

VERO ENERGY INC.

Section 8 – Communication & Planning



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8.0 COMMUNICATION AND PLANNING

8.1 PURPOSE

Why do we need to do this?

Communication and Planning is an integral part of any effective safety program. One of the common ways that companies ensure good communication processes is through conducting regularly scheduled safety meetings. Frequently conducted, effective safety meetings result in critical information exchange and another opportunity to provide training.

Planning is a core component of all business processes. With effective planning the company can be aware of changes and develop strategies for ensuring that there is change does not have an impact on the health and safety of the company's employees.

8.2 RESPONSIBILITIES

Who has to do this?

Management is responsible for ensuring that communication strategies such as safety meetings are carried out. Site supervisors, operators and contract operators are expected to attend all meetings. Contract company personnel who are on site during the meeting and representatives of regularly utilized contractors are encouraged to attend.

8.3 STANDARDS

Where does it say we have to do this?

OH&S Legislation:

Alberta OH&S Code – The employer is required to ensure that workers are aware of hazards, are aware of results of inspections and are aware of the outcomes of incident investigations. This requirement to ensure workers are aware involves communication between management, supervisors, workers and contractors.

8.4 IMPLEMENTATION

How will we make sure this is put into place?

The company will implement at a minimum the following formal meetings to ensure communications and planning strategies are carried out.

8.4.1 INTERNAL COMPANY MEETINGS

Management Meetings

Management conducts meetings to introduce policies or goals. Employees use the meetings to inform management of problems impeding implementation of management policies or goals. Both parties use the meetings to negotiate resolutions to problems.

Management and employees should provide documentation to support their requests or action plans. Management policy, for example, should be communicated as written directives to explain how and why policies are developed. Requests from staff should be documented through inspection reports, safety meeting minutes, hazard reports or incident/accident reports.

Pre-Job or "Tailgate" Meetings

Pre-job meetings shall be conducted at worksites when employees are assigned fieldwork, prior to the performance of critical tasks, and prior to tasks which involve interrelated job activities to be performed by several worker groups who are not familiar with each other's duties. These meetings should address safe work procedures, work permits and a discussion of inherent hazards and controls.

While the meetings may be of brief duration, they should not be hurried. The duration of these meetings should be proportional to the hazard potential involved.

Close contact and regular, open communication between Vero Energy Inc. employees will ensure greater understanding of the goals and objectives of safely performing any given task, particularly if these safety meetings are held prior to project commencement.

Safety Meetings

All safety meetings will be documented. Pre-job safety meetings may be recorded using the pre-job assessment form. Other safety meetings should be recorded on a copy of the form provided at the end of this section.

The recorder shall:

- ❖ Fill in all the correct information (refer to Appendices for Safety Meeting Form).
- ❖ List all the persons in attendance.
- ❖ List all the persons absent.

- ❖ Ensure items on the concerns list are carried forward at each meeting until resolved. The status of each concern is updated at the next meeting.
- ❖ Number each new concern in sequence and assign to a person for remedial action.
- ❖ Document the main meeting topic. Give a point form description of discussions and practical exercises when appropriate.
- ❖ Document discussion of accidents/incidents reported since the last meeting.

A copy of the minutes shall be posted and another kept on file.

A copy shall be sent to management who will select items from the minutes to be circulated throughout the company.

Proper documentation of activities will verify all safety concerns, regardless of their origin, are addressed. Documentation shall include the reasoning for affirmative or negative decisions.

8.5 MONITORING

How will we check to see that this is carried out?

Management shall regularly review and audit safety meeting records to confirm the purposes for conducting safety meetings are met.

8.6 REVIEW/FOLLOW-UP

When will we review this component for continuous improvement?

To determine the effectiveness of the communication strategies described in this section the company will conduct an annual review of the process.