

Purpose:

The purpose of this standard is to ensure Burlington Paving Company's compliance with legislative requirements and to outline the process to maintain such compliance.

Definitions:

BPC: Burlington Paving Company Limited
SC: Safety Coordinator

Scope:

This standard applies senior management of Burlington Paving Company Limited, site supervisors and the safety coordinator.

Roles and Responsibilities:

It is the responsibility of senior management to appoint a SC. It is the role of the Safety Coordinator to ensure that BPC is in compliance with all stated legislation within its policies and procedures. It is the responsibility of the site supervisor to ensure that policies and safe work practices are carried out on site.

Procedures:

The SC will maintain membership with the Hamilton Construction Associations Safety Group. The SC will attend the meetings established with the Safety Group and perform tasks necessary to successfully complete the program. The SC will regularly review emailed bulletins from WSIB, Service Ontario News Bulletin and Labour Ontario's publications. (<http://www.labour.gov.on.ca/english/hs/>) Copies of publications must be maintained under the Health and Safety folder on the server.

The Estimators will be responsible to ensure that each project whether the scope of work calls for digging or not shall request locates no less than 5 days prior to the expected start date.

Communication:

This standard will be communicated with the SC upon orientation and reviewed at each performance appraisal.

Documentation:

Membership dues for Safety Group
Digital copies of bulletins and Government documentation
Copies of locate requests to be in each job folder