
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	1.1 Corporate Preamble and Definitions			
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CORPORATE PREAMBLE AND DEFINITIONS

COMPANY DESCRIPTION

J-AAR is a multi-service construction company located in London and Cambridge ON, providing commercial and residential construction, site servicing and excavating, concrete forming paving, aggregates and more. Proudly serving Southwestern Ontario since 1982! We undertake both constructors' duties as well as providing subcontractor services to larger firms.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS) SCOPE

This first section of the J-AAR Health, Safety and Environmental System applies to all J-AAR employees, and interested workplace parties, regardless of division. It outlines common health and safety policies, procedures, issues – both internal and external – and compliance matters for J-AAR as a whole. More detailed information for each division can be found in sector specific sections of this manual.

AUTHOR(S) AND COLLABORATORS:

Jim Aarts, Health and Safety Manager
 Jeremy Bushell, Health and Safety Coordinator
 Chris Langford, Disability Management Coordinator
 J-AAR top management, including division VP's (various)

DISCLAIMER:

Note: The safety information in this management system does not take precedence over Occupational Health and Safety Legislation. It is intended as a general guide for managing company health and safety systems.



All employers and employees must be familiar with the Occupational Health and Safety Act and applicable Regulations including Construction Projects, Mining, and Industrial. (ie. current editions of the green book). A copy of the Act and Regulations is posted on the safety boards, in company vehicles (mobile operations), and available electronically.

INTRODUCTION

To fully understand the organization and its context, J-AAR has identified both the internal and external interested parties and determined the known external and internal issues that may be relevant and affect its ability to achieve its intended outcomes of the OH&S Management System (OHSMS).

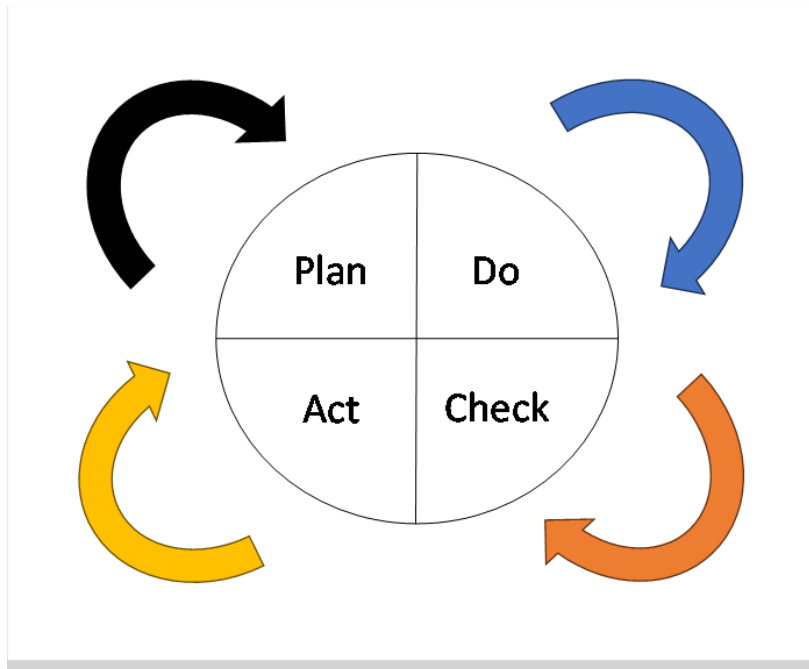
ANNUAL OBJECTIVES:

- Ensuring a 100% project compliance rate on legislated items and increased compliance on internal requirements, by monitoring and auditing our sites and locations.
- The reduction of our overall Total Reportable Injury Frequency Rate by 10 percent.
- Increased compliance for supervisor training year over year by 25 percent.

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This manual was written to help integrate occupational health and safety requirements with all J-AAR business practices. It follows the **Plan, Do, Check, Act (PDCA)** cycle for maintenance and continual improvement.



The center of any high functioning OHSMS is the idea of an internal responsibility system. This is the idea that everyone has direct responsibility for their health and safety, as well as the health and safety of those around them. As such, there is no way for Top Management to “Do” or “Check” without open channels of communication with workers.

REFERENCES

Ontario Occupational Health and Safety Act
 Ontario Construction Regulations
 Ontario Mining Regulations
 Ontario Industrial Regulations
 Workplace Safety and Insurance Board.
 ISO45001 Standard
 WSIB Regulation 1101



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Interested Parties:

	Stakeholder	Requirements / Expectations	Measures	Compliance Obligations	KPI's
INTERNAL	Company / Stakeholders	Servicing and maintenance of the building, compliance with fire safety, compliance with OH&S approvals	Annual internal and external audits and management reviews, periodic compliance audits	As per the Audit Report	Audit findings and management review action plans
	Owner of Building	Servicing and maintenance of the building, compliance with fire safety, compliance with OH&S approvals	Preventative maintenance of the building and equipment, annual evacuations, annual fire safety monitoring (extinguishers and sprinklers)	Fire Code OHSA	Fire safety reporting
	Employees	Employee attitude, work-life-balance, qualification possibilities, career opportunities, potential earnings	Employee retention	Employment Standards	Employee retention
EXTERNAL	Regulatory Bodies / Government Authorities	Regulatory approval requirements	External audit by approval's agencies, periodic internal audits	Approvals	ISO 45001 registration
	Neighbors / Community / Visitors / Workers / ERP	Regular facility operations do not cause harmful OH&S impacts affecting the community	Complaints / Violations	Legal / OH&S	Concerns reported
	Customers / Registrars	Proof of Certification provided upon request.	Annual external audits. Certificates available upon customer request	Approval / Certificate	ISO 45001 registration



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KEY RISKS TO DESIRED HEALTH AND SAFETY PERFORMANCE

IDENTIFIED RISK	IDENTIFIED CONTROLS
Abbreviations: CM = Const. Manager, PM= Project Manager, GS= General Superintendent, PS= Project Supervisor, HS = Health and Safety Team	
Workers not qualified for the job	CM/GS/PS to ensure that workers possess relevant valid training, licenses, and trade qualifications for their tasks. PS to authorize worker for the task. GS/PS ensures on-the job mentoring of less experienced workers.
Inadequate hazard awareness	HS/PS to ensure the site orientation includes a Hazard Identification and Risk Assessment component.
Outdated drawings/specifications	CM/PM and Estimator completes internal review of supplied engineered stamped drawings, and updates prior to being supplied to all interested parties. The CM/PM and the PS to ensure that current versions are in use. Any old revisions are removed from circulation.
Missing permits or outdated locates	CM/PM/PS to request the applicable permits and locates. All locates are to be tracked and updated as required. Workers must be advised of the locates and updates of them as the project proceeds.
Not understanding acceptance criteria	CM/PM ensures valid scope of work purchase orders and carefully details the acceptance criteria. It is the responsibility of CM/PM to review the scope of work and accept prior to commencing work.
Not meeting acceptance criteria	Daily supervision by both GS/PS with support from the appointed PM.
Use of incorrect/unapproved materials	The PM/GS to monitor the source and quality of materials and the PS to confirm as material arrive onsite that it is fit for purpose.
Damaged or mismatched materials	The GS/PS monitor suitability of the materials before they are being applied by the crews and are to report any defects to the CM/ PM.
Use of damaged/contaminated materials	The organization / employers are to provide equipment and tools appropriate for the task their workforce are assigned.
Use of not-for-purpose equipment	The organization / employers are to provide equipment and tools appropriate for the task their workforce are assigned. Maintain a defective tool reporting system.



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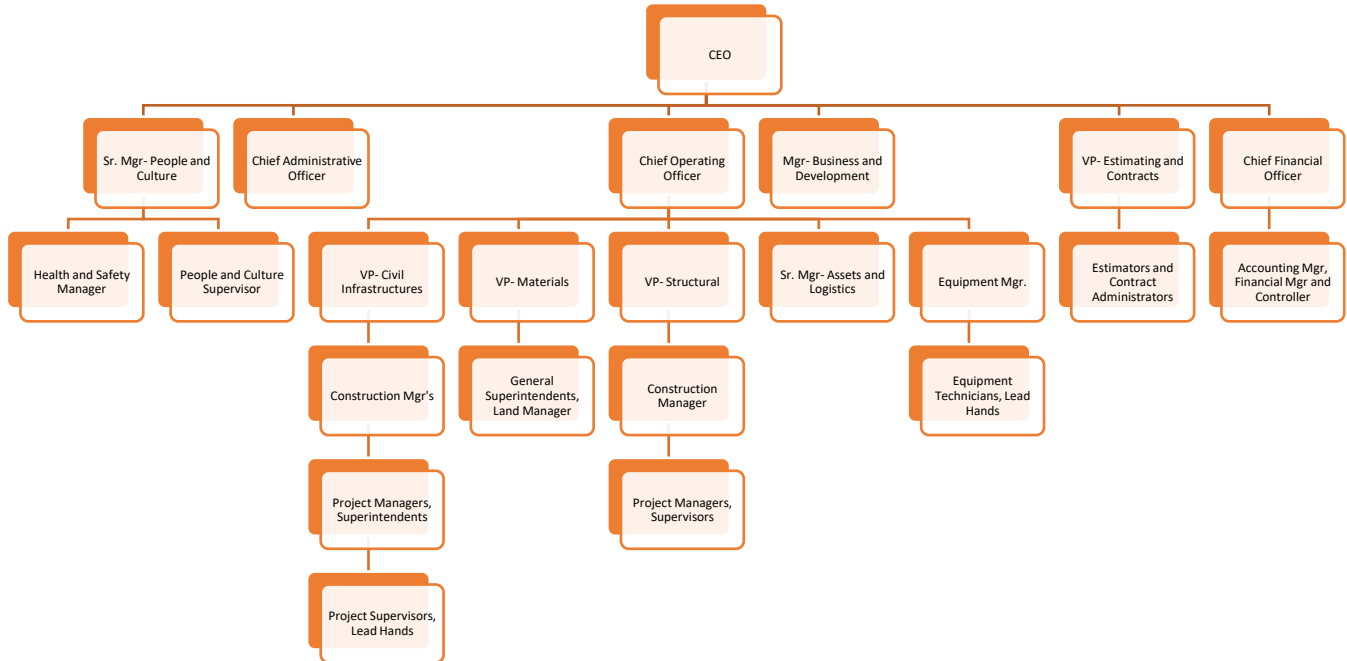
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ORGANIZATIONAL CHART

Chart reflecting the Organizations Structure.



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OHSMS DEFINITIONS

(the) Standard:

Reference made to the ISO established standard, in this case ISO 45001:2018 Health and Safety Management Standard.

Audit:

Systematic, independent, and documented process for obtaining evidence by validating it objectively to determine the extent to which the audit criteria are fulfilled.

Available Work:

Work that exists with the injury employer at the pre-injury worksite or at a comparable worksite arranged by the employer.

Competency:

Capable of applying or using related knowledge, training, experience, skills, and abilities required to successfully perform risk analysis as set out in the OHSMS as it applies to a job, task, operation, or function in a defined work setting.

Conformity:

Fulfilment of a requirement.

Consultation:

Seeking views before making a decision.

Continual Improvement:

Recurring activity to enhance performance.

Control:

Procedures, methods, tools, machines, or training adopted to minimize risks, injury, adverse health effects and damage to equipment or the environment.

Contractor:

External organization providing services to the organization in accordance with agreed specifications, terms, and conditions.

Corrective Action:

Action to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence.

Critical Injury:

An injury of a serious nature that:

- a) places life in jeopardy,
- b) produces unconsciousness,
- c) results in substantial loss of blood,



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- d) involves the fracture of a leg or arm but not a (singular) finger or toe,
- e) involves the amputation of a leg, arm, hand, or foot but not a (single) finger or toe,
- f) consists of burns to a major portion of the body, or
- g) causes the loss of sight in an eye.

Daily Safety Meeting:

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

Decibel (dB):

Noise is measured in decibels

Discrimination:

Includes differences in treatment that results in unfavorable, adverse, or preferential treatment of individuals, or groups of individuals, based on prohibited ground under the Ontario Human Rights Code. Discrimination occurs when one or a series of actions, decisions, or workplace structures imposes disadvantages on a person or group of persons protected by human rights legislation.

Documented Information:

Information that is required to be controlled and maintained by an organization and the medium on which it is contained.

Domestic Violence:

Domestic violence is defined as violent, threatening or extremely coercive behaviour perpetrated by one partner in a current or formerly intimate relationship on the other. Domestic violence affects people of all ages and all ethnic, racial, religious, educational, and socioeconomic backgrounds.

Effectiveness:

Extent to which planned activities are realized and planned results achieved.

Employer:

For the purpose of this document J-AAR – or a specific division of J-AAR – Is considered the employer.

First Aid:



Refers only to injuries that can be treated on the job without any days lost.

Harassment and Discrimination Coordinator:

The company has appointed the Sr. Manager- People and Culture as the person responsible for managing harassment and discrimination issues and who shall coordinate educational initiatives and the complaint services related to this policy for the company.

Hazard:

A source of potential damage, harm or adverse health effects on something or someone

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HCSS:

HCSS is a third-party application which is used to help manage J-AAR’s Document and Record Control Procedure. Inspections and site-specific safety documentation – with the exception of the Confined Space Permit and Company Vehicle inspections – will be found on “HCSS Safety”. Supervisors can also hold, and log safety meetings as required on HCSS.

Part of HCSS is the Observations tool. This allows anyone with access to HCSS or a division specific link to report health and safety opportunities or concerns – anonymously if they choose – directly to Top Management and the Health and Safety Team.

HIRA:

Hazard Identification and Risk Registry

Human Factors:

Human factors (also known as ergonomics) is the study of how humans behave physically and psychologically in relation to particular environments, products, or services.

Incident:

Defined as an unplanned event that causes harm to people or damage to property. Incidents are categorized as one of the following:

- Incident: occurrence arising out of, or in the course of, work that could or does result in injury and ill health.
- Injury and Ill Health: adverse effects on the physical, mental, or cognitive condition of a person.
- Occurrence in which a vehicle, structure, or piece of equipment owned by an individual or corporation is damaged as a result.

Interested Party:



Person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity.

Legal Requirements and Other Requirements:

Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with.

J-AAR’s Occupational Health and Safety Management System

As defined above, an **Occupational Health and Safety Management System (OHSMS)** is used to achieve the Health and Safety Policy Statement. The entire OHSMS will not be found in this “Manual” as it involves active work as well as live documentation in the field to ensure the written policies, procedures, and programs are carried out. For ease of reference, this document will be referred to as J-AAR’s “*Health, Safety and Environmental Manual.*” The manual is comprised of different overarching policies and procedures; as well as task specific programs (i.e., J-AAR’s confined space program).

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JHA:

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

Lost Time Injury (LTI):

An injury which directly leads to the loss of income due to the fact that the worker is unable to return to work.

Management System:

Set of interrelated or interacting elements of an *organization* to establish *policies* and *objectives* and *processes* to achieve those objectives. Take note:

- A management system can address a single discipline or several disciplines.
- The system elements include the organization’s structure, roles and responsibilities, planning, operation, performance evaluation and improvement.
- The scope of a management system may include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.
- This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives.

Measurement:

Process to determine a value.

Mediating Workplace Disputes:

Involving workplace violence and harassment, where appropriate, to facilitate the finding of a mutually acceptable solution, and assisting employees in filing complaints of workplace violence and harassment. Ensuring that all incidents of workplace violence and harassment are addressed appropriately, including the use of progressive discipline.

Medical Aid or Health Care:

Services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist), services provided at hospitals and health facilities, prescription medication given.

Medical Attention:

Defined as treatment from a legally qualified medical practitioner or a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991.

Members of the Organization:



“Members of the Organization” includes anyone employed by J-AAR.

MLITSD:

Ministry of Labour, Immigration, Training, and Skills Development

Monitoring:

Determining the status of a system, a process, or an activity.

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Near Miss

A situation in which no injury or damage occurred but might have if conditions had been slightly different.

Nonconformity:

Non-fulfilment of a requirement.

NRR:

Noise Reduction Rating

Occupational Health and Safety Management System

Management system or part of a management system used to achieve the *OH&S policy*.

The intended outcomes of the OH&S management system are to prevent *injury and ill health to workers* and to provide safe and healthy *workplaces*.

The terms “occupational health and safety” (OH&S) and “occupational safety and health” (OSH) have the same meaning.

Occupational Health and Safety Objective (OH&S Objective):

Objective set by the organization to achieve specific results consistent with the OH&S Policy.

Occupational Health and Safety Opportunity (OH&S Opportunity):

Circumstance or set of circumstances that can lead to improvement of OH&S performance.

Occupational Health and Safety Performance (OH&S Performance):

Performance related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces.

OH&S Policy:

Policy to prevent work-related *injury and ill health to workers* and to provide safe and healthy *workplaces*.

Occupational Health and Safety Risk (OH&S Risk):



Combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury and ill health that can be caused by the event(s) or exposure(s).

Occupational Illness:

A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the *Workplace Safety and Insurance Act, 1997*.

Organization:

Person or group of people that has its own functions with responsibilities, authorities, and relationships to achieve its objectives.

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Outsource:

Make an arrangement where an external organization performs part of an organization's function or process

Participation:

Involvement in decision-making.

PDIF:

Physical Demands and Modified Work Information

Performance:

Measurable result.

Personal Harassment:

Defined as behavior that generally involves a course of comment or conduct directed towards a person or persons.

PLJHA:

Project Level Job Hazard Assessment

Poisoned Environment:

Defined as comments or conduct related to the prohibited grounds and of a significant nature or degree that creates ill will, or malice for individuals or groups. It includes comments or conduct that creates and maintains an offensive, hostile, or intimidating climate for work, or living.

Policy:

Intentions and direction of an organization, as formally expressed by its top management.

Personal Protective Equipment (PPE):

Equipment worn to minimize exposure to hazards. It is a type of control.

Procedure:

A specified way to carry out an activity or a process.

Process:

Set of interrelated or interacting activities which transform inputs into outputs.

Requirement:



Need or expectation that is stated generally implied or obligatory.

Reportable Occurrence:

See O. Reg 420/21 and the OHSA

RFM:

Requires further monitoring

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Risk:

Effect of uncertainty.

RTW:

Return to Work

Scope:

The perimeter covered or to which it applies.

(Sub-)Contractor:

Any worker or supervisor who, while not directly employed by J-AAR, has entered into a contract to perform work or supply services for J-AAR.

Suitable Work:

Defined as post-injury work (including the worker's pre-injury job) that is safe, productive, consistent with the worker's functional abilities, and that to the extent possible, restores the worker's pre-injury earnings.

Supervisor:

Any J-AAR employee who directs work or has authority over a workplace.

Systemic Harassment/Discrimination:

Defined as policies, practices, procedures, actions, or inactions that appear neutral but have an adverse impact associated with one of the prohibited grounds.

"Suitable" and "Available":

Terms for work as defined to assist the workplace parties in arriving at work reintegration (WR) solutions.

Third Party Facilitation:

"Third Party Facilitation" is part of the informal resolution process that may be applied upon request of a complainant and with the agreement of an alleged respondent.

Top Management:



The person or group of people who directs and controls an organization at the highest level. At J-AAR this includes division senior managers, vice presidents, and corporate executives.

Vexatious Complaint:

Defined as a complaint made with the intent to be retaliatory in nature and/or intended to annoy or to damage the reputation of the respondent.

Visitor:

A visitor is anyone on a J-AAR project or site who is not carrying out work and who is always accompanied by a J-AAR employee. Visitors include consultants, drivers who do not exit their vehicles, sales representatives, etc.

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WCB:

Workers Compensation Board

Work reintegration (WR):

The return-to-work process mandated by the WSIB through the Workplace Safety and Insurance Act (WSIA) that came into effect on July 15, 2011. WSIB WR policies are aimed at ensuring that an employee has the best opportunities available for successful return to work with their employer or, if required, in the labour market.

Worker:

Person performing work or work-related activities that are under the control of the organization.

Workplace Harassment:

Defined by the Ontario Human Rights Code as a course of comments or conduct consisting of words or actions that disparage or humiliate a person in relation to prohibited grounds contained in the Code. Harassment occurs when the person alleged to have committed an infraction knows or ought reasonably to have known that such comments or conduct would be unwelcome. It can include comments or conduct that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status, or job.

Workplace Violence:

Defined as the exercise (or the attempt to exercise) physical force by a person against a worker, in a workplace, which causes or could cause physical injury to the worker; or a statement or behaviour that is reasonable to interpret as a threat to exercise physical force against the worker, in a workplace, which could cause physical injury.

Workplace:

A place under the control of the organization where a person needs to be or to go for work purposes.

WSIB:

Workplace Safety Insurance Board

This Manual and all programs are made available to all J-AAR employees.