emergency procedures
- Rescue plans when required
- Traffic Control Plan
- Map to nearest hospital
- If the Project employees more than 5 people regularly
- Names and location/contact info for Health and Safety rep (or JHSC members if 20 or more people are regularly employed)
- Workplace violence and harassment policies and procedures
- Names and contact info for the emergency response team/qualified first aiders
- First aid requirements
- Reg 1101
- First aid inspections
- First aid inventory/order sheet

A required posting check list will be provided to every J-AAR supervisor, project manager, and superintendent to ensure they are aware of the posting requirements. J-AAR health and safety will ensure compliance while doing workplace inspections.

PROCEDURE

Assessment

- J-AAR health and safety and senior management will assess J-AAR's scope of work and determine relevant legislation and other requirements

Compliance



- J-AAR health and safety, project managers, superintendents, and supervisors will ensure that all J-AAR places of business are in compliance with all identified requirements

Inspections

- J-AAR health and safety and supervisors will perform workplace inspections at required intervals to ensure continued compliance

Re-assessment

- J-AAR health and safety will keep abreast of all changes to requirements and legislation

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- If/when changes occur health and safety will brief senior management and changes will be made per section 14 of this document

Communication

- All changes made will be communicated to the relevant workplace parties per section 14 of this document

Repeat

- This procedure requires a constant cycle of assessment – communication as long as work is being carried out.

RESPONSIBILITIES

Senior Management

- Ensure that all applicable legislation and other requirement are identified
- Ensure the company works in compliance with all identified requirements
- Review and approve any changes required
- Ensure that all projects are in compliance with the identified requirements
- Communicate with supervisors to ensure compliance and to keep them aware of any changes which may be coming

Supervisors

- Ensure compliance by carrying out weekly inspections
- Ensure all postings identified in the required postings checklist are posted
- Communicate any compliance issues with project management
- Ensure all work carried out under their supervision is carried out in compliance with the identified requirements

Workers



- Work in compliance with all requirements
- Help ensure compliance by informing your supervisor of any noncompliance issued

Health and Safety Team

- Identify all required legislation and other requirements applicable to J-AAR's scope of work
- Monitor compliance and ensure all documentation is up to date
- Advise senior management of any changes to requirements
- Conduct an annual evaluation with senior management
- Ensure all J-AAR places of business are compliant by performing periodic field inspections

Health and Safety Committee/Rep

- Ensure compliance of all requirements when performing inspections
- Report all issues found to J-AAR supervision

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Subcontractors

- Work in compliance with all identified requirements

Visitors

- Remain in compliance with all identified requirements at all times while on J-AAR locations

REQUIREMENTS

Documentation

- Workplace inspections
- Identified legislation and other requirements
- Records of Training
- Manufacturer's instructions

Training

- Location specific orientation
- Task specific training

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by J-AAR Excavating.

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

DOCUMENT AND RECORD CONTROL

All records and generated as for this procedure will be stored on J-AAR or HCSS servers indefinitely.