

Section - V Review/Change Control

- PURPOSE** Our health and safety program must be reviewed on a regular basis and at least annually, to ensure that it is in compliance with current regulations and that it meets the needs of the company. Where changes are necessary a system must be in place to ensure that changes are reviewed by approved personnel.
- PROCEDURE** Requests for revisions to any policies, procedures or forms can be made in writing or verbally to the Health and Safety Coordinator (HSC). Revisions to the Health and Safety Manual shall be made by the HSC in consultation with Senior Management and the JHSC/ Worker Representative.
- The HSC will use the **Revision Tracking Form** to document the changes and to communicate the changes to the workforce.
- DISTRIBUTION** All revisions will be distributed to any member of the company who has a copy of the **BACHLY CONSTRUCTION** Health and Safety Manual, including;
- the **Site Superintendent**,
 - the Project Manager
 - the JHSC/Worker Representative
 - Maintained in Master Binder
- RECORDS** All revisions made to the health and safety program will be documented through change control forms and retained on file at head office indefinitely.