



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

3.6 Management Review

Revision Number: **R0**

Number of Pages: **3**

Revision Date:

Approval Date:

Effective Date:

SIGNATURE:

10/01/2024

10/01/2024

MANAGEMENT REVIEW PROCEDURE

PURPOSE

The J-AAR Occupational Health and Safety Management System (OHSMS) and all supplemental documents and records must be reviewed regularly to ensure compliance with relevant legislation and to ensure it is meeting company goals and expectations.

SCOPE

All J-AAR policies and procedures will be reviewed. 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.

The OHSMS will be reviewed quarterly. Participating in the review will be the J-AAR health and safety team and Top Management.

Health and Safety Document Package

J-AAR's health and safety team will prepare a document package for Top Management at the beginning of the review.

This document package will include at a minimum:

- A brief evaluation of the effectiveness of pertinent elements of the OHSMS.
 - 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 J-AAR's meeting minutes and continual action plan document.
- Results of any internal health and safety audits. Internal audits are conducted annually.
- A review of pertinent workplace incidents and investigations and corrective actions.
- Any new/changing legislation.
- External communication.
 - MLITSD inspections; WSIB correspondence; Industry association notices/best practices; manufacturer's bulletins/updates, etc.
- A breakdown of health and safety statistics throughout the entire organization.
- A review of the health and safety objectives.
- Changes with new technologies.
- Any identified barriers to worker participation.

Based on all the above, the J-AAR health and safety team in conjunction with Top Management, will create recommendations for improvement and complete a continual action plan for the whole organization.



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Section 25 (2)(j)

Section 25 (2)(j) of the OHS 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 - Top Management

- The J-AAR health and safety team will provide to Top Management, a completed health and safety document package for review.

Recommendations for Improvement

- Based on the documentation brought forward, a continual action plan for each division will be created by Top 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 review.

Approval Process

- After review and recommendations have been made, Top Management will approve.

Revision

- The J-AAR health and safety team will ensure all revised versions of all changed documents, policies, and procedures are included in the OHSMS.

Communication

- J-AAR will communicate the approved changes to all employees in one of the following ways:
 - At the annual general health and safety meeting – all J-AAR employees attend an annual meeting. Any changes to the OHSMS will be communicated in person at this time.
 - At a site-specific orientation – on any worksite where J-AAR conducts site-specific orientations, the information must be given to all involved workplace parties. Changes will be worked into these orientations to ensure that all field level employees / subcontractors / visitors are aware of them.
 - Through scheduled toolbox talks – the J-AAR health and safety team will create and circulate toolbox talks on a weekly basis for those participating. These safety 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 distributed the fastest.



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MANAGEMENT REVIEW PROCEDURE

REQUIREMENTS

Documentation:

- Hazard identification and risk assessment matrix
- Job hazard analysis form
- Site specific safety plan
- Safe job procedures
- Safe work practices
- Site statistics
- Industry best practices and reports
- Incident reports and investigations
- MLITSD correspondence
- WSIB correspondence
- Industry newsletters
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Mining Regulation 854/90

The J-AAR health and safety team meets with managers from specific divisions monthly to review health and safety items. During these meetings incidents are reviewed as well as any disciplinary measures and possible corrective actions, policy adjustments, and potential new procedures.

Furthermore, relevant industry health and safety changes, precedents, technology, and new legislation are discussed. These monthly meetings can be used to help benchmark J-AAR's health and safety objectives, which will be added to the information used at quarterly reviews.

Meeting minutes are created, signed, and stored on J-AAR's digital servers indefinitely for reference.