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| <b>Firm Name:</b>      |              |
| <b>WSIB Account #:</b> | <b>Date:</b> |
| <b>Completed by:</b>   |              |

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| <b>WSN Health &amp; Safety<br/>Excellence Program<br/>Action Plan</b> |
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|  | ACTIVITY | RESPONSIBILITY | Target Date |
|--|----------|----------------|-------------|
|--|----------|----------------|-------------|

**TOPIC: Health and Safety Participation**

|          |              |   |  |              |
|----------|--------------|---|--|--------------|
| <b>S</b> | <b>Plan</b>  | Establish implement and evaluate procedures which ensure workers are consulted and participate in implementation and evaluation of the Health and Safety Program. Create a Policy for the JHSC that meets legislative requirement's and includes employee certification, hazard identification, incident investigation, review of safety policies and procedures, participate in meeting H&S objectives, assess review reports i.e. dust sampling. JHSC members will be core certified as training becomes available. | HR/Safety departments will ensure a policy or procedure with the established objectives and processes is complete. | May 30 2020  |
| <b>C</b> | <b>Do</b>    | Policy/Procedure will be communicated through one or more of the following. Annual review of the H&S Manual, Tool Box Meetings, Mill monthly newspaper, and/or through the JHSC minutes.  | Safety Superintendent will communicate policy.   | July 30 2020 |
| <b>T</b> |              | Training will consist of Core certification for all safety reps and review of the H&S manual by other employees.  | Safety Superintendent will set up JHSC Core cert training and annual review of manual.                             | Sept 30 2020 |
| <b>E</b> | <b>Check</b> | Policy will be evaluated not less than annually by the JHSC as part of the annual policy review.  | Safety Superintendent will review with JHSC.   | Oct 30 2020  |
| <b>I</b> | <b>Act</b>   | We will acknowledge success through a safety incentive program and our records throughout the year. Identified gaps will be addressed though the development and implementation of an action plan.  | JHSC and Safety Superintendent   | Dec 30 2020  |

**TOPIC: Preventative Maintenance**

|          |             |  |  |              |
|----------|-------------|--|--|--------------|
| <b>S</b> | <b>Plan</b> | Company will establish, implement, and evaluate a preventative maintenance procedure that includes a traceable inspection schedule for equipment that requires maintenance, servicing or adjustment or replacing of parts. This will include mobile equipment, production equipment, heating and cooling units or other workplace specific equipment. This will be done through a traceable program. | Maintenance Superintendent and Maintenance Planners will ensure a procedure with the established objectives and processes is complete. | May 30 2020  |
| <b>C</b> | <b>Do</b>   | Policy/Procedure will be communicated through the maintenance Superintendent that leads weekly maintenance meetings which will establish the required maintenance by priority.   | Maintenance Superintendent   | July 30 2020 |
| <b>T</b> |             | Maintenance department (Planners and Lead millwrights) will be have access and be trained in company software.   | Maintenance Superintendent   | Sept 30 2020 |

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| E  | Check | Procedure will be evaluated monthly as part of the maintenance planning meetings.   | Maintenance Superintendent   | Oct 30 2020        |
| I  | Act   | We will acknowledge success through monitoring the percentage of completed work orders and less down time in our operations. Identified gaps will be addressed through the development and implementation of an action plan.  | Maintenance Superintendent/Manager   | Dec 31 2020        |
| <b>TOPIC: Health and Safety Training</b> |       |   |  |                    |
| S  | Plan  | Establish implement and evaluate procedures which ensures training of applicable legislation through the MOL worker awareness training. Roles, responsibilities, and rights of the worker. The IRS system and its respective elements. Define the potential consequences for noncompliance. | HR/Safety department will ensure a policy or procedure with the established objectives and processes is complete.  | May 30 2020        |
| C  | Do    | This will be communicated through the MOL worker awareness training booklet, our H&S manual.  | HR/Safety department will ensure objectives and processes is completed.  | July 30 2020       |
| T  |       | Training will take place upon hire and our H&S manual will be reviewed not less than annually by each employee.   | HR/Safety department will ensure applicable training is complete.  | Sept 30 2020       |
| E  | Check | Manual policy will be reviewed and revised as required but not less than annually. A training matrix will provide traceable training records.   | Stats keeper will ensure applicable matrix is up to date.  | Oct 30 2020        |
| I  | Act   | We will acknowledge success through a safety incentive program and our internal records throughout the year. Identified gaps will be addressed through the development and implementation of an action plan.  | HR/Safety department will track RIF days and promote the Safety Incentive Program                                  | Dec 30 2020        |
|  |       | <b>ACTIVITY</b>   | <b>RESPONSIBILITY</b>  | <b>Target Date</b> |
| <b>TOPIC: Workplace Health Promotion</b> |       |   |  |                    |
| S  | Plan  | Company will provide an employee family assistance program for all workers. This program will cover assistance for all types of mental health issues including addictions and other emotional difficulties. This will be available on and off the job and be confidentially available 24/7. | HR/Safety departments will ensure a policy or procedure with the established objectives and processes is complete. | May 30 2020        |
| C  | Do    | Policy/Procedure will be communicated through one or more of the following. Annual review of the H&S Manual, Toolbox Meetings, Mill monthly newspaper, and/or through the JHSC minutes.   | HR and all staff will communicate and promote the EFAP.  | July 30 2020       |
| T  |       | Awareness Training will take place upon hire and the EFAP policy will be reviewed not less than annually through Toolbox meetings and or Mill monthly newspaper.  | HR and all staff will communicate and make employees aware of the EFAP.  | Sept 30 2020       |

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| <b>E</b>                 | <b>Check</b> | EFAP program is confidential. HR department will advise if it is functioning as intended and being used correctly.   | HR superintendent will decide if the EFAP is functioning correctly.  | Oct 30 2020  |
| <b>I</b>                 | <b>Act</b>   | We will acknowledge success through recognizing our assistance program is available to those employees who choose to access it. Identified gaps will be addressed through the development and implementation of an action plan.  | HR/Safety Superintendent   | Dec 30 2020  |
| <b>TOPIC: Competency</b> |              |  |  |              |
| <b>S</b>                 | <b>Plan</b>  | Ensure employees who must perform their task are competently trained through Safe Work Procedures this will include knowledge of hazard, Demonstrate, and understand controlling risks training regarding the hazards, necessary skills to work safely. A competency check list will be developed that will dictate training needs for each position, what the employee will be trained on who the trainer is and what they need to be competent at. A review of the training procedure for each workstation will happen not less than annually. | HR/Safety departments will ensure a policy or procedure with the established objectives and processes is complete.                                       | May 30 2020  |
| <b>C</b>                 | <b>DO</b>    | Policy/Procedure will be communicated through one or more of the following. Annual review of the HS&E manual and review of the SOP annually.   | Supervisors will ensure the annual review takes place  | July 30 2020 |
| <b>T</b>                 |              | Training will begin upon hire and our H&S manual will be reviewed not less than annually by each employee. No worker shall operate a workstation without being competently trained.  | HR safety Superintendent or designate will provide the initial onboarding training. Supervisor or designated trainer will provide other hazard training. | Sept 30 2020 |
| <b>E</b>                 | <b>Check</b> | Manual policy and SOPs will be reviewed and revised as required but not less than annually. A training Matrix will provide traceable training records.   | Office staff will ensure training records are up to date.  | Oct 30 2020  |
| <b>I</b>                 | <b>Act</b>   | We will acknowledge success through a safety incentive program and our internal records throughout the year. Identified gaps will be addressed through the development and implementation of an action plan.   | HR/Safety Superintendent   | Dec 30 2020  |

**FIVE STEPS TO MANAGING HEALTH & SAFETY**

- S** = Standards are written
- C** = Communicating standards
- T** = Training provided
- E** = Evaluating progress (i.e. standard communication and training) has it been completed and is it effective
- I/A** = Acknowledge success and make necessary improvements

**PLAN-DO-CHECK-ACT CYCLE**

- | <u>Step</u>  | <u>Description</u>   |
|--------------|--|
| <b>Plan</b>  | ➔ Policy or procedure with established objectives and processes to complete the topic  |
| <b>Do</b>    | ➔ Communicate your plan, train employees and implement the topic into your business  |
| <b>Check</b> | ➔ Monitor and measure the activities related to the topic to determine if you have completed the plan and report the results |
| <b>Act</b>   | ➔ Take actions to continually improve the health and safety topic to achieve the intended outcomes                           |