# Safety Policy Statement Sign-Off Policy

## 1.0 Policy Purpose & Scope

The purpose of this policy is to ensure that every employee, contractor, and visitor (where applicable) formally acknowledges receipt, understanding, and commitment to the organization's Safety Policy Statement. This sign-off process serves as a critical administrative control to demonstrate due diligence, confirm individual accountability, and reinforce a culture of safety from the top down. This policy applies to all full-time, part-time, temporary, and contract personnel working under the direction of the organization, as well as any third-party personnel required to adhere to site safety protocols.

## 2.0 Regulatory Context & Compliance

This policy is driven by the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (OHSR) of British Columbia, specifically Section 3.1 (General duties of employers) and Section 3.2 (General duties of workers). The sign-off process supports the employer's obligation to provide instruction and supervision, and the worker's duty to comply with safety policies. Additionally, it aligns with the Canadian Criminal Code (Bill C-45) requirements for organizations to establish clear safety accountabilities. Recordkeeping requirements under the WCA (Section 225) mandate retention of signed acknowledgments for the duration of employment plus a minimum of two years.

## 3.0 Roles & Responsibilities

**Employer/Management:** The employer, through the Corporate Safety Director and senior leadership, is responsible for developing, approving, and maintaining the Safety Policy Statement. Management must ensure the sign-off process is integrated into the onboarding workflow, provide accessible means for acknowledgment (e.g., digital platform, paper form), and enforce compliance across all departments.

**Supervisors:** Supervisors are responsible for presenting the Safety Policy Statement to their direct reports during initial orientation and annually thereafter. They must verify that each worker has read, understood, and signed the statement, and address any questions or concerns. Supervisors must maintain a record of sign-offs for their team and report non-compliance to management.

**Workers:** Each worker has the duty to read the Safety Policy Statement carefully, ask questions if any part is unclear, and sign the acknowledgment form truthfully. Workers must adhere to the principles outlined in the statement and understand that failure to sign may result in restricted access to work sites or disciplinary action.

## 4.0 Program Execution & Procedures

The Safety Policy Statement Sign-Off process shall be executed as follows: 1. Initial Sign-Off: All new hires must complete the sign-off during onboarding, before commencing any work. The supervisor or HR representative will provide the current version of the Safety Policy Statement via the company's digital safety management system (e.g., SafeDesk) or a physical copy. 2.

**Acknowledgment:** The worker must read the statement and then sign and date the acknowledgment form. Digital signatures are acceptable if captured through a secure, auditable platform. 3. Annual Re-Acknowledgment: Every employee must re-sign the Safety Policy Statement annually, typically during the company's safety stand-down month or as part of the annual safety training cycle. 4.

**Policy Updates:** If the Safety Policy Statement is revised, all affected personnel must sign off on the updated version within 30 days of the revision date. 5. Non-Compliance: Any worker who fails to complete the sign-off within the required timeframe will be notified by their supervisor. Continued non-compliance may result in progressive discipline, up to and including suspension or termination, as per the company's disciplinary policy. 6.

**Documentation:** The signed acknowledgment shall be recorded in the employee's safety training file, with a copy provided to the worker for their records.

## 5.0 Review & Recordkeeping

The Safety Policy Statement and its sign-off process shall be reviewed annually by the Joint Health and Safety Committee (JHSC) or the Corporate Safety Director, whichever is applicable. Any recommended changes must be approved by senior management. Signed acknowledgment records shall be retained for the duration of the worker's employment plus a minimum of two years after termination, in compliance with WorkSafeBC recordkeeping requirements. Records may be stored electronically in the company's safety management system (e.g., SafeDesk) or in a secure physical file. Access to these records is restricted to HR, the Safety Department, and the worker's direct supervisor. Upon request, records must be produced for inspection by WorkSafeBC officers or internal auditors.