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| Title: H & S OBJECTIVE | Date of Issue: January 2017 |
| Approved by: President – Kasey Janzen | Review / Revise Date: N/A |
| Location: Safety board (back shop), online (website) | |

**PURPOSE:**

To annually identify an area of health and safety in the workplace that requires improvement and set a series of directives to improve the objective.

**LEGISLATION:**

N/A

**SCOPE:**

Owner Estimator Visitors Employees

Workers Office Manager H & S Coordinator Supervisors President Sub Contractors Managers Service technician

Apprentices Journeymen

**POLICY:**

Castle Plumbing & Heating is selecting a health & safety objective to focus on areas in our Health & Safety Program that we feel need to be more strongly enforced or are key to keeping our workers safe at all times.

Each year we hope to have few to no form 7s, LTIs, and incident reports. We expect our employees to follow all of the policies and procedures we have put into place to ensure that we are all working safely and are in a safe work environment.

The objective will be selected at the beginning of each year by the Health & Safety Rep with the help of the president, office manager & JHSC.

**ITEMS TO REVIEW:**

* Castle Plumbing & Heating policies & procedures
* MOL orders
* Form 7s
* Incident reports
* JHSC inspections
* First Aid Kit Logs

**ACTION PLAN:**

* Jesse reminder at morning talks & safety meetings of the importance of PPE.
* When workplace inspections are being done, be hyper aware of PPE use.
* Keep track of form 7’s if there are any to see where improvements can be made.
* Make sure that all employees have access to the right PPE for their job tasks.
* Review Castle Plumbing & Heating Inc.’s PPE policy when it is written.
* H & S Coordinator with distribute our action plan to all employees & post it on our safety board.

**OBJECTIVE MET:**

Once the objective has been met, the employees will be congratulated and praised for their work and efforts in making sure we are 100% PPE Compliant for the year. At this point a new H & S Objective will be chosen for the next year.

**OBJECTIVE NOT MET:**

* If the objective is not met, management will do an inspection of all employee trucks and job site to ensure the PPE is available.
* Failure to comply will result in disciplinary action.
* JHSC & H & S team will review the objective.

**ROLES AND RESPONSIBILITIES:**

Senior Management will:

* Ensure that all employees have the correct PPE for their work.
* Provide proper PPE if they don’t already have it.
* Hold a safety meeting stating the importance of PPE compliance.

Workers will:

* Wear all PPE necessary for their job tasks.
* Ensure coworkers & other workers on site are working safe and wearing PPE.
* Make sure that they have all the right PPE and it is in safe working condition.
* Contact senior management if they do not have the PPE needed for their work.
* Notify senior management if someone is not complying.

JHSC will:

* Review form 7’s (if any) to make adjustments to the action plan.
* Review workplace inspection forms to help monitor PPE use.
* Be hyper aware of PPE use in their own inspections of the workplace.
* Discuss action plan at a meeting.

**COMMUNICATION:**

* Post action plan on the safety board in the back shop.
* Post action plan online.
* Handout action plan in a payroll insert.

**TRAINING:**

* Safety meeting regarding our topic and the action plan.

**EVALUATION:**

* Quiz

**EFFECTIVENESS:**

* Castle Plumbing & Heating was extremely effective in completing this h & s objective.
* All employees were compliant with our action plan.
* There were no form 7’s filled out this year.

**FORMS:**

* Action Plan

**REFERENCE MATERIAL:**

WSIB OHSA Workwell Advantage Program HSMS Review Form

**HEALTH AND SAFETY OBJECTIVE 2017 - ACTION PLAN**

JANUARY 30, 2017

**WHAT IS YOUR OBJECTIVE:**

100% PPE COMPLIANCE

**WHY DID YOU SELECT IT:**

We selected this objective because PPE is a huge contributor in keeping our workers safe.

We want to make sure that our employees are always working safe and that they are aware of the importance of their personal protective equipment and the role it plays in their safety.

To achieve 100% PPE compliance, the following steps will be taken:

* Management will make sure all employees have the correct PPE.
* If they don’t we will ensure that it is given to them.
* There will be a safety meeting regarding this topic.
* PPE will be documented in all workplace inspections.
* If your PPE is not in good working condition it will be replaced.
* All workers will wear the proper PPE & make sure others follow as well.
* If PPE is not being worn, there will be disciplinary consequences.
* Form 7’s will be reviewed if there are any.
* Workers will contact management if they need PPE or there is an issue with PPE.
* A policy will be written on this topic.

**MONITOR:**

In June, we will review the action plan to make sure we are still on track.

If we are, the final review will be in December.

If we aren’t, there will be a review of all employees’ trucks & job site for PPE availability & compliance. As well, another review will be held in September.

**FINAL REVIEW:**

A final review will be held in December to assess whether or not we were successful with our objective.

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SIGNATURE OF SENIOR MANAGEMENT DATE

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SIGNATURE OF JHSC MEMBER DATE

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SIGNATURE OF H&S COORDINATOR DATE