

# Senior Management Commitment to Health and Safety



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## 21 Day Response Guideline:

As per the IRS, The President must respond to all recommendations presented as part of the Monthly Inspection Report, the Incident/Injury Prevention Report, the Major Incident Review report and the Hazardous Reporting Document personally. This response is to be provided on the space indicated on each of these documents and will be signed and dated by the President. The details of the responses are indicated on each of these recording forms. These responses will be completed within 21 days as per the requirements put forth by section 9(20) of the Occupational Health and Safety Act.

## Response to recommendations

A constructor or employer who receives written recommendations from a committee or co-chair shall respond in writing within twenty-one days. R.S.O. 1990, c. O.1, s. 9 (20); 2011, c. 11, s. 7 (2).

A response of a constructor or employer under subsection (20) shall contain a timetable for implementing the recommendations the constructor or employer agrees with and give reasons why the constructor or employer disagrees with any recommendations that the constructor or employer does not accept. R.S.O. 1990, c. O.1, s. 9 (21).

## Program Review Guidelines:

This detailed response will also include a yearly review of the Occupational Health and Safety Policy and Program (including the review of the PM program). This review must be done yearly and is the sole responsibility of the President. This review will be reflected by reviewing each document and upgrading this signature sign off and date of review. Recommendations from the Preventative Maintenance (PM) team will be taken into consideration when revisions must be considered for the PM program. The training log will be assessed with the Health and Safety coordinator and the CIP (Continuous Improvement Plan) will be reviewed to determine if corporate targets have been met. The President will also review the performance reviews of management staff to see if safety targets have been met. With all of this data, revisions will be considered to existing policy, standards and procedures. Where possible, consultation will be held with Health and Safety Reps for additional input as part of this process.

## Management Inspections:

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To communicate our ongoing commitment to Health and Safety in the Workplace, the President will conduct 2 workplace inspections:

These will take place as per the following Schedule:

- Quarter 1
- Quarter 4

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## Employee Safety Recognition Program:

### Preamble:

At Bernard Rochefort Ltd. we recognize that due diligence is an integral part of an effective Health and Safety System. Using discipline as a reinforcement tool to encourage safe work practices, however, is not always the best method to ensure success. Health and Safety Law requires effective discipline, but we believe that it is necessary to promote the positive effects of good safety performance.

### Objective:

The objective of the program is to ensure that there is a positive and public recognition of best efforts and practices by an exemplary worker each month. To arrive at this point it will be required for the Supervisor and GM to observe workers in the course of their duties on a regular basis and to comment, preferably in front of their peers, on the outstanding performance as it is noted.

### Process/Responsibilities:

**Supervisor/General Manager/Health and Safety Coordinator** – each month these individuals will hold informal conversations to discuss those employees who have exhibited not only due diligence in safety performance, but who have contributed to the overall Health and Safety for the workplace in general, through effective mentoring, support of programs and positive safety attitude.

Once an individual has been selected, his or her name will be announced during a mid- month safety talk and this individual will be presented with a safety-related token of the company's appreciation in recognition of their efforts. Examples of these will be: safety T-shirts with reflective strips, personal first aid kits, etc.

**Supervisor/General Manager** – will be responsible for observing employee performance as part of their daily functions and for taking note of those situations where recognition is warranted, and praising the worker at that moment. Preferably this recognition should be in front of the worker's peers. By mid-month of each month, the Supervisor and GM will hold conversations with the Health and Safety Coordinator, via phone or email, to discuss the individuals who have demonstrated the highest level of safety performance, mentorship and leadership on the job. Input will also be requested from the Health and Safety Representatives who, themselves, are eligible.

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**Health and Safety Coordinator** - will be responsible for contacting the GM and/or Supervisor to initiate the monthly recognition process. The H&S Coordinator will also select and obtain the “award” to be presented during that month’s presentation and will ensure that a certificate announcing the winner is posted on the Health & Safety board.

The Health & Safety Coordinator will also maintain a list of “winners” from which a final draw can be held after the season closes during the Christmas party.

**Employer** – will be responsible for supporting this program and ensuring that the revenue necessary to fund this program is available to the Health and Safety Coordinator.

**Outcome** – It is hoped that by formally recognizing this program and ensuring that the revenue necessary to fund this program a positive safety culture can be instituted and maintained.

**Measurement** – Once a year the Health and Safety Coordinator will approach employees to discuss this program to obtain feedback. The Health and Safety Representative will be asked to help in this regard as well. The feedback given will provide the basis for enhancing and/or expanding the program for the next season.

## Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

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Rhéaume Rochefort

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Feb 1<sup>st</sup>, 2018

Date:

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