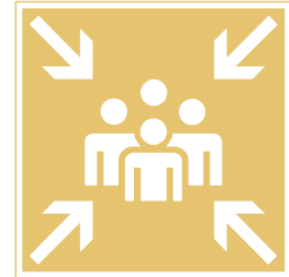


Workplace Safety Meeting Policy

Regular safety meetings are an essential part of our safety program.

A Hazard Assessment always occurs:

- before a new job commences
- before the construction of significant additions or alterations to a work site.
- when a new work process is introduced
- when a work process or operation changes



Hazard Assessments are repeated regularly to maintain healthy and safe working conditions.

A Hazard Assessment involves identifying all workplace hazards and then:

- delivering this information to you and your co-workers who could be exposed to the hazards
- communicating to you the proposed methods to control or eliminate the hazards

The results of the Hazard Assessment are presented to you at a *Safety Meeting* wherein:

- meeting minutes are recorded to capture what topics were discussed
- you and your co-workers acknowledge the discussion with your signature

An Emergency Response Plan is completed and posted in a location where all affected workers have access to it.

Who?	How often?	What?
Field Crews	Every week	<ul style="list-style-type: none"> → conduct one Hazard Assessment (unless conditions dictate more) → hold a Safety Meeting and update review their emergency response plan with you and your team
Stationary Sites	Every month	<ul style="list-style-type: none"> → at least one Hazard Assessment (unless conditions dictate more) → hold a Safety Meeting and update and review their emergency response plan with you and your coworkers at that location

Supervisors will attend all safety meetings throughout the year at their worksites.

Senior Managers will attend meetings on a regular basis as they visit the worksites throughout the year.

All Sub-Contractor workers must attend the safety meetings and be made aware of the hazards and emergency response plan.

NOTE: The safety information in this policy does not take precedence over the WorkSafeBC Occupational Health and Safety Regulations or the Workers Compensation Act of BC.