



SOP-OHS-22 – Worker Participation and Consultation Procedure

Worker Participation and Consultation Procedure

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

Document Control

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| Document Number | SOP-OHS-22 |
| Standard | ISO 45001:2018 Clause 5.4 – Consultation and Participation of Workers |
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| Revision | 1.0 |
| Effective Date | 2026-03-06 |
| Applies To | All Workers and Supervisors |

1. Purpose

This procedure establishes the system used by Viking Reinforcing Ltd. to ensure workers participate in occupational health and safety decision-making, hazard identification, and continuous improvement of the OH&S management system.

2. Scope

This procedure applies to all Viking Reinforcing workers, supervisors, and contractors working within fabrication yard operations and reinforcing steel installation worksites.

3. Responsibilities

Audit & Compliance Officer (Derek Sanderson)

- Ensures worker participation mechanisms exist within the OH&S system.

Chief Safety Officer (Dan Ansell)

- Encourages worker input into safety improvements.

Superintendent (Thomas Gabinet)

- Facilitates worker consultation at construction sites.



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Yard Foreman (Matt Warawa)

- Encourages workers to report hazards and safety concerns.

4. Worker Participation Methods

Workers may participate in safety management activities through:

- Hazard reporting
- Safety meetings and toolbox talks
- Workplace inspections
- Incident investigations
- Safety improvement suggestions

5. Hazard Reporting

Workers are encouraged to report hazards immediately using FORM-OHS-01 – Hazard / Near Miss Report Form. Supervisors must review reported hazards and implement corrective actions where necessary.

6. Safety Meetings

Regular safety meetings and toolbox talks provide opportunities for workers to discuss safety concerns and suggest improvements.

7. Participation in Investigations

Workers may participate in incident investigations to provide insight into causes and prevention of similar events.

8. Removal of Participation Barriers

Workers must be able to report hazards and safety concerns without fear of retaliation. Management must encourage open communication and support worker participation.

9. Records

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

LOG-OHS-04 – Safety Meeting Log

REGISTER-OHS-02 – Corrective Action Register

10. Continuous Improvement

Worker feedback and participation results are reviewed during management review meetings to strengthen the OH&S management system.