



# Communication and Worker Consultation Procedure

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Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

## Document Control

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Standard	ISO 45001:2018 Clauses 5.4 and 7.4
Regulatory Reference	WorkSafeBC Occupational Health and Safety Regulation
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## 1. Purpose

This procedure defines how Viking Reinforcing Ltd. communicates occupational health and safety information and ensures worker participation in safety decision-making processes within the fabrication yard and construction site operations.

## 2. Scope

This procedure applies to all Viking Reinforcing employees, supervisors, contractors, subcontractors, and visitors working within Viking Reinforcing controlled workplaces.

## 3. Definitions

Term	Definition
Consultation	The process of seeking worker input before making decisions affecting health and safety.
Participation	Active involvement of workers in identifying hazards and improving safety practices.
Safety Communication	Information shared regarding hazards,



## **SOP-OHS-06 – Communication and Worker Consultation Procedure** procedures, incidents, and safety performance.

### **4. Responsibilities**

Chief Safety Officer (Dan Ansell)

- Ensures worker participation in safety programs and maintains communication channels.

Superintendent (Thomas Gabinet)

- Communicates safety expectations and updates to site personnel.

Yard Foreman (Matt Warawa)

- Communicates daily safety issues within the fabrication yard.

Director of Maintenance (Sean Vetra)

- Communicates equipment hazards and maintenance safety requirements.

Workers

- Participate in safety discussions and report hazards or concerns.

### **5. Communication Methods**

Safety information may be communicated through:

- Toolbox talks and safety meetings
- Workplace inspections
- Safety bulletins and notices
- Training sessions
- Incident investigation meetings
- Direct supervisor communication

### **6. Worker Participation**

Workers are encouraged to participate in the OH&S system by:

- Reporting hazards and unsafe conditions
- Participating in inspections
- Contributing to incident investigations
- Attending safety meetings and toolbox talks
- Providing suggestions for safety improvements

### **7. Hazard Reporting**

Hazards and near misses should be documented using FORM-OHS-01 – Hazard / Near Miss Report Form and communicated to supervisors as soon as possible.



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### **8. Safety Meetings**

Regular safety meetings and toolbox talks are conducted to discuss hazards, safety improvements, and operational changes. These meetings must be documented in LOG-OHS-04 – Safety Meeting Log.

### **9. Records and Documentation**

FORM-OHS-01 – Hazard / Near Miss Report Form

FORM-OHS-02 – Incident Report Form

LOG-OHS-04 – Safety Meeting Log

REGISTER-OHS-02 – Corrective Action Register

### **10. Continuous Improvement**

Worker feedback and communication outcomes are reviewed during management review meetings to improve the effectiveness of the OH&S management system.