



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

10.3 Communication Procedure

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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 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 informed of our most recent and relevant SWP's, policies, HIRA's, and health and safety objectives.

DEFINITIONS

Job Hazard Analysis (JHA):

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. Ongoing safety communication is an essential part of a functioning internal responsibility system.

J-AAR has implemented several different ways to communicate our Health and Safety protocols, including:



- Daily safety meetings (JHA's)
- Regular inspections
- Weekly safety talks
- HCSS Observations
- Joint Health and Safety Committee (JHSC) Meetings
- Health and safety team meetings
- Annual company-wide health and safety meeting
- New employee orientations
- Site-specific orientations

The procedures for each can be found below.

PROCEDURE

Daily Safety Meetings

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, a JHA and other safety information is communicated. This is also a time where any concern may be brought to supervision from workers. These forms will be reviewed by supervisors and the J-AAR health and safety team as they are received.

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

Regular Inspections

Inspections are used by employees as a formal documented system to report hazards or issues to supervisors and/or senior management. They are conducted at regular intervals and include but are not limited to:

- Daily mobile equipment inspections
- Daily commercial vehicle inspections
- Daily trench inspections
- Formwork inspections
- Tool and rigging inspections
- Traffic control inspections
- Weekly supervisor site inspections
- Monthly project inspections

Weekly Safety Talks

J-AAR supervisors conduct a weekly safety talk at each project. The safety talk will be prepared by the J-AAR health and safety team considering recent trends, changes to policy, or industry news. 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 meeting. These records are reviewed by J-AAR senior management to ensure compliance with the policy.

HCSS Observations

HCSS Observation allows all employees the ability to report both positive and negative observations to senior management as they happen. This is accessed through the HCSS app. They can add notes and photos whenever they see something they feel should be communicated to senior management.



JHSC Meetings

Representatives from both workers and management will attend quarterly JHSC meetings at locations where a committee is required. These meetings allow workers and management to communicate face-to-face about health and safety issues including changes to policies, procedures, recent inspections, incidents and any other topics that need discussion. All the meeting minutes will be recorded and logged.

Health and Safety Team Meetings

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

The health and safety team also meets monthly with senior management in each division to discuss recent incidents, inspections, or issues. Action items needed for improvement are discussed.

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Annual Company-Wide Meeting

J-AAR conducts an annual company-wide meeting with all employees to update them on health and safety performance, changes to relevant legislation, trends, goals, lessons learned throughout the year, and training requirements.

Guest speakers may attend and discuss a variety of topics related to health and safety. Any updates to the OHSMS and a WHMIS review, is also completed at this time.

New Employee Orientations

All newly hired employees will complete a company orientation. This will be completed before or within their first week of work. These are administered in person. Employee training records will be verified, and company specific training will be administered. The orientation will consist of a review of the J-AAR OHSMS as well as company policies and procedures. At the end of the orientation there will be a knowledge verification quiz. A WHMIS review and Worker Awareness training will also be completed, if needed.

All the records of orientation will be stored on the company servers.

Site-Specific Orientations

Before they begin work on J-AAR worksites, employees will complete a site-specific orientation (some sites may have exceptions).

The supervisor will communicate any site-specific rules and hazards to the worker as well as verify they have training records required for their work at the site. Records of these orientations will be collected and stored on the company servers.

What methods of communication are used in each of the protocols:

- Face to Face meetings
- Digital, or online meetings using MSTeams
- Memorandums sent via text, email, Heavyjob, Bamboo, etc.
- Group training provided by internal or external sources, or
- Video, simulation or other means.