
 <b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b>	<b>3.7 Management of Change</b>			
	Revision Number: <b>R0</b>		Number of Pages: <b>3</b>	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

## MANAGEMENT OF CHANGE PROCEDURE

### PURPOSE

J-AAR's Occupational Health and Safety Management System (OHSMS) 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 to ensure the OHSMS is compliant with current legislation and the company's needs and goals.

### SCOPE

Where changes have been made in J-AAR 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 J-AAR's needs and goals.

#### **Health and Safety Document Package**

The J-AAR health and safety team will prepare a document package for Top 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 J-AAR:
  - Processes and procedures
  - Control measures
  - Equipment
  - Organization
  - Scope of work
  - 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 J-AAR's company goals and needs

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 corrective action plan for the whole organization. Top Management will have the final approval of all changes after being briefed by the J-AAR health and safety team.

#### **Hazard Assessment and Control**

After Top Management has approved any changes to the J-AAR 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, environmental assessments, and required training matrices.

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

### 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 Top Management

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

### Changes Proposed

- Based on the documentation brought forward by health and safety, Top Management will identify appropriate changes.

### Approval Process

- After review and recommendations have been made Top 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, the health and safety team will draft revised versions of all changed documents, policies, and procedures. These will be signed off on by Top Management before the annual general meeting each year unless a situation/legislation dictates an emergency revision.

### Hazard Assessment and Control

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

### Communication

- J-AAR will communicate the approved changes to all employees in one of the following ways:
  - At the annual general meeting – all J-AAR 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 J-AAR 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 employees /subcontractors/visitors are aware of them.

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- Through scheduled toolbox talks – the health and safety team 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.

### REQUIREMENTS

#### Documentation

- Corporate Hazard Identification and Risk Assessment Matrix
- Job Hazard Analysis form
- Site Specific Safety 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

Any generated documentation will be stored on the HCSS or J-AAR servers indefinitely.