
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 6.2: Communication Procedure		
	APPROVED BY: Sarhan Abu-Kwiek	COR Elements: 8	
	APPROVAL DATE: 02/24/2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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COMMUNICATION PROCEDURE

PURPOSE

The purpose of this procedure is to ensure that open channels of communication exist across J-AAR. This will allow for our OHSMS and company policies to be reviewed and maintained under consultation and cooperation with our workers and will allow Senior management to ensure workers are abreast of our most recent/relevant SWP's, policies, HIRA's, health and safety goals.

DEFINITIONS

Job Hazard Analysis:

A documented hazard and control assessment completed at the time and place of a specific task or job.

Daily Safety Meeting:

An active discussion between supervisors and relevant workplace parties where job safety information including scope of work, hazards, JHA, and other safety information is communicated.

SCOPE

This procedure applies to all employees of J-AAR in both and up and downstream directions. Ongoing Communication is an essential part of any functional internal responsibility system.

J-AAR has implemented several different ways of internal communication including:

- Weekly toolbox talks
- HCSS Observations
- Daily safety meetings
- Joint Health and Safety Committee Meetings
- Management Meetings
- Annual company wide meetings including all employees
- Company orientations
- Site specific orientations

The procedures for each can be found below.



PROCEDURE

Weekly Toolbox Talk:

J-AAR supervisors will conduct a weekly toolbox talk on each project. The toolbox talk will be prepared by J-AAR health and safety taking into account recent trends, changes to policy, or industry news. Toolbox talks are uploaded, assigned, and scheduled through HCSS Safety. Supervisors must communicate the weekly topic to all workers in their crew that day and complete the corresponding. These records are reviewed by J-AAR management to ensure compliance with the policy.

Daily Safety Meeting:

Daily Safety Meetings are to be held on site at the start of every shift. They consist of an active discussion between supervisors, employees, and visitors where job safety information including scope of work, hazards, JHA and other

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safety information is communicated. This is also a time where any concern may be brought to supervision from workers. On top of these daily meetings. These forms will be reviewed by supervision and health and safety as they come in.

During the daily safety meeting any critical tasks being undertaken that day will be flagged. The HIRA and Safe Work Procedures will be reviewed with the crew.

HCSS Observations:

HCSS Observation gives field staff the ability to report both positive and items/actions to management as they happen. This is accessed through their HCSS Field app. They can leave a note and a picture whenever they see something they feel should be noted and communicated to management. J-AAR Health and Safety receives all Observations and responds to them accordingly.

JHSC Meetings

Representatives from both workers and management will attend quarterly JHSC meetings. These meetings allow workers and management to communicate face to face about health and safety issues including changes to policies, procedures, and programs; Recent inspections; accidents and incidents; and any other topics that may come up. All of the meeting minutes will be recorded and stored by J-AAR Health and Safety

Health and Safety Team Meetings

J-AAR has weekly safety team meetings. During these meetings any workplace incidents, negative inspections, relevant statistics, and leading/lagging indicators will be reviewed. This is also a time where – if it is deemed necessary – policies and procedures in the OHSMS can be reviewed.

Annual Company Wide Meeting



J-AAR conducts an annual organization-wide meeting with all employees to update them on our health and safety performance, changes to relevant legislation, trends, goals (and if the previous years goals were met), lessons learned throughout the year, and training requirements. This also acts as a yearly refresher course for the updated OHSMS as well as WHMIS.

New Employee Company Orientation

Before they begin work all new hires will undergo a company orientation. These will either be administered in person or online with an in person follow up shortly after. At this time all ROT's will be verified and company specific training will be administered. The orientation will consist of a complete review of the J-AAR OHSMS, SWP's, as well as company policies and procedures. At the end of the orientation there will be a knowledge verification quiz. All the records of orientation will be collected the J-AAR health and safety and stored on the company servers.

Site Specific Orientation

Before they begin work on any J-AAR jobsite workers will take part in a site-specific orientation. This is a time where the supervisor will communicate any site-specific rules/hazards to the worker as well as verify they have ROT's for

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required work on the job site. Records of these orientations will be collected by J-AAR health and safety and stored on the company servers.

RESPONSIBILITIES

Senior Management

- Approve the OHSMS
- Approve the company orientation package
- Ensure an annual meeting is held annually with all employees
- Participate in the annual company wide meeting
- Ensure all employees receive sufficient training to carry out their work safely
- Attend JHSC meetings as required
- Participate in management meetings
- Participate in the annual company wide meeting

Supervisors

- Ensure required documentation is completed and submitted at the required intervals
- Ensure all workers receive site-specific orientations
- Allow and respond to workers questions
- Conduct daily safety meetings and weekly toolbox talks
- Participate in the annual company wide meeting

Workers


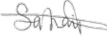
- Participate in the orientation/refresher process
- Participate in the annual company wide meeting
- Inform your supervisor if you do not have questions about tasks assigned to you
- Participate in daily safety meetings and weekly toolbox talks
- Work in accordance with instruction tools and protective devices provided
- Report any changing conditions or hazards that arise during task completion
- Ask for clarification if unclear about information provided or task assigned

Health and Safety Team

- Develop company orientations and packages
- Collect and maintain all documentation required
- Coordinate all communications for the annual company wide meeting
- Create and distribute tool box talks
- Receive, document, and respond accordingly to all internal communications as required

Health and Safety Committee/Rep

- Review policies and procedures as required
- Participate in training as required

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- Provide recommendation for change

Subcontractors

- Review policies and procedures as required

Visitors

- Review policies and procedures as required



REQUIREMENTS

Documentation

- Corporate Hazard Identification and Risk Assessment Matrix
- Site Specific Safety plan
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Incident reports

Training

- WHMIS (to be refreshed with company specific hazards annually)
- Worker's awareness in four or five steps depending on role
- Complete review of company policies, procedures, OHSMS, and Violence and Harassment policies
- Traffic control
- First-aid/CPR
- Health and Safety Rep
- JHSC Certification
- Ground Disturbance
- Construction Legislation
- Hoisting and Rigging
- Confined Space
- Working at Heights
- Propane in Construction
- Utility Safety Awareness
- Transportation of Dangerous goods
- Any specific equipment operation
- Driver Train the Trainer
- Quick-Cut saw use

 <p>J-AAR EXCAVATING</p> <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 6.2: Communication Procedure		
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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 CONTROL

All records generated for this procedure will be stored on the HCSS servers indefinitely.