

# *Bassi Construction Ltd.*

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## **Health and Safety Business Plan**

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## **Health and Safety Business Plan**

### **Purpose**

Implementation of the Health and Safety Business Plan will enable management to establish objectives for the continuous improvement of health and safety in the workplace.

The Health and Safety Business Plan will assist in:

- identifying and initiating opportunities for the improvement of BASSI CONSTRUCTION LTD's Health and Safety Program
- establishing objectives for program development, education and training

The Business Plan shall be:

- developed in conjunction with the annual review of the Health and Safety Program
- updated where there is a change in legislation or the scope of work, or other such factors that will affect health and safety planning

### **Conducting the Annual Review**

In order to be effective, the annual review of the Health and Safety Program must consider all areas that affect health and safety in the workplace.

The basic steps of the annual review are outlined below.

### **Compile Data**

On a monthly basis the Manager of Health and Safety, or his or her designate, shall review the sources of information listed in the following table and summarize all details relevant to each occurrence on the *Business Plan Summary*. A copy of the *Business Plan Summary* is provided at the end of this procedure.

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Source ID	Source of Information
IR	Incident Reports (including near misses)
AR	Accident Reports
OI	Report of Occupational Illness
WR	Work Refusals or Work Stoppages
WSIB	Reports, Workwell Audits and orders issued by the WSIB
MOL	Orders and reports issued by the Ministry of Labour
	Reprimands issued to workers for Health and Safety violations
R	Recommendations from the Health and Safety Representative or JHSC
JSSIS	Job Site Safety Inspection Reports performed by Foremans
JSSIM	Job Site Safety Inspection Reports performed by management
JSSIH	Job Site Safety Inspection Reports performed by the Health and Safety Representative or JHSC
SA	Health and Safety Audits
	List additional sources or delete this option
<b>Required Information</b>	
Any accident or incident investigations, which include: <ul style="list-style-type: none"><li>the nature of the occurrence or violation</li><li>factors that caused or contributed to the occurrence or violation</li><li>measures required to control or eliminate hazardous conditions</li><li>an outline of recommended changes required to policies, procedures, standards, materials, practices or conditions</li></ul>	

## Distribution

### Suggestion(s) to User

Specify management personnel in addition to the President who will receive a copy of the *Business Plan Summary*. It is recommended that the Manager of Health and Safety and Project Manager also review the summary and provide their observations and recommendations to the President.

The review of the *Business Plan Summary* should be conducted as part of the annual review of the Health and Safety Program. However, if additional processes or significant changes in processes occur or if the frequency of incidents, accidents or other such occurrences increases, then it is recommended that the information on the *Business Plan Summary* be reviewed sooner than the one-year time frame and the *Business Plan Summary* be utilized to examine these occurrences and determine cause.

The *Business Plan Summary* shall be distributed to the following personnel on a [Enter frequency; monthly is recommended] basis:

- President

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- Manager of Health and Safety
- Project Manager
- corporate JHSC

The *Business Plan Summary* shall be reviewed within [Enter time frame] of the completion of the annual review of the Health and Safety Program.

## **Review the Information Collected on the *Business Plan Summary***

Reviewing the information collected on the *Business Plan Summary* will assist in the identification of:

- factors that caused or contributed to hazardous conditions in the workplace
- measures required to control or eliminate primary and secondary hazardous conditions

The review may include, but is not limited to, the following steps:

- Review the hazards associated with incidents, accidents, safety infractions, work refusals and other such occurrences to determine areas or processes that require additional controls:
  - Review the specific hazards that caused or contributed to incidents, accidents, safety infractions, work refusals and other such occurrences.
  - Examine trends associated with incidents, accidents, safety infractions, work refusals or other such occurrences to determine where controls are inadequate.
- Evaluate the performance of Foremans, workers, subcontractors and vendors by reviewing the frequency of incidents, accidents, safety infractions, work refusals or other such occurrences that occurred under their supervision or where they were involved to determine where there may be:
  - inadequate programs, which may include inadequate training
  - inadequate program standards, including the lack of certain controls within the Health and Safety Program
  - inadequate compliance to standards, including lack of regard for health and safety and non-adherence to the Health and Safety Program

A copy of the *Management Review* form is provided at the end of this procedure.

In addition to analyzing the information outlined on the *Business Plan Summary*:

- senior management shall review annual statements provided by WSIB (NEER, CAD-7 and MAP)

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## **Conduct the Annual Review of the Health and Safety Policy and Program**

The information obtained as a result of the review of the *Business Plan Summary* shall be used to determine any inadequacies in the Health and Safety Program.

- Examine existing policies, procedures, standards, materials used, practices and working conditions to:
  - ensure they are in compliance with the current regulations
  - determine any areas where controls may be inadequate
  - assess the need for training or retraining

## **Review Changes to Legislation, Standards, etc.**

### **Suggestion(s) to User**

The Manager of Health and Safety shall be responsible for reviewing regulatory requirements on a regular basis. He or she must understand what the changes are, interpret what the company must do to be compliant and understand the business impact of the changes.

The President, Manager of Health and Safety and Project Manager shall ensure that:

- all tools, materials, machinery, equipment and PPE in use are in compliance with the current regulations and standards
- all work is being performed in accordance with the current regulations

**Note:** As legislation is revised, the changes shall be promptly implemented, the Health and Safety Program updated accordingly and the required training undertaken.

## **Examine Potential Changes to Business Activities**

When changes in business activities are anticipated, it is imperative that such changes be planned and thoroughly investigated. At a minimum, the following factors should be considered:

- applicable legislation
- training requirements
- specific tools, materials, machinery, equipment and PPE required
- the availability of qualified and experienced supervisory personnel

## **Meet to Review and Document Observations and Recommendations**

The President, Manager of Health and Safety and Project Manager shall meet to review their observations and recommendations, as well as those provided by the corporate JHSC, and determine the appropriate controls (as required), as a result of the review. This may include, but is not limited to, the following:

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- Review specific procedures to determine where controls may be inadequate.
- Research new and/or less hazardous or more efficient materials, tools or equipment.
- Review work practices to determine safer, more efficient ways of doing the task.
- Review specific work or working conditions to evaluate the hazards and determine any additional measures that make the work less hazardous and/or improve upon working conditions.
- Incorporate new legislation into existing procedures.

## ***Determine Controls***

When determining controls, the President, **Manager of Health and Safety and Project Manager** shall:

- ensure that the controls are adequate and will not result in a new hazard

## ***Review Changes with the Corporate Health and Safety Representative or Joint Health and Safety Committee***

All changes required to policies, procedures, standards, materials, practices or conditions should be determined and the Health and Safety Representative or JHSC should be asked to review the changes and make recommendations. A timetable should be provided for their response.

## ***Implementing Changes***

All changes required to the Health and Safety Policy and Program shall be documented and implemented.

## ***Create the Health and Safety Business Plan***

After the changes required to the Health and Safety Policy and Program have been determined, the Health and Safety Business Plan will be used to outline objectives to support these changes and any additional measures that must be undertaken for the continuous improvement of health and safety in the workplace.

## ***When Establishing Objectives***

Objectives outlined in the Health and Safety Business Plan may include, but are not limited to:

- documentation and communication of changes to policies, procedures, standards, materials, practices, conditions or other such areas

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- equipment, materials or supplies that must be acquired
- specific training or retraining that must be accomplished because of:
  - changes in legislation
  - changes in business activities
  - expiry of current certificates (e.g., First Aid, CPR, Propane)
- participation in outside safety activities (safety group or association)
- review of critical areas by a qualified, experienced health and safety consultant
- request for input from Foremans, workers or others concerning health and safety matters

## **Documentation of Information in the Business Plan**

Documentation of information in the Health and Safety Business Plan will include, at a minimum, the following information:

- assigning responsibility for corrective action
  - Who will be responsible for the task?
  - What must be done?
  - What is the timetable for implementation?

A copy of the *BASSI CONSTRUCTION LTD Health and Safety Business Plan* is provided at the end of this section.

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## **Forms Contained in This Section**

- Business Plan Summary
- Management Review
- BASSI CONSTRUCTION LTD Health and Safety Business Plan



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## Business Plan Summary

**Note:** Copy this form as needed. Use one form per occurrence or violation.

Source of Information:

IR	Incident Reports (including near misses)	R	Recommendations from the Health and Safety Representative or JHSC
AR	Accident Reports	JSSIS	Job Site Safety Inspection Reports performed by Foremans
OI	Report of Occupational Illness	JSSIM	Job Site Safety Inspection Reports performed by management
WR	Work Refusals or Work Stoppages	JSSIH	Job Site Safety Inspection Reports performed by the Health and Safety Representative or JHSC
MOL	Orders issued by the Ministry of Labour Reprimands issued to workers for Health and Safety violations	SA	Health and Safety Audits List additional sources or delete this option
WSIB	Reports, Workwell Audits and orders issued by the WSIB		

Date of Update:	Date of Last Review:	Month: [Enter sequence; e.g. 1] of 12	Data Compiled By:
Nature of Occurrence or Violation			
Source of Information, including Accident/Incident investigation number:			Date:
Supervisor:	Name of Worker:	Third Party Involvement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Factors that caused or contributed to the occurrence or violation:			
Measures required to control or eliminate hazardous conditions:			
Recommended changes to policies, procedures, standards, materials, practices or conditions:			
Comments and Observations:			



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## BASSI CONSTRUCTION AND MASONRY LIMITED

### Health and Safety Business Plan

#	Goal and Responsibility	Resources Required	Time Frame	Status
01	WHMIS retraining Ben White	n/a	30 minutes per job	Complete by June 06