
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

This first Part of the J-AAR Health, Safety and Environmental Manual applies to all J-AAR employees, regardless of division. It outlines common health and safety policies, procedures, issues – both internal and external – and compliance matters for J-AAR.

Part 2 Pertains to our Civil Infrastructure and Structures Groups. These divisions are our two largest and offer the greatest Risk exposure based on tasks completed. Developing and implementation of the specialized Health & Safety policies and procedures to best mitigate jobsite risks is imperative, along with the training and communication of these processes.

These divisions often work on higher risk projects, often as subcontractors on a customer’s site around other trades. These divisions are categorized together in the J-AAR Health & Safety Manual as their tasks and projects, and in turn, their hazards and risks are very similar.

The following chapters are expanded as such:

Chapter 6.0 – J-AAR Civil Infrastructure and Structures Groups

Chapter 7.0 – Hazard Assessment Procedures

Chapter 8.0 – Legislative and Other Requirements (Construction)

Chapter 9.0 – Records and Statistics

Chapter 10.0 – Fundamental Programs

Chapter 11.0 – Safe Work Programs

Chapter 12.0 – Safe Work Procedures

J-AAR’s Civil Infrastructure group consists of three separate divisions.



Public & Site Works Divisions specialize in site servicing and earthworks solutions tailored to the needs of our customers. These divisions handle storm, sanitary and water utilities for a variety of projects. Our work projects include:

Earthworks & Grading

- Preparing land for new subdivisions
- Creating stormwater management ponds
- Building landfill areas
- Channel Rehabilitations
- Golf Courses
- Digging Ditches
- Excavating

Site Servicing

- Municipal road reconstructions
- Water pipelines
- Subdivision Services
- Parking Lot Drainage
- ICI Projects
- Excavating

 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

The second division, our Paving Division, provides Asphalt services for both public and private infrastructure projects. From rural roadways and municipal projects to parking lots and laneways.

The third division, our Utilities Division, is involved with municipal street lighting, traffic signals, and Utilities Distributions. This team includes competent and experienced electrical managers, in complex traffic and street lighting projects.

The Structures Group is separated into two divisions.

ICI/Residential Division and the Mid/High Rise Division cover all the multi-level residential and commercial construction concrete forming work that J-AAR does. Hazards in this group include Hoisting & Rigging, ergonomics, working at heights and the use of hand and power tools are just some of the hazards experienced daily on these sites.

Both groups are signatory to unionized labour.

Both groups also operate heavy machinery and commercial fleets on municipal and provincial highways in addition to the site works for our customers.

Planning Requirements for Project & Locations

This policy establishes the importance of incorporating safety requirements into project planning. Planning is an essential component to managing projects – when they are well planned, they typically run more efficiently and effectively. The same can be said for health and safety requirements. When health and safety requirements are incorporated into the planning of the project the safety of the project improves.



Responsibilities of the Interested Parties

The Estimation and Project Management Team

That have responsibility for bidding, estimating, responding to tenders, supplying quotations or projecting job costing, all have a responsibility for incorporating the necessary

health and safety requirements into the project. This includes ensuring the provisions for meeting the legislative health and safety requirements and the requirements of our company’s Health and Safety Management System (HSMS) are being met.

During the project planning stages and prior to the work commencing, a Project Level Hazard Assessment shall be conducted to identify hazards that shall impact the work to be performed. This

 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

hazard identification process shall identify changes to the scope of work and any modifications made to the job plan which may not have been accounted for during the estimating stage.

Supervisors

Are responsible for ensuring projects are managed, executed, and delivered according to the requirements set out in the relevant Health and Safety Legislation in the province the project is registered in. Responsibilities for the completion of the “Project Safety Plans” lie with the Project Manager, appointed Supervisor and qualified competent workers performing the work, update as required ensuring revision numbers and dates are used.

- All supervisors are responsible for monitoring site safety.
- Supervisors are responsible for issuing first stage written safety warnings and initiating any further discipline actions as per the company discipline policy and procedures.
- Supervisors are responsible for monitoring, evaluating, and communicating changing conditions that may affect the health and safety of the workers, and to plan for the appropriate controls associated with those hazards.
- Supervisors shall ensure that the emergency plan is clearly documented, and the nearest medical facility/hospital is communicated to all workers on the crew.

Workers

Are responsible for attendant the site orientations, safety talks or stand down meetings that may be called.

They are also responsible for participation and collaboration of the daily Field Level Hazard Assessments.

- Reporting any incident or work-related ill health as soon as possible and following both the site-specific rules and the legislative requirements pertaining to the work they perform.
- Do not perform work that you are not trained or qualified to perform.

Planning Procedures

Recording a Notice of Project (NOP) if required to submit a notification to the government authority of a construction activity and request the form 1000’s from both the direct contractor and if applicable any contractor they sub work too. These documents as well as building permits shall be readily available for the project.

- Ensure all contractors have been vetted to confirm that they meet the legal requirements including workplace insurance and certificates of insurance prior to issuing them with a purchase order of signed contract.



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

6.1 Divisional Preamble and Definitions

Revision Number: **R0**

Number of Pages: **12**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

- Ensure the Site Safety Plan, Project Hazard Assessment and the “Contractor Safety Package” has been sent to the contractor, and that the deliration form included is signed and returned to the project manager and the site supervisor.
- Ensuring that all the minimum legislated health and safety training requirements, and qualifications have been met by all that shall be working on that project/job site.
- Providing the required personal protective equipment (PPE) – including specialized PPE – that may be required relating to the work and ensuring communications are clear to contractors that this is the responsibility of the direct employer.
- Identifying if there shall be any “Critical Tasks” shall be performed in the work area(s), and ensure contractors submit their method of procedure to complete the work safely. This may include critical lift plans, confined space procedures, working at heights rescue plans and others.
- Ensuring that site trailers, job sites, etc. have met the posting and documentation requirements for health and safety (e.g., safety board/binders) and maintain the required number of fire extinguishers and first aid kits, according to the provincial standards.
- Establishing a project Emergency Response Plan (ERP) and ensuring a proper means of communication is available if the project/job site encounters an emergency. This is a shared responsibility with other employees / contractors performing the work. The employer shall submit a copy of how they shall rescue their workers if an incident happens while performing their task.
- Ensure provisions for proper hygiene and sanitation at the project/job sites – including wash-up facilities, workplans, and drinking water.
- Identifying any occupational health and workplace violence hazards (e.g., work locations, etc.) prior to the work commencing. Consideration of external risks shall be considered.
- Ensuring the utilities (e.g., overhead lines, underground utilities) have been located, locates are up-to-date, and they have been reviewed by project management and supplied to all site supervisors.
- Ensure the equipment required for the work meets the legislated requirements prior to use at the location. certifications,
- Ensure contractors provide SDS sheets for the controlled products brought to the site, and that they are stored as per the SDS sheet.

Contractors Documentation Requirements

All contractors shall provide the documentation listed below in advance of the project start date.

- (Ministry of Labour, Training and Skills Development form 1000) (Ontario). If applicable.
- A current copy of your WSIB/WCB clearance form.



**HEALTH, SAFETY &
ENVIRONMENTAL MANUAL**

6.1 Divisional Preamble and Definitions

Revision Number: **R0**

Number of Pages: **12**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

- A current copy of their Certificate of Liability Insurance (minimum \$5,000,000), Unless otherwise arranged and agreed to by J-AAR Civil Infrastructures,
- A current copy of your Health and Safety Policy and safe job procedures for the work being performed.
- Contractors are required to ensure a current copy of all Licenses or certifications pertaining to their work and trades are provided either prior to work or at the site-specific orientation. Where training requirements or deficiencies are found, the contractor shall, at their expense, ensure that the worker receives the required training and provide proof of satisfactory completion of training to J-AAR Civil Infrastructures,
- Making provisions for rescue(s) (e.g., working at heights, confined spaces) is required. Contractors completing the work shall submit their rescue plan for the work.

Please see our Subcontractor package for further information on Planning included in our OHSMS.

Internal Pre-Construction Meeting – Minutes Form

Performed By:	Date:		
Contract/Job #:	Superintendent Assigned to Project:		
Hazard Priority Key:	Severity and Probability of Potential Incident /Injury (without controls) HIGH—Critical Task /Injury-Lost Time or Critical Injury MEDIUM—Moderate Risk to Workers, Property or Equipment-Medical Aid LOW—Negligible Minor- Minor First Aid Only		
Actual / Potential Conditions on the Site	Requires Controls Yes or N/A	Hazard Priority	Items / Controls Required
Site Access and Egress / Ground Conditions Construction O. Reg 213/91 S. 70			
Site Personal Protective Equipment Requirements Construction O. Reg 213/91 S. 21-26			



**HEALTH, SAFETY &
ENVIRONMENTAL MANUAL**

6.1 Divisional Preamble and Definitions

Revision Number: **R0**

Number of Pages: **12**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

Traffic Control Book 7 Construction O. Reg 213/91 S. 104.3106 (1.1) S. 67-69			
Communication Methods (Cell Service, internet, radio) Construction O. Reg 213/91 S. 18			
Sanitation Requirements Construction O. Reg 213/91 S. 29 c. 1&2, S. 30			
Live Electrical Work Construction O. Reg 213/91 S. 189			
Hot Work (Welding, Brazing) Construction O.Reg 213/91 S. 122-124			
Chemical and Fuel Storage Area Requirements Construction O.Reg 213/91 S. 42, 37 (1-3)			
Compressed Flammable Gases Storage Construction O.Reg 213/91 S. 42, 43, 122(2)			
Fire Extinguishers Construction O.Reg 213/91 S. 52-55			
Permits/ Locates Required			
Underground Utilities			
Overhead Powerlines			
Working at Heights Construction O.Reg 213/91 S. 26-26.8			
Working from Scaffolds / ladders /platforms Construction O.Reg 213/91 S. 73, 78, 125-142			
Confined Space Entry/Air Quality & Training, O.Reg 213/91. 632/05			
Trench/Excavation Work Construction O.Reg 213/91 S. 222-242			
Startup Orientations OSHA S. 25(2) A-M			



**HEALTH, SAFETY &
ENVIRONMENTAL MANUAL**

6.1 Divisional Preamble and Definitions

Revision Number: **R0**

Number of Pages: **12**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

Workplace Violence/Harassment Assessment Construction O.Reg 213/91 S. 32			
Emergency Response Plans Required Construction O.Reg 213/91 S. 17			
Actual / Potential Conditions on the Site	Requires Controls Yes or N/A	Hazard Priority	Items / Controls Required
Clean Drinking Water for Workers Construction O.Reg 213/91 S. 28			
Backing Up Zones /One-way traffic flow requirements Construction O.Reg 213/91 S. 104.1, 2 & 6			
First Aid Requirements as per O.Reg 213/91 1101			
Required Site Signage Construction O.Reg 213/91 S. 26.3(3) & S. 13			
Site Emergency Contacts			Ambulance: 911, Fire: 911, Police 911 Nearest MOLTSD Office #: Spill Reporting Center: Nearest Hospital Address and Phone Number: Designated Project Manager and Superintendent Contact Names & Numbers:
Notice of Project (See Project Planning Policy), Form 1000 Construction O.Reg 213/91 S. 75,6 7.1: (including subs and subs of subs and kept on-site)			
Public Way Protection Construction O.Reg 213/91 S. 70 64-65:			
Dust Control			



**HEALTH, SAFETY &
ENVIRONMENTAL MANUAL**

6.1 Divisional Preamble and Definitions

Revision Number: **R0**

Number of Pages: **12**

Revision Date:

Approval Date:
10/01/2024

Effective Date:
10/01/2024

SIGNATURE:

Construction O.Reg 213/91 S. 59			
Material Handling & Storage Construction O.Reg 213/91 S. 35-43			
Cranes /Hoisting and Rigging Construction O.Reg 213/91 S. 150-154			

Item#	Actions to be Taken Prior to Start-up:	Person Responsible	Date Completed:



Relevant Critical Task SWP/SJP to be reviewed or submitted by performing sub-trades:

Reviewed by Superintendent/Supervisor:	Date:
Reviewed by Project Manager:	Date:

PRE-PROJECT ASSESSMENT must be communicated to workers (and sub-trades) prior to the start of work. Workers and or Sub-Trades to sign back on the safety training/ talk attendance sheet and attached to the PRE-PROJECT ASSESSMENT. The PRE-PROJECT ASSESSMENT must be clearly posted on the notice board and updated as required.

Notice of Project Requirements

The constructor shall provide a Notice of Project to the Ministry Of Labour, Training and Skills Development prior to starting projects that meet the standards set out in section 6(1)- 7(1) of the

 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

Regulation for Construction Projects, O.Reg 213/91. Or as per the requirements of the province they shall be working in.

Notice of Project form

- An electronic copy can be submitted via the Ministry of Labour, Training and Skills Development Health and Safety website Notice of Project. The estimated total cost of labour and materials for the project shall be entered on the Notice of Project form, but the dollar amount shall not be printed on your copy of the Notice of Project.
- All forms requiring written notice can be filled out electronically at Ontario.ca/labour.

ADDITIONAL NOTIFICATION AND REPORTING REQUIREMENTS

- Ontario Regulation for Construction Projects, O. Reg. 213/91
- Registration of Constructors and Employers Engaged in Construction [Form 1000] (This form does not have to be submitted to the Ministry of Labour, Training and Skills Development, but it shall be at the project while the employer is working there.)
- Registration of constructors and employers engaged in construction

5. (1) *Before beginning work at a project, each constructor engaged in construction shall complete an approved registration form. O. Reg. 145/00, s. 3.*

(2) *The constructor shall ensure that,*

(a) *each employer at the project provides to the constructor a completed approved registration form; and*



(b) *a copy of the employer’s completed form is kept at the project while the employer is working there. O. Reg. 145/00, s. 3.*

ISO: 45001 (2018) - EXTERNAL HEALTH AND SAFETY AUDIT PROCEDURE

The ISO45001(2018) program is an international standard often required by contracts with both public and private sections. In Ontario, some of the larger scope projects are requiring ISO45001 (2018), or equivalent certification. It is expected that the requirement for ISO45001 (2018) certification will continue to grow in the future. J-AAR’s Civil Infrastructure and Structural Groups are working towards the successful completion of ISO: 45001 (2018) implementation.

The Organization shall complete an internal audit each year and will be externally audited every 3 years using the ISO45001 (2018) Standard. The results of our findings shall be communicated at the annual top management review meeting. This will give us our path for continued improvements to our OHSMS and will be used to set our goals and objectives for the coming year.

Both the management review and the results from our audits will be communicated during our annual safety day(s).

 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

Internal Auditor: is responsible for completing the audit for the company they work for. The internal auditor is required to complete the mandatory ISO45001 training to help them understand the program requirements and become the designated Internal Auditor. There is an option for a 3rd party internal audit using a contractor that has completed the required training.

External Auditor: is a qualified independent, third-party professional that is registered to provide the 3rd party external audit. They perform an impartial review of the OHSMS system for the company being audited. The External Auditors look for evidence in order to successfully satisfy the requirements of the audit program and prepare reports for J-AAR based on their findings.



Roles and Responsibilities

Top Management:

1. Will actively participate in the ISO45001 audit process and ensure ISO45001 training requirements are maintained.
2. Will ensure audits are properly planned, scheduled and resources are available for the internal audit.
3. Will review and sign off the completed internal audit.
4. Will review and sign off the ISO45001 Action Plan documents.
5. Will provide access to facilities and supporting information as requested by auditors.
6. Will work with the organization's management, supervisors, health and safety team and employees to ensure all deficiencies identified through both the internal and external audit are addressed in a timely manner.
7. Will help provide the external audit company with any applicable feedback on the audit process to assist with continuous improvement.
8. Will ensure maintenance of the ISO45001 status is achieved on an annual basis, always prior to the anniversary date.

Health and Safety Team / Auditors:

1. Perform the duties of the J-AAR Internal Auditor.
2. Complete an audit annually using the ISO45001(2018) audit standard. Includes documentation updates, communication, training sources, supporting documents to be submitted, completed interviews, and observations.
3. When the audit is internal only, the results of the audit and the ISO45001 (2018) Action Plan are shared with the JHSC, Top Management and employees.
4. Prepare the required forms and meet with Top Management prior to submitting the documentation to the ISO45001 External Auditor for the desk review, initially and as required to maintain the ISO45001 Certification.
5. Once the audit has been submitted to the ISO Registrar, communicate with Top Management to acknowledge the successes of the audit and provide updates as available.
6. Work with the external auditor to agree on a date for the external auditor visits.
7. Facilitate meetings and site visits for the External Auditor.

 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

Joint Health and Safety Committee:

1. Review the annual internal audit as prepared by the Health and Safety Team/ Auditor.
2. Review the ISO45001 Action Plan as prepared by the Health and Safety Team / Auditor.
3. Co-operate with the External Auditor as required to facilitate the external audit.

Audit Procedures



The Health and Safety Team, working with Top Management, will manage the internal process as outlined.

- The internal program addresses the purpose of the audit, roles, and responsibilities as they relate to the audit, auditor qualifications and selection, audit plan, scope of the audit, frequency of the audit, audit methodology, reporting of audit activity, and results to internal and external parties, as appropriate.
- The internal program outlines the requirements of the audit findings and conclusions in a documented report that identifies the conformities, non-conformities, opportunities for ISO45001 corrective action and continuous improvement, acknowledges the successes, and is communicated to relevant interested parties. A spread sheet audit template shall be used to complete our internal audits.
- Non-conformities are prioritized and addressed using the ISO45001 audit results corrective Action Plan (CAP)
- Top Management will monitor and evaluate actions taken to address the issues until they are resolved.

Note: recommendations for program improvement stemming from the audit will be considered when completing the management review, setting health and safety objectives, and developing the OHSMS to comply with ISO45001 and show continuous improvement actions.

The Health and Safety Team, working with Top Management, will manage the external audit process to ensure all reports are submitted for the desk audit in the format required by the third-party auditor. J-AAR will engage a qualified ISO45001 Auditor for the external audit process. The external auditor will provide guidance on the external audit process.

- Once the qualified external ISO45001 auditor completes the desk audit, J-AAR will be contacted to discuss the audit results.
- If the results indicate that more work is needed, J-AAR will be provided with a detailed report on areas for ISO45001 corrective action/improvement.
- Once the corrective action plan is submitted to the desk auditor and they are satisfied J-AAR will address the gaps within specified timelines, the desk auditor will give their approval and the External Audit can be booked.
- If the results are positive, the auditor will provide a copy of their findings and agree that J-AAR is successful.

 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	6.1 Divisional Preamble and Definitions			
	Revision Number: R0		Number of Pages: 12	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

The internal audit will be completed in the same manner that was done on an annual basis. Once all of the documentation has been prepared, the process for submission of documentation for the ISO45001 desk audit is reviewed and the supporting documentation is selected.

For the external audit the following documents are required:

- Completed current ISO45001 Audit Information Spreadsheet
- ISO45001 (2018) Standard
- Current Organization Chart
- ISO45001 Audit Summary Report
- Copies of the current Internal Audit Results showing the compliance and non-compliances
- Copies of the Initial corrective Action Plan for the current year as applicable
- ISO45001 corrective Action Plan updates for the current year as applicable
- Copies of the current Health and Safety Program documents
- Copies of supporting documents to be added to the audit submission (third party audits)

Acknowledge Success

The annual internal audit is reviewed to track progress and the success achieved with the program.

Upon successful completion of the ISO 45001 (2018) internal and external audits, J-AAR will be issued the ISO45001 (2018) Certificate. J-AAR will be required to conduct and successfully complete annual internal audits for each of the next two years. On the 3rd year the external audit must be completed.