

	<b>WESTERN MILLCRAFT INC.</b> 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	<b>OCCUPATIONAL HEALTH &amp; SAFETY MANUAL</b> <b>COMPANY RULES AND REGULATIONS</b> <b>SAFETY MEETING POLICY</b>	Page 1 of 1	HSE: 5.52: 8.48 Revision: 00

**HEALTH AND SAFETY MEETINGS:**

Western Millcraft Inc. believes that Health and Safety Meetings serve to communicate information and concerns throughout the organization. Western Millcraft Inc. will use this information to identify and correct issues that arise, to successfully implement Health and Safety initiatives with measureable results.

Safety Meetings will be held monthly and review any Safety bulletins, preceding Safety meeting action item status, most recent injuries and corrective actions taken to mitigate further occurrences, any concerns, comments, and suggestions from employees, and will include a safety topic relevant to ongoing jobs and hazards.

Toolbox or tailgate meetings will be held daily by Crew Chiefs, and Fabrication Shop Supervisor. These meetings will take place prior to work starting, last approximately 15 minutes and cover the following:

- Review of previous day’s activities
- Review recent hazard assessments
- Review corrective action taken for hazards
- Review present day’s work and hazards
- Hazard control measure to be taken
- Field level hazard assessment forms

The Field Level Hazard Assessment forms will be filled out during the day, signed off at the end of the work day, and handed into the Crew Chief to sign off on.

All employees of Western Millcraft Inc. will participate in Health and Safety and Toolbox Meetings.

Records of Health and Safety Meetings and Toolbox Meetings are maintained and kept to assist with determining safety program activities, retraining, and provide evidence for OHS requirements.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation