



Assignment of Responsibilities

Revision Date: June 1, 2023

Managers

1. To inform, instruct, and assist all supervisory staff, to develop an environment that further protects the health and safety of all employees.
2. To understand and enforce both our accident prevention policy as well as the occupational health and safety legislation.
3. To educate all foremen concerning our accident prevention programs and relevant occupational health and safety legislation.
4. To supply all foremen with proper, well maintained tools and equipment, as well as any other special personal protective equipment that may be required.
5. To provide employees with continuous educational safety programs.
6. To supervise the safety performance of individual departments and projects and hold them responsible for their level of performance.

Foreman

1. To apply knowledge of the company's safety policy and any relevant occupational health and safety legislation.
2. To ensure that all employees work in a safe manner and that all protective devices and procedures required by this company and by legislation are used through adequate education.
3. To raise awareness among all employees any potential or actual dangers and the methods developed to isolate, prevent or remove them.
4. To arrange for medical treatment required in the case of injury or illness, including transportation to a doctor or hospital as necessary.
5. To report all accidents immediately, to investigate all accidents fully, and to advise management on how to avoid similar accidents in the future.
6. To perform regular inspections of the work place, in order to ensure a safe and healthy working environment for all employees.



Employees

1. To read, understand and obey this company's safety policy, safe work practices, procedures and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/her employer.
3. To notify his/her foreman of any unsafe conditions or acts that may endanger other workers and/or himself/herself.
4. To inform his/her foreman of all accidents and injuries immediately.
5. To take every reasonable precaution to protect the safety and health of other workers as well as himself/herself.

Subcontractors

Subcontractors should be prepared to follow all appropriate rules pertaining to work with J & G Group of Companies. The responsibilities of the subcontractor include, but are not limited to:

1. Posting a signed Occupational Safety and Health Policy on site.
2. Developing and enforcing safety rules and regulations at all times.
3. Familiarizing themselves with project safety requirements and any safety hazards among their working conditions.
4. Including safety in all project planning.
5. Providing discipline for any worker that repeatedly fails to follow safety rules and regulations in place. Enforcement is the key to prevention.
6. Provide Personal Protective Equipment to workers and enforce its use.
7. Holding regular Tool Box Meetings, following the project requirements.
8. Conducting regular safety inspections of the work area.



9. Conducting Accident Investigations and making recommendations to prevent a similar accident/incident in the future.
10. Co-operating with safety representative on site in an effort to ensure a safe working environment for everyone.

As required by the project management, provide evidence of the above activities and regular reporting of project safety performance. Including, but not limited to injuries, near misses and accident investigations.