



A.D.S. Contracting

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Health & Safety Policy

Purpose:

To ensure a Health & Safety Policy Statement is written distributed and understood by all employees and sub-contractors.

Legislation:

Employers have a duty under section 25(2) (j) (k) of the Occupational Health and Safety Act to:

(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

(k) Post at a conspicuous location in the workplace a copy of the occupational health and safety policy.

Scope:

All employers and sub-contractors must review this document regularly.

Standard/ Procedures / Policy:

The Health and Safety Policy Statement will be reviewed and distributed annually by the owner of A.D.S.Contracting Inc. All employees will receive a copy during their orientation. Once the policy has undergone an annual review, the new version will be distributed and discussed with all employees at a Safety Meeting. The Health and Safety Policy Statement will be framed and hung in the office entrance and on the employee bulletin board by the owner. The policy will refer to the OHS Act and Regulations for Construction Projects and will be dated and signed by the president of A.D.S.Contracting Inc. All employees will be expected to be familiar with the A.D.S. Health and Safety Policy Statement.

Roles and Responsibilities:

The president and safety representative will annually review and write the Health and Safety Policy Statement. The Safety representative will review the Policy with new employees during orientation. Employees should be prepared to participate in a random quiz confirming their knowledge of the Policy and its location.

Communication:

This Standard and Element will be communicated to all employees via:

1. New employee orientation
2. Posted on all bulletin boards
3. Payroll stuffers
4. Annual review

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Training:

1. New employee orientation
2. Current applicable information distributed in weekly payroll envelop
3. Annual review

A written record of the date and type of training will be kept. Employees will attend all training meetings or arrange a make-up meeting with the president if unable to attend the scheduled time slot.

Evaluation:

1. All parts of each Standard including communication, training, evaluation and acknowledgement of success will be reviewed annually for accuracy, relevance, new legislation and best practices.
2. Employees will receive a random verbal quiz confirming their knowledge and awareness of the Element annually.
3. The safety representative will conduct the quiz.
4. The safety representative will review any and all information necessary with the employees based on this quiz.
5. The president will review and sign all documents relating to evaluation.

Acknowledge Success:

Success will be acknowledged in the annual health and safety policy review memo.

Make Improvements:

Based on the information gained during the year, applicable changes will be made to the Element by the end of February the following year. The president and safety representative will be responsible for implementing improvements.

Forms:

Health and Safety Policy Statement
Quiz

References:

Occupational Health and Safety Act
Regulations for Construction Projects
WSIB website
CSAO

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Angelo Agostino- President
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