

# ACAPULCO POOLS OCCUPATIONAL HEALTH & SAFETY POLICY



## **SCOPE**

The scope of this occupational health & safety policy is applicable to all office and operational activities, associated with the construction and service of commercial, residential and institutional aquatic facilities.

## **COMMITMENT**

It is the intention of ACAPULCO POOLS that its activities will, as a minimum, comply with all relevant statutory and other provisions, and that all reasonably practicable measures will be taken in the prevention of injury and ill health to its employees or others who may be affected by its operations. In every case, a high practicable standard of health and safety will be pursued.

## **RESPONSIBILITY**

- The President of ACAPULCO POOLS recognizes that all workers have the right to a safe and healthy workplace, and is committed to the integration of safety in all areas of activity and the implementation of a process of setting annual health and safety objectives and continual improvement of the Safety Management System, in consultation and cooperation with all workplace parties.
- The President of ACAPULCO POOLS is responsible for this Health and Safety Policy and for the effective implementation, maintenance and review of health and safety management. The H&S Manager is responsible for its effective and economic operation and development on a day-to-day basis.
- ACAPULCO POOLS Management and Supervisory staff recognize that all workers have the right to work in a safe and healthy workplace, and have the responsibility for implementing this policy throughout the workplace, in so far that health and safety considerations are always given priority in the planning and execution of all work.
- All Management and Supervision have the responsibility for integrating Safety and Health Procedures and Controls into every activity they manage. All managers / supervisors are directly accountable for the provision and maintenance of an effective safety management system program and must be constantly seen leading the program.
- All ACAPULCO POOLS Employees and Sub Contractors are expected to co-operate in carrying out this policy, so that their own work, as far as is reasonably practicable, is carried out with the minimum risk to themselves or others.

Responsibilities shall also include, but not be limited to the following:

### ***COMPANY PRESIDENT RESPONSIBILITIES***

The President is fully responsible for the implementation of this program on an organization wide basis including both office and work sites. The President is responsible for supporting and assisting in the development and implementation of the Health, Safety Management System / Program for all offices and worksites.

- Providing visible top management involvement in implementing & maintaining the occupational health & safety management system
- Providing goals, allocating resources, assigning measurable responsibilities and including safety performance in annual salary and promotion reviews of subordinates
- Assigning and communicating responsibilities for all aspects of the program, so that all managers/ supervisors know what performance is expected of them
- Leading by positive example

## **PROJECT MANAGER RESPONSIBILITIES**

Project Managers shall demonstrate a serious, vigorous and persistent commitment to safety.

The Project Manager is responsible for ensuring the competency of each employee has and understands appropriate Project site orientation and training. The Project Manager shall ensure each employee is trained in the proper work practices to perform their work safely. The Project Manager shall ensure each employee understands hazards related to the Project and applicable provisions of the emergency action and medical emergency plans.

The Project Manager shall ensure all Subcontractors comply with the requirements of this Safety Program. The Project Manager (where applicable) will ensure the Project has access to a person who is a "qualified" safety professional and ensure "competent person(s)" have been designated as applicable as defined in OH&S legislation.

The Project Manager shall ensure a documented safety inspection of the construction activities is conducted on a regular basis. This inspection shall emphasize observance and correction of unsafe employee behavior and Project site conditions.

*Other duties and responsibilities include:*

- The Project Manager shall oversee the investigation all Incidents, Accidents, and Near Misses involving employees or equipment.
- The Project Manager shall discipline / remove employees who violate the Safety Program rules and procedures for the Project
- The Project Manager shall ensure supervisors understand and enforce safe work practices. Key Project site supervisors shall attend safety training as required
- The Project Manager shall ensure all "Personal Protective Equipment" is being worn and used properly
- Providing visible management involvement in implementing & maintaining the Safety Program
- Assigning and communicating responsibilities for all aspects of the program, so that all personnel know what performance is expected of them
- Meeting or exceeding established annual Safety Performance Goals
- Monitoring the overall effectiveness of the Safety Program
- Reviewing all formal site inspection reports conducted in their respective areas
- Reporting unsatisfactory safety performance to appropriate discipline supervisors / subcontractors
- Enforcing and abiding by the safety requirements
- Leading by positive example

## **HEALTH AND SAFETY MANAGER**

The H&S Manager shall demonstrate a serious, vigorous and persistent commitment to safety

- Implement and maintain comprehensive written safety and health programs consistent with COR, containing philosophies, policies and procedures that comply with all Contract, Federal, Provincial, Local, and other regulatory agency guidelines
- Develop, implement and oversee comprehensive training programs for all employees.
- Monitor Worker's compensation and liability claims
- Maintain appropriate records as required by Corporate, Federal, Provincial, and Local regulatory agencies
- Attend, conduct and/or participate in various meetings with Project Managers, Safety Representatives, Owners and other representatives as necessary to assure compliance with safety and health requirements
- Conduct Project site inspections to review records, permits, field condition, safe work practices, and assess employee knowledge of safety policies and procedures

## **SUPERVISOR/CREW LEAD RESPONSIBILITIES**

Expectation: Supervisor shall demonstrate a serious, vigorous and persistent commitment to safety

- The Supervisor is responsible for the implementation and application of the Health, Safety and Program in their respective areas
- The Supervisor shall provide visible management involvement in implementing & maintaining the program
- The Supervisor shall meet or exceed established annual Safety Performance Goals
- The Supervisor shall assure each task under their control has been planned with safety as an integral function of the job
- The Supervisor shall enforce and abide by the safety requirements
- The Supervisor shall lead by positive example

## **JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE (JOHSC) MEMBER RESPONSIBILITIES**

The JOHSC Committee Member is responsible for promoting safety awareness and demonstrating to workers, through day-to-day example and actions, that safety compliance is a top priority of the organization.

The JOHSC Member advises and consults so that performance is acceptable to established standards. The JOHSC Members are responsible to assist in the correction unsafe conditions and at-risk behaviors.

*JOHSC Committee Members have the following duties and responsibilities:*

- Performing Formal Inspections of Offices and Worksites and ensure appropriate corrective action is taken by Management
- Assist in the Investigation of Incidents
- Participate in developing Project Specific Hazard Analysis.
- Attend meetings to discuss the Safety Program
- Ensure that safety and health requirements are adhered to and enforced
- Promptly review, complete and submit all safety reports as necessary
- Mentor others until they become trained and engaged in the Health & Safety Program.
- Do not allow anyone to perform any operation that has not been planned or when safety is not an integral part of the process
- Lead by positive example

## **EMPLOYEE (ALL) RESPONSIBILITIES**

Each employee is responsible and will be held accountable for complying with established safe work practices as defined by the Safety Management System or job (project) policies and procedures. Each employee has the right, and is responsible for stopping any work that is considered unsafe. A supervisor must be advised of any such situation immediately.

*Each employee has the following duties and responsibilities:*

- Following all safety rules
- Reporting to work ready to perform assigned tasks by using established safe work practices and by wearing prescribed personal protective equipment
- Complying with all safety instructions and manufacturers safety recommendations
- Wearing personal protective equipment required for individual projects or specific operations. A hard hat, CSA eye protection, CSA approved retro reflective vest, shirt with at least 6-inch sleeves, and work pants (no track pants or very loose fitting clothing).
- CSA approved work boots (above the ankle) are minimum required safety apparel on projects

- Using the proper tools and equipment for each job and using them correctly. If knowledge or proficiency with the operation or equipment is questionable, ask before it is used
- Do not perform any work that has not been planned or when safety is not an integral part of the process. Do not start any operation without reading, understanding and signing the Task Hazard Analysis first
- Attending all required Safety meetings. Being a participant and engaging in discussion generated at such meetings.
- Reporting all unsafe acts and/or conditions to your supervisor immediately
- Taking action as appropriate if you observe something that could cause immediate injury to a fellow worker
- Reporting all incidents or near misses, and injuries to a supervisor immediately, no matter the severity

### **SUBCONTRACTOR'S RESPONSIBILITIES**

All subcontractors undertaking work for or through ACAPULCO POOLS are required to comply with any and all requirements established for the project and all Acapulco safety policies, programs and rules including inspections and reporting requirements. Subcontractors and visitors are subject to safety reprimands by project management personnel.

Repeat violators will be removed by the Project Manager or Health and Safety Manager.

Each subcontractor and its employees are required to perform their work in a safe and professional manner. To accomplish the goal of an accident free work-site from all individuals involved, ACAPULCO POOLS must ensure that each subcontractor follows the set of safety requirements for work on the project site.

*These requirements include:*

- Being recognized through applicable provincial safety associations as developing and implementing an Occupational Health and Safety Program and receiving certification of that fact (i.e. Certificate of Recognition)
- Accepting and implementing the overall Health, Safety Plan / Program for the project
- Completing Indoctrination and Orientation programs for each employee and attending any re-indoctrination/orientations as required
- Developing work plans, hazard analyses and safe work procedures for their expertise level and having them available for review and approval (when required) by Project Management prior to work commencement
- Designating a site safety representative to monitor their effort on safety and loss management and to participate with the projects safety committee
- Inspecting their work area daily
- Completing and submitting inspection reports and incident/accident reports to the Project Safety Manager
- Incident/accident reports must be completed with recommendations for safety improvements
- Planning each operation with health, safety and the environment as the number one priority
- Setting a good positive example

### **VISITORS, SUPPLIERS, CONSULTANTS AND CLIENTS RESPONSIBILITIES**

Visitors, suppliers and consultants are responsible for safeguarding their own health and safety and the safety of project workers.

*Responsibilities include:*

- Reporting to the office reception/project office before entry
- Participating and complying with health and safety directives established for the office/project site
- Complying with the Project Safety Plan

- Wearing adequate personal protective equipment.
- Obtain appropriate training for the proper use of P.P.E.
- Reporting any unsafe acts and or unsafe conditions to their host
- Reporting any injury sustained in the office or on the work-site
- Ensuring that they receive complete work-site orientation (if accessing the worksite, other than the site office)
- Setting a good example

## **APPROACH**

- It is the policy of ACAPULCO POOLS to operate a Safety Management System. The requirements of the system are based on, and conform to standards of CAN/CSA Z1000-06, the Certificate of Recognition (COR) elements and OSHA as required
- The H&S Manager is available to assist with the implementation of this policy, and provide information, advice and support to employees on health and safety matters
- Adequate financial and technical resources will be made available to allow this policy to be carried out
- Information and training on health and safety will be provided to all ACAPULCO POOLS Staff, Sub Contractors, Client Representatives and others as necessary for them to carry out their work safely and without risk to health

**ACAPULCO POOLS** strives to continually improve its Health & Safety Management System by:

- Consulting with all employees as to the effectiveness of the program and opportunities for improvement
- Setting of goals and objectives annually
- Performance measuring and monitoring
- Auditing and assessing the performance of the Health & Safety Management System.
- Performing management reviews of the Health & Safety Management System at identified and defined intervals.

This Policy Statement will be communicated and displayed in appropriate office and job site locations throughout Canada and the United States. This policy provides the framework for setting and reviewing health and safety objectives of ACAPULCO POOLS and at a minimum will be reviewed annually.