1.0 Policy

Sunbelt Controls management and supervisory personnel are responsible and accountable for the success of the safety process.

2.0 Purpose

To define responsibility and accountability related to the safety system that is meaningful and shall prove to be an asset for continuous improvement in safety, quality, and productivity.

3.0 Scope

Applies to all Sunbelt Controls work sites.

4.0 Definitions

Competent Person – the person who, due to knowledge, skill, training and experience is capable of identifying existing, predictable hazards in work surroundings or working conditions that are unsanitary and/or hazardous to the safety and health of the employee(s). In addition, this person has the authorization to take prompt corrective measures to eliminate the above conditions.

Safety Coordinator – the person responsible for all safety and health activities at the Branch or Site level

Safety Manager – the senior safety person responsible for all safety and health activities at Sunbelt Controls.

5.0 Requirements

5.1 General

Everyone, from the senior officers of the company to each individual performing work, is responsible for safety. Management is responsible for providing a safe work environment and the necessary resources for such.

Leaders of work activities are to ensure that all employees have the right tools and equipment and that they are qualified to perform their work. Employees are accountable for using safe work practices and notifying their work leaders of unsafe conditions and/or the unsafe actions of their colleagues so that proper corrections are made.

Sunbelt Controls expects appropriate actions to be taken when failures occur. Management is expected to identify the root causes and factors for any failures, take the appropriate corrective action(s) and communicate changes to all employees and leaders. Leaders are accountable for the proper implementation of new or updated preventative measures. Each employee is expected to endorse these necessary changes.

The expectation for each employee is to work each day without incident or injury and return home safely. Specific responsibilities and accountabilities are listed in throughout this manual.

5.2 Competent Person Designation

5.2.1 General

The Safety Manager administers the competent person designation and selection process. Duties, responsibilities and associated qualifications for competent persons have been identified within applicable sections of this manual.

5.2.2 Administering the Competent Person Designation

A list of Competent Persons shall be compiled and kept accurate and up-to-date. This document shall identify the designees and the competent person designation for specialized activities.

The Safety Manager is responsible for administering the documentation required.

Supporting documentation of the Competent Persons qualifications will be kept in their individual safety training files.

5.2.3 Competent Person Evaluation

An evaluation of each Competent Person designee shall be conducted–at minimum–on an annual basis by the Safety Manager. During each evaluation the following shall be assessed:

1) The education, training, and experience of the designated employee

2) The designated employee's knowledge of the job/activity

3) The authority vested in the designated employee to take prompt corrective measures to eliminate existing and predictable hazards

4) The documentation to support the qualification of the designated employee

5) Inspection records or other documents generated by the competent person

5.3 Employee Involvement and Participation

5.3.1 General

All Managers are responsible for ensuring that employee involvement and participation in the safety and health process is maximized as appropriate for the individual work site.

All Managers shall fully support and provide all employee(s) time for participation in programs that enhance safety and health.

Supervisors are responsible for supporting and encouraging their employees to participate in activities that contribute to the continuous improvement of safety and health.

Sunbelt Controls and, if applicable, Site Safety Coordinators are responsible for involvement and participation in as many activities as is feasible, depending on the duration of work activities and the total number of workers assigned.

Employees are responsible for participating in safety and health activities such as: safety meetings, safety committees, correcting a hazardous situation, or completing the job hazard analysis.

5.3.2 Implementation of Employee Participation and Involvement Activities

Depending on the scope and duration of the work site, employee involvement and participation activities CAN consist of the following:

- Lead a toolbox safety training meeting
- Complete the JSA
- Submit safety suggestions
- Correct a hazardous act or condition
- Attend Safety Committee meetings
- Participate in an incident investigation
- Participate in a planned inspection
- Pre and/or post job meetings

5.3.3 Evaluation

Either annually or at the end of the work site activities (whichever comes first) the Safety Manager shall assess the effectiveness of these programs in writing and discuss areas of potential improvement with applicable Managers.