 <p>JOHN AARTS GROUP HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Management Review		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 4		

MANAGEMENT REVIEW PROCEDURE

PURPOSE

The John Aarts Group’s Occupational Health and Safety Management System and all supplemental documents and records must be reviewed regularly – at least annually – to ensure compliance with relevant legislation and to ensure it is meeting company goals and expectations.

SCOPE

All JAG policies and procedures should be reviewed on an as needed basis – at least annually. Where changes are made it is important to have a procedure in place to ensure the right people are reviewing the right objectives and information, and changes are being communicated effectively.

Health and Safety Document Package

John Aarts Group health and safety will prepare a document package for senior management at the beginning of the review.

This document package will include at a minimum:

- A brief evaluation of the effectiveness of all the elements the OHSMS
 - o This will be determined based on feedback from supervisors, worker reps/JHSC members as well as an analysis of lagging and leading indicators and actual statistics for each division
- The status of action items from previous reviews as outlined in JAG’s meeting minutes/Continual Action Plan document
- Results of internal health and safety audits
- Results of COR audits
- Recent workplace incidents and investigations
- Any new/changing legislation
- External communication
 - o MLTSD visits, memos orders; WSIB correspondence, IHSA notices/best practices/events, manufacturer’s bulletins/updates, etc.
- A breakdown of Health and Safety statistics throughout the entire organization
- Whether or not our health and safety goals have been met
- Status of incident report/investigations and how the implementation of corrective actions has gone
- Changing external circumstances such as new/changing legislation, new technologies, new industry practices, etc.
- Any identified barriers to worker participation


Based on all the above JAG health and safety in conjunction with Senior Management will create recommendations for improvement and complete a corrective action plan for the whole organization.

Annual Management Meeting

JAG health and safety will provide the above-noted document package to management on an annual basis.

Section 25(2)(j)

Section 2(2)(j) of the Act States the employer’s duty to “prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;”

 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Management Review		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 4		

MANAGEMENT REVIEW PROCEDURE

This procedure provides the necessary steps and documentation to ensure compliance.

PROCEDURE

Health and Safety briefs senior management

- JAG health and safety will bring senior management a completed health and safety document pack for review

Recommendations for improvement

- Based on the documentation brought forward by health and safety, a corrective action plan for each organization will be created by senior management. This will include recommendations for improvement and who is responsible for enacting them. This document will become part of the review package for the next annual review as well as the outline for the quarterly management review

Approval Process

- After review and recommendations have been made Senior management will issue a letter of approval. This letter will be signed, dated, and outline the approved changes to each document, policy, and procedure in the OHSMS.

Revision

- With the approval letter JAG health and safety will draft revised versions of all changed documents, policies, and procedures. These will be signed off on by Senior management before the annual general meeting each year unless a situation/legislation dictates an emergency revision.

Communication

- JAG will communicate the approved changes to all employees in one of the following ways:
 - o At the annual general meeting – all JAG employees attend an annual general meeting. Any changes to the OHSMS will be communicated in person at this time
 - o At a site-specific orientation – on any project where JAG is the constructor a site-specific orientation must be given to all involved workplace parties. Changes will be worked into these orientations to ensure that all field level staff/subcontractors/guests are aware of them
 - o Through scheduled toolbox talks – JAG health and safety will create and circulate toolbox talks on a weekly basis. These talks can be used to inform all workers of the approved changes. This is the preferred choice if circumstances dictate an unscheduled review as they can be rolled out the fastest.


RESPONSIBILITIES

Senior Management

- Participate in the annual review
- Sign and authorize updates made to JAG's OHSMS
- Participate in meetings as required
- Participate in the creation of the review package by providing input and documentations when requested
- Review documentation and processes with your supervisors when required

Supervisors

- Ensure required documentation is completed
- Participate in the review process by providing input

 HEALTH, SAFETY & ENVIRONMENTAL PROGRAM	Section: Management Review		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 4		

MANAGEMENT REVIEW PROCEDURE

- Communicate jobs trends to management

Workers

- Participate in the review process by providing input when requested
- Participate in daily safety meetings
- Participate in the completion of all required paperwork as required

Health and Safety Team

- Schedule and hold annual management meetings
- Record, distribute, and store meeting minutes
- Create an annual report for management review
- Assist senior management in determining areas for review, company goals, and appropriate benchmarks
- Assist in the development of the JAG orientation packages
- Create toolbox talks to communicate approved changes when required
- Create, distribute, and record communication to all appropriate workplace parties as required

Health and Safety Committee/Rep

- Participate in the review process by contributing input as required
- Participate in all required safety meetings and inspections
- Complete all required documentation as required

Subcontractors

- Review policies and procedures as required
- Participate in the review process by contributing input as required
- Report all incidents to JAG supervision
- Participate in all required safety meetings
- Complete all required documentation as required


Visitors

- Review policies and procedures as required

REQUIREMENTS

Documentation:

- Hazard Identification and Risk Assessment Matrix
- Job Hazard Analysis form
- Site Specific Safety plan
- Environmental Management Plan
- Safe Job Procedures
- Safe Work Practices
- Site statistics
- IHSA best practices and reports
- Incident reports and investigations
- MLTSD correspondence
- WSIB correspondence
- Industry newsletters
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Mining Regulation 854/90

 HEALTH, SAFETY & ENVIRONMENTAL PROGRAM	Section: Management Review		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
	# OF PAGES: 4		

MANAGEMENT REVIEW PROCEDURE

Training:

- Hazard recognition and control
- Job Hazard Analysis
- Responsibilities as per legislation and the OHSMS
- Site specific safety plan
- Company Orientation
- Internal Auditor
- Selection, care and use of protective devices required

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 the John Aarts Group.

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

JAG health and safety will remove outdated documents from circulation and ensure that the approved, updated documents, processes and procedures are communicated to JAG employees and subcontractors as required. Any generated documentation will be stored on the HCSS or JAG servers indefinitely.