



Health and Safety Management System (HSMS) Review Standard

Purpose:

Burlington Paving Company Limited has instituted a Health and Safety Management System Review for the purpose of identifying and planning corrective action for any gaps and omissions discovered during the review process. We hope to establish a program that ensures our compliance with regulatory facilities and fulfills our ethical and moral commitment to all persons working for or with Burlington Paving.

Roles and Responsibilities:

The person holding the position of Office Controller (lead auditor) will conduct the yearly review. Management will ensure that this person is qualified. This person at minimum must hold a valid training certificate for the Introductory to Auditing Course and this training must be obtained prior to commencement of the audit (the course offered by IHSA is preferred). The policy review will be completed, summarized and presented to management by April 1st of each year. At which time an action plan will be developed in conjunction with senior management to address non-compliance items and implementation. The action plan will be reviewed and authorized by senior management prior to general staff presentation. The finding and action plan will then be presented to general staff at our annual spring start up safety meeting. All Managers, Supervisors, Workers Joint Health and Safety Committee members and or subcontractors will participate in the annual review process on an as needed basis and are expected to fully comply and assist during such.

Procedures:

The Auditor must establish the objectives, scope, criteria, schedule, set timelines and allocation of resources as necessary to perform the audit. The auditor will initiate and prepare the audit plan, conduct the document review utilizing the established audit tool as early in the calendar year as possible. All updates to policies and procedures will be reviewed by senior management and signed approval given prior to general release, (April Spring Start Up Meeting). The auditor will gather evidence between the commencement of field activities and October 31 of each year; to support the document verification; they will provide a minimum of one written document source and one other source of evidence. The auditor will then indicate conformity or non-conformity on the audit form with the indication of major or minor to assist in the prioritizing of action items. The auditor will summarize and provide to management a summary of findings. The auditor will ensure that management signed off on the report. Upon the completion of the management review the continual improvement plan will be addressed. A senior management sign off is required for date changes on the continuous improvement plan. BPC is committed to review the continuous improvement plan as minimum; quarterly.

Communication:

Each spring safety start up meeting the management Summary report and action plan will be reviewed and discussed with general staff; the presentation will be made by the Auditor. The Auditor will present areas found to be lacking, the reasons why along with the plan to close the gap. The Auditor will ensure that successes are conveyed to general staff and present all aspects of the findings in a positive progressing manner.



Training / Implementation:

The auditor for Burlington Paving Company Limited will hold a valid training certificate for the Introduction to Auditing, from the Infrastructure health and Safety Association. A copy of the valid certificate will be maintained in the employees digital file. The date of completion of the auditor training must prior to the commencement of the audit itself.

Evaluation and Continual Improvement

The HSMS process will be evaluated against a benchmark year. Conformity vs. non-conformities will be reviewed and any conformity alterations to non-conformity will be analyzed in detail to establish reasons for the alteration of status. Continuous non conformity items will be analyzed and assessed for reasons and presented to management for review. The CIP shall identify priorities (high-risk hazards and legal requirement) from the audit findings and assign detailed responsibilities and timeline to bring non-conformities into conformity. The auditor will convey in their report to management and improvements to the process they feel are possible, which should include but not be limited to the Health and Safety folder on the server for future reference. Previous audit reports will be reviewed prior to the commencement of the next fiscal audit plan and any recommendations shall be considered when establishing the current audit plan.

Forms:

The auditor will use the COR Audit Tool

Reference Material:

WSIB HSMS Review Form

COR Audit Tool

Infrastructure Health and Safety Association Introduction to Auditing

Safety Groups Program Employer Guideline (4th Edition)