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Ms. Stacey McMillan  
BGL Contractors Corp  
608 Colby Drive  
Waterloo, Ontario  
N2V 1A2

**WSIB Account # 4601401**

Dear Ms. McMillan:

I would like to thank you for meeting with me on March 15, 2016 regarding the Safety Groups Program validation audit. Ms. Ellaline Davies, from the GVCA attended as an observer.

The purpose of the validation audit was to verify the health and safety information contained in the 2015 Year-end Reports which were reported to your Safety Group Sponsor (GVCA) and submitted to the WSIB.

The results from the audit confirmed BGL Contractors Corp had implemented the five-steps to managing health and safety in the workplace. I was able to verify, with the required supporting documented evidence, the completion of the following five Safety Group elements from 2015 – Health and Safety Orientation, JHSC, Workplace Inspections, Subcontractors, and Return-to-Work Case Management.

As discussed, credit was granted for JHSC because I could see that the firm conducted monthly site inspections and the office and shop were done following a schedule. My understanding of the law is that the shop and office must be inspected monthly by a certified JHSC Member as per Section 8 subsection 23 and 24 of the Ontario Occupational Health and Safety Act. Section 8 subsection 26 states “unless otherwise required by the regulations or by an order by an inspector, a member designated under subsection (23) shall inspect the physical condition of the workplace at least once a month”. Section 8 subsection 27 states “if it is not practical to inspect the workplace at least once a month, the member designated under subsection (23) shall inspect the physical condition of the workplace at least once a year, inspecting at least a part of the workplace in each month”. The if not practical has to do with the enormity of the workplace and not how many people are in the workplace. The if not practical exemption is granted by the MoL and is rare in the construction industry.

My suggestion to you is to include the shop and office as part of the monthly workplace inspections.

I was able to verify BGL Contractors Corp has a system in place to maintain its previously completed Safety Group elements according to the requirements of the Safety Groups Program Employer Guidelines, 4<sup>th</sup> ed..

The self-reported score of **100%** has been verified based on the findings from the Safety Groups Program validation audit. Congratulations! BGL Contractors Corp is eligible to participate in the 2015 Safety Groups Program rebate incentive.

Please do not hesitate to contact me by email at [lawrence\\_medas@wsib.on.ca](mailto:lawrence_medas@wsib.on.ca) or by telephone at 647-505-1149 should you have any further questions or concerns regarding the validation audit.

Sincerely,

*Lawrence Medas*

Lawrence Medas, BSW, RSW, CRSP, CHSC, Cert OHS  
Consultant, Safety Groups Program

CC: Ms. Martha George, President, GVCA