

POLICY:

The CRC is vitally interested in the ongoing health and safety of our employees, as well as that of our clients, visitors and guests. The CRC has adopted this policy to ensure that the CRC management team reviews Company Health and Safety Policies and Procedures on an annual basis, or as appropriate, to ensure compliance with applicable regulations and/or address any changes to the work environment.

PROCEDURE:

The CRC management team shall conduct reviews of all Health and Safety policies and procedures to verify current applicability annually or as necessary. Reviews will include an examination of hazard controls currently in place, safe work procedures in use and additional assessments as appropriate to ensure that working conditions remain safe at all times. Reviews will be conducted in accordance with the following guidelines:

1. Annual Review – The CRC will conduct an annual review of organizational health and safety policies to ensure that they remain up-to-date and appropriate. The CRC will review the previous hazard assessments and reassess each year to ensure that the working conditions remain safe, and that workers understand and apply the safe work procedures set out previously. By performing annual reviews, the organization gains insight into potential issues, and can proactively address workplace safety concerns.
2. Introduction of a New Task or Process– In the event that a new task or process is introduced to the work environment, the CRC will review and revise the process of hazard identification, analysis, assessment and the creation of safe work procedures to ensure that this task is completed in a safe manner at all times and does not negatively affect the safety of associated operations.
3. Tasks or Procedures are Modified – Where a change occurs that alters the established safe work procedures (e.g. when a new piece of equipment is acquired or a change of materials used takes place), the process of review must be followed to ensure that the work is safe and that procedures are adjusted accordingly.
4. New Hazard Controls are Implemented – Where new hazard controls are implemented, the CRC will ensure that the work is reviewed and assessed. This measure is intended to ensure that the form of control is working to eliminate and/or control the hazard as intended, and has not created a new hazard.