

HEALTH AND SAFETY MEETINGS POLICY

The Pacific Group of Companies recognize the need for and value of health and safety meetings. Health and safety meetings will include:

- 1) Start-up meetings,
- 2) Work orientations,
- 3) Tool-box safety meetings (for projects with anticipated duration of one week or longer),
- 4) Joint health and safety committee meetings (for projects where there are 20 or more workers on site), and
- 5) Management meetings, which include a health and safety component.

The Pacific Group of Companies is committed to reviewing and evaluating employee suggestions and recommendations from the health and safety meetings and implementing them where warranted.

The Pacific Group of Companies will support the operation of the meetings by providing:

- 1) company representatives (workers and/or management), where required,
- 2) access to relevant and non-confidential records and statistics,
- 3) facilities for meetings (where required),
- 4) the time required for representatives to attend meetings,
- 5) a location to post minutes, and
- 6) supplies and equipment which promote record keeping and the timely transfer of information (e.g.: record forms, photocopiers, fax machines).

HEALTH AND SAFETY MEETING INTRODUCTION

Start-up Health and Safety Meetings

Where it is a requirement of an owner or principal contractor to hold a meeting, this meeting will be attended by The Pacific Group of Companies representatives to establish the following, as applicable:

- first aid requirements,
- emergency response requirements,
- implementation of a coordinated site health and safety program,
- procedures for ensuring contractors comply with program requirements,
- identification of subcontractor personnel who will act as contacts regarding health and safety matters at the project, and
- Identification of any processes or equipment which may be required on projects where specialized training or instruction may be required.

Work Orientation

This meeting will be attended by The Pacific Group of Companies supervisory personnel and workers to:

- 1) familiarize employees with:
 - a) their job description,
 - b) safe work procedures,
 - c) instructions for reporting accidents, near misses and hazards,
 - d) emergency facilities and procedures,
 - e) health and safety responsibilities, and
 - f) existing and potential hazards at the site and how to address them,
 - g) special instructions/training required during particular operations.
- 2) promote cooperation with health and safety program requirements,
- 3) answer questions workers may have regarding site health and safety issues,
- 4) provide workers with the protective equipment specified by the WCB Regulation, and how to use and maintain it properly,
- 5) provide an opportunity for workers to complete the Employee Information Form, Orientation Record and Medical Questionnaire. **NOTE:** These three confidential forms are used for **post-hire, pre-placement use only!** After placement, the forms will be maintained as part of a worker's personal file for two years from the worker's last day of work and then destroyed.

"Tool-Box" Safety Meetings

Tool-box safety meetings are one of the most effective ways for Bel Pacific Excavating & Shoring Limited Partnership's supervisory personnel to exhibit a continuing company and personal commitment to safety. The weekly meetings will be used to discuss hazards and provide information on how we will minimize or remove the risk of injury. All workers on site must attend the meetings which will generally be 15 minutes or less in duration.

Joint Health and Safety Committee

Where a joint health and safety committee has been structured by the project owner or principal contractor, The Pacific Group of Companies representatives will attend meetings for the purpose of identifying site-specific processes for safe work organization. On projects where The Pacific Group of Companies is the principal contractor and there are twenty or more workers on site, meetings will be employed to ensure coordination of health and safety activities of all contractors on site.

TOOL-BOX SAFETY MEETING PREPARATION AND PRESENTATION

Preparing for Tool-Box Safety Meetings involves:

- 1) Deciding on a topic:
 - a) think of your own experiences, observations, and beliefs,
 - b) think of your area of control, repeated problems, recent accomplishments, needs for improvement,
 - c) think of your workers, their wants and needs, opinions, abilities and attitudes,
 - d) keep notes of day-to-day occurrences that could form a basis for interesting safety talks,
 - e) read safety-related material, and clip articles for later discussion,
 - f) confine the topic to one main idea; don't try to talk about everything!

- 2) Summarizing your talk in point form for reference:
 - a) know what you are going to say,
 - b) write down the key points, facts and examples,
 - c) practice your talk - run through your material before presenting it to your workers, perhaps using a family member, a fellow supervisor or even a mirror as your audience.

When you deliver your talk:

- a) relate to the crew's attitudes, abilities and interests,
- b) let your crew hear **and see** your talk - use brief demonstrations, simple graphs, displays, WCB posters, news articles, accident location, etc.,
- c) involve your crew by encouraging questions and discussions,
- d) keep your message clear and understandable,
- e) answer spoken **and** unspoken questions - your crew will always have the following questions in mind: What does it mean to me? What do you want me to do? What's in it for me? What will happen if I opt out?

To document your Tool-box Safety Meeting

Use the Tool-Box Meeting Record form to document the topic discussed, the workers attending, any suggestions and/or unanswered questions for later comment, and any corrective actions recommended. Keep a copy of the completed record on the job and forward one copy to The Pacific Group of Companies head office.

GUIDELINES FOR OPERATING A PROJECT HEALTH AND SAFETY COMMITTEE

When Required

- 1) On larger construction sites where:
 - two or more contractors have or are expected to have, a continuous onsite presence for 90 days or more, and
 - the total number of workers (all trades) exceeds twenty or more workers

then a Joint Committee constituted as per division 4 of the Workers Compensation Amendment act must be formed for the project. Individual contractors, regardless of crew size would not be required to form a separate Joint Committee on the same site, but may elect to do so voluntarily.

- On construction sites where 2 or more contractors do not have, or are not expected to have a continuous on site presence for 90 days or more, then:
 - Any one contractor with 20 or more workers employed on the site for 90 or more days would be required to maintain a Joint Committee for their workers only, and
 - All contractors that have, or are expected to have between 9 and 19 workers for 30 days or more will be required to have a health and safety representative, and
 - The Prime Contractor will institute a *system to address concerns brought forward by; an individual Joint Committee, a Worker Health And Safety Representative, or the representative of any contractor on site with less than 9 workers.
- On smaller or shorter duration sites where no contractor has 20 or more workers on site for 90 days or more, then:
 - All contractors that have, or are expected to have between 9 and 19 workers for 30 days or more will be required to have a worker Health and Safety Representative, and
 - The Prime Contractor will institute a system to address concerns brought forward by; and individual Joint Committee, a Worker Health and Safety Representative or the representative of any contractor on site with less than 9 workers.

*A system can include but is not limited to the requirement for all trades present on site to hold tool box meetings at regular intervals, for the Prime Contractor to distribute or post information on site safety hazards and procedures, address issues brought forward by Employer representatives and Worker Health and Safety Representatives

Responsibilities

- 1) The joint health and safety committee's responsibility is to recommend safe work organization and practices to all employers on site and provide the workforce with guidance in protecting their health and safety.
- 2) Even though the committee may consist of employer and worker representatives who are directly involved in project operations, it is only advisory and cannot direct management of any project employer to carry out its recommendations - this responsibility resides with the principle contractor or owner. However, if the committee identifies a violation of a section of the WCB's Regulation, the employer is obliged to correct the hazard.
- 3) The committee is the primary medium for project employers and workers to communicate and exchange information on health and safety matters.

Membership

Committee members will be chosen by and representing workers and management (employer representatives must not outnumber worker representatives). At the first meeting, selected members should decide whether to use member substitutes and whether to grant them the full rights and authority of the members they replace.

Note: *Vacation, sick leave, and other commitments are reasons to consider allowing substitutes.*

A meeting should include representatives from all employers present on site at the time of the meeting. The meeting will proceed regardless of whether members are absent, however, the names of those present and absent will be recorded in the official minutes which will be made accessible to WCB officers.

Election of Officers

The committee must select a chair and a co chair from its members. The committee should decide on position duration prior to selection. Where the chair is a management representative the co chair should be a worker representative and vice-versa.

Chair

The chair:

- 1) plans the meeting topics and gives the plan to the co-chair for preparation of an agenda,
- 2) should control the direction of the meeting but not the discussion,

- 3) should work to obtain agreement in order to bring issues to a conclusion,
- 4) should ensure that every item on the agenda receives attention. (Conclusion should be reached on every item though this may mean referring a matter for further study.)
- 5) should keep the meeting on track by cutting off irrelevant talk so that the agenda can be completed as quickly as possible and the meeting adjourned on a constructive note,
- 6) may cut off a discussion that is not getting anywhere and move to the next item, deferring the discussion to the next meeting,
- 7) is responsible for limiting clashes between members. (This may entail calling a break during which the chair should attempt to mediate.)

Committee Co Chair

- 1) If the committee co chair is unfamiliar with secretarial duties, the committee may approve the use of a non-committee member with secretarial skills, to assist the co-chair. The co-chair would retain final say in the minutes and other secretarial functions.
- 2) The co-chair operates on committee matters under the direction of the chair.
- 3) The co-chair is generally responsible for the following functions:
 - a) preparing and posting meeting notices,
 - b) preparing meeting agendas,
 - c) compiling materials for meeting discussion,
 - d) preparing minutes (see sample format in this section)
 - e) notifying members of time and place of meetings,
 - f) establishing a referral system, and
 - g) maintaining records.

Committee Activities

- 1) The monthly (or more frequent) meeting should not be the only occasion when members involve themselves in the health and safety program, nor should safety-related problems and complaints always await resolution at meetings.
- 2) Committee members should be involved in, either on an active or an observer basis, the following activities outside the regular meetings:
 - a) inspections,
 - b) accident and incident investigations,
 - c) complaint investigations,
 - d) corrective action follow-up.

Agenda

To increase consistency and promote activity, a meeting agenda should be standardized in an order such as the following:

- 1) roll call (record members present and absent and guests),
- 2) revision (if necessary) and adoption of previous meeting minutes (It is not necessary to read these minutes at the meeting - members should read the minutes prior to the meeting and be prepared to advise the co-chair of any errors or omissions that require correction),
- 3) discussion and resolution of old business,
- 4) discussion of contractor or worker complaints and suggestions,
- 5) review of recent accidents, investigations and corrective actions,
- 6) reports on special assignments,
- 7) reports on inspections, with recommendations,
- 8) training and education of committee members,
- 9) discussion of new business, and
- 10) adjournment.

Note: For items 5, 6, 7, and 8 above, ensure a record is made of tasks delegated, who is delegated to perform the tasks, the individuals' acceptance of the tasks, and the re-open date established.

Conducting the Meeting

- 1) At the first meeting, members should elect a chair and a co-chair and develop the committee's terms of reference. Members may choose to adopt the terms of reference provided in this section.
- 2) Members should prepare for a meeting by being aware of and prepared for what is on the agenda.
- 3) Committee members should strive to develop consensus solutions rather than deciding matters by majority vote.
- 4) Committee meetings are not required to follow Robert's Rules with motions, amendments and votes on each motion but there should be some form of recognized continuity.
- 5) The procedure followed in a meeting is generally as follows:

- a) an agenda item is presented,
 - b) a discussion follows to ensure all members understand the issue,
 - c) members discuss solutions in an effort to find the best,
 - d) the chair states the consensus of the committee, and summarizes any major recommendations, decisions and assignments.
- 6) Meetings should start on time, without waiting for late arrivals.
- 7) Meetings should close on a positive note.

HEALTH AND SAFETY COMMITTEE DRAFT TERMS OF REFERENCE

Constituency

- 1) A management and worker representative from each employer active on site.
- 2) Each committee member may have a substitute who will be granted the same rights as the committee member.

Purpose

- 1) Be the principal forum for consultation on health and safety matters at the project site.
- 2) Assist in the establishment, promotion and maintenance of healthy and safe work conditions and attitudes.
- 3) Recommend changes to the site which will promote safety.
- 4) Promote, monitor and maintain a program for health and safety education of site personnel.
- 5) Participate in site inspections and accident investigations.
- 6) Evaluate and respond to employer and worker complaints regarding site safety and health matters.
- 7) Ensure that appropriate records relating to accidents, injuries, illnesses, health and safety hazards, and corrective measures are maintained and monitored.
- 8) Review all WCB Inspection Reports.

Records

The committee will keep minutes of all meetings. The minutes will include a record of all matters that come before it.

Meetings

- 1) The committee will meet on _____ (days and time).
- 2) Special meetings will be held at the chair's request.
- 3) A quorum will consist of representatives from at least 80% of the contractors on site at the time of the meeting. The committee may decide to change the number of members composing a quorum. **NOTE:** Lack of a quorum will not cause the meeting to be canceled.

Minutes and Agendas

- 1) Under the direction of the chair, the co-chair will prepare an agenda. The agenda will, where practicable, be distributed to members one week prior to the meeting.
- 2) Minutes will be prepared immediately after the meeting and will be distributed to all the members and substitutes. Adopted minutes from previous meetings will be posted where workers may read them.
- 3) Copies of minutes and reports will be kept on file for the duration of the project and will be made available to the WCB upon request.

Committee Officers

- 1) One chair and one co-chair will be elected by the committee members. Where the chair is an employer member the co-chair will be a worker member and vice versa. To ensure continuity of the committee, term length will, where practicable, be the duration of the project.
- 2) The co-chair will be responsible for keeping records of meetings and preparing and distributing agendas and minutes under the direction of the chair.

Amendments

This draft terms of reference will be approved or amended subject to the desires of the committee members.

EMPLOYEE ORIENTATION RECORD

This record, completed by all employees, helps ensure you have been informed about your job, safety procedures and responsibilities and helps us maintain our health and safety program. Please complete this record by placing a check in the appropriate column.

WERE YOU TOLD	EXPLANATIONS WERE CLEARLY UNDERSTOOD	I WOULD LIKE MORE INFORMATION
How to report injuries, damage and near misses?	<input type="checkbox"/>	<input type="checkbox"/>
How to report hazards?	<input type="checkbox"/>	<input type="checkbox"/>
What hazards exist on the site (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
What the site emergency signals are (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
What protective equipment you are required to provide?	<input type="checkbox"/>	<input type="checkbox"/>
Where other protective equipment is required and how to obtain it?	<input type="checkbox"/>	<input type="checkbox"/>
Where the MSDSs are kept?	<input type="checkbox"/>	<input type="checkbox"/>
Where first aid services are located?	<input type="checkbox"/>	<input type="checkbox"/>
Where the written health and safety program is kept?	<input type="checkbox"/>	<input type="checkbox"/>

WERE YOU GIVEN	YES	NO
Copies of the Health and Safety Program policies?)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the general safety rules and supplementary instructions?*	<input type="checkbox"/>	<input type="checkbox"/>
A copy of your responsibilities for safety?*	<input type="checkbox"/>	<input type="checkbox"/>
*now available in safety program handbook.....		
...		

I have read, understood and agree to comply with the requirements of Bel Pacific Excavating & Shoring Limited Partnership's health and safety program and the WCB Regulation applicable to my assignment and outlined in this orientation.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
	THANK YOU!	

**Bel Pacific Excavating & Shoring Limited Partnership
EMPLOYEE INFORMATION FORM**

GENERAL INFORMATION:

Name: _____

Address: _____

Phone: _____ S.I.N.: _____

Union: _____ Local: _____

Date of Hire: _____ Point of Hire: _____

Division: _____ Occupation: _____

B.C. Drivers License (Number and Expiry Date): _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Emergency Contact Relationship: _____

COURSES/TRAINING PROGRAMS/HEARING TESTS

WHMIS Training: Y / N If "Yes" please indicate where and when: _____

Valid First Aid Certification: Y / N If "Yes" please indicate certificate level and expiry date: _____

TDG Training: Y / N If "Yes" please indicate when: _____

Hearing Test: Y / N If Yes? please indicate when: _____

Please identify any other applicable courses or training taken, when taken, and certificate expiry dates: _____

MEDICAL QUESTIONNAIRE

Section 1 - General Information			
Name	Position Title		
Address	Date	Date of Birth	Phone Number
	Sex M F	Marital Status	Social Insurance Number
Section 2 - Work History			
Last Position Held		Previous Position Held	
Description		Description	
Employer		Employer	
Time in Job _____ Years _____ Months		Time in Job _____ Years _____ Months	
Section 3 - Exposure History (workplace and/or leisure)			
Lead	Y / N	Vibration (e.g.: Jackhammer)	Y / N
Silica Dust	Y / N	Noise (e.g.: heavy equipment)	Y / N
Asbestos	Y / N	Fumes/gases (e.g.: welding, H ₂ S)	Y / N
Other (Please Identify) _____		Other (Please Identify) _____	
Section 4 - Health History Have you had or do you have:			
Allergies or Hay Fever	Y / N	Cancer (Please identify)	
Arthritis or Rheumatism	Y / N	WCB Claims (Please identify)	
Asthma	Y / N	Major Injury (Please Identify)	
Other Respiratory Problems	Y / N	Intestinal Disorders (Please Identify)	
Migraine Headaches	Y / N	Other (Please Identify)	
Heart Disease	Y / N		
Spinal Disorders	Y / N		
Epilepsy	Y / N		
Diabetes	Y / N		
Treatment for Emotional Illness	Y / N		
Skin Disorder	Y / N		
Hearing Loss	Y / N		
Vision Impairment / Glasses / Contacts	Y / N		
High Blood Pressure	Y / N		
Section 5 - Family Health History Has any member of your family suffered from:			
Cancer	Y / N	High Blood Pressure	Y / N
Diabetes	Y / N	Allergies	Y / N
Heart Disease	Y / N	Other (Please Identify)	
Section 6 - Current Health Do you suffer from:			
Shortness of Breath	Y / N	Bowel Disorder	Y / N
Cough or Wheezing	Y / N	Bleeding	Y / N
Chronic Fatigue	Y / N	Other (Please Identify)	
If you smoke, please indicate how much per day on average: _____			

"TOOL-BOX" SAFETY MEETING RECORD

Supervisor Name: _____ **Date:** _____

Project Identification: _____

Discussion Topic(s): _____

Names Of Workers Attending:

Worker Concerns:

Corrective Actions to Address Concerns

How will worker knowledge of discussion topic be confirmed? Who is responsible for follow-up? When will follow-up occur?

Attach additional pages if necessary.

Supervisor's Signature

Manager's Signature

HEALTH & SAFETY COMMITTEE MEETING MINUTES

AGENDA:

- | | |
|---|---|
| a) Roll Call | f) Reports on Special Assignments and Inspections |
| b) Adopt Previous Meeting Minutes | g) Reports on Status of Health and Safety Program |
| c) Discuss Old and Unfinished Business | h) Discuss New Business |
| d) Discuss Worker Complaints and Suggestions | i) Adjournment |
| e) Review of Accidents/ Investigations/Corrective Actions | |

DATE: _____

CHAIR: _____

MEMBERS/GUESTS PRESENT:

MEMBERS MISSING:

ITEMS CONSIDERED AND INITIATION DATE: (use agenda headings (e.g. New Business) and number each item).

RECOMMENDATIONS: (number each item with corresponding number from section above)

PERSON(S) TO TAKE ACTION & FOLLOW-UP: (number each item with corresponding number from section above)

TARGET DATE(S): (number each item with corresponding number from section above)

Attach Additional Pages As Necessary