 <p><b>JOHN AARTS GROUP</b>  <b>COMPANY WIDE HEALTH,  SAFETY &amp; ENVIRONMENTAL  PROGRAM</b></p>	<b>Section: Management of Change</b>		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
		# OF PAGES: 5	

## MANAGEMENT OF CHANGE PROCEDURE

### PURPOSE

The John Aarts Group’s Occupational Health and Safety Management System and all supplemental documents and records must be reviewed when changes occur. Regardless of whether these changes are internal or external in nature, this procedure is in place in order to ensure the OHSMS is compliant with current legislation and the company’s needs and goals.

### SCOPE

Where changes have been made in JAG processes and procedures, it is necessary to have the changes undergo an assessment and thorough management approval process. The assessment is to ensure that all changes are compliant with all legislation and in line with JAG’s needs and goals.

#### Health and Safety Document Package

The John Aarts Group health and safety team will prepare a document package for senior management when required. This will be completed before the annual management review meeting or when external circumstances dictate.

This document package will include at a minimum, health and safety assessments of:

- Changes in legal requirements
- Significant changes to JAG:
  - o Processes and procedures
  - o Control measures
  - o Equipment
  - o Organization
  - o Scope of work
  - o New locations
- The introduction of new processes, products, or services in the industry
- The introduction of new developments in Occupational Health and Safety
- Any other change which may be relevant to the John Aarts Group’s company goals and needs


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.

Senior management will have the final approval of all changes after being briefed by JAG health and safety.

#### Hazard Assessment and Control

After Senior management has approved any changes to the JAG OHSMS and related processes, procedures, and equipment, the health and safety team will conduct or update all relevant hazard assessments related to the changes. This includes updates to HIRA’s, Safe Work Procedures, Site-Specific hazard assessments, Workplace specific hazard assessments (for industrial environments), environmental assessments, and required training matrices.

If during this process it is discovered that the proposed changes have created new hazards to our employees, changes will not be approved.

 <p><b>COMPANY WIDE HEALTH, SAFETY &amp; ENVIRONMENTAL PROGRAM</b></p>	<b>Section: Management of Change</b>		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
		# OF PAGES: 5	

## MANAGEMENT OF CHANGE PROCEDURE

### 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;”

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 package for review

#### Changes Proposed

- Based on the documentation brought forward by health and safety, senior management will identify appropriate changes

#### Approval Process

- After review and recommendations have been made Senior management will approve or reject any changes. This will be signed, dated, and outline the approved changes to each document, policy, and procedure in the OHSMS.

#### Revision


- With approval, 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.

#### Hazard Assessment and Control

- JAG health and safety will put all approved changes through a hazard assessment as described above – and update any controls which may be affected by the change.

#### Communication

- JAG will communicate the approved changes to all employees in one of the following ways:
  - 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
  - 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
  - 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.

 <p><b>JOHN ARTY GROUP</b>  <b>COMPANY WIDE HEALTH,  SAFETY &amp; ENVIRONMENTAL  PROGRAM</b></p>	<b>Section: Management of Change</b>		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
		# OF PAGES: 5	

## MANAGEMENT OF CHANGE PROCEDURE

### RESPONSIBILITIES

#### Senior Management

- Participate in the annual review
- 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
- 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
- Complete updated hazard and risk assessments for all approved changes before communication
- 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

 <p><b>JOHN AARTS GROUP</b>  <b>COMPANY WIDE HEALTH,  SAFETY &amp; ENVIRONMENTAL  PROGRAM</b></p>	<b>Section: Management of Change</b>		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
		# OF PAGES: 5	

## MANAGEMENT OF CHANGE PROCEDURE

- Participate in all required safety meetings
- Complete all required documentation as required

### Visitors

- Review policies and procedures as required

## REQUIREMENTS

### Documentation


- Corporate 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

### 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 John Aarts Group.

 <p><b>JOHN ARTS GROUP</b>  <b>COMPANY WIDE HEALTH,  SAFETY &amp; ENVIRONMENTAL  PROGRAM</b></p>	<b>Section: Management of Change</b>		
	PREPARED BY: Health and Safety Team	COR Elements: 14	
	APPROVAL DATE: February 10, 2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
		# OF PAGES: 5	

## MANAGEMENT OF CHANGE PROCEDURE

### 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.