

1

Audit

We conduct a full onsite health and safety (H&S) audit, with the input of the owners and managers to discover gaps in your compliance with the Occupational Health and Safety Act and other applicable MOL legislation. This includes past accidents, areas of concern, equipment, inspections and more!

2

Research & Customization

Utilizing the audit information, we then conduct additional research to create a customized H&S program to meet your organization's unique needs. This entire program is loaded into the proprietary online software, KeepSAFE, for your team's ease.

3

The Launch

With your entire team, we launch your organization's customized H&S program. This includes an overview of the online software, team members' profiles and passwords, building your H&S Communications Board and an overall introduction to your organization's new H&S program.

4

KeepSAFE Monthly Meeting

The safety talk is easily conducted by your H&S Representative using the content the KeepSAFE team sends you. Signed attendance sheets are sent back to your KeepSAFE team and uploaded into each team members' files, as proof they have received additional H&S training. We can also assign the talk to your employees to talk online in the KeepSAFE software. The topics chosen for the monthly package focus on industry and seasonal hazards, as well as current Ministry of Labour Blitz items, and other H&S risks that effect your organization. Monthly safety talks and workplace inspections demonstrate due diligence, fulfilling legislated HR and H&S obligations.

5

Annual Review

At least once a year, your KeepSAFE team will visit your location to conduct an audit on your H&S program. At this time, we will implement any additional requirements identified. We ensure that with the growth and changes of your organization and industry, your H&S program remains relevant and compliant.

6

Constant Support

When your team is working, ours is too! Your KeepSAFE team is available for constant support.



KeepSAFE is a program developed specifically for your company's needs.

KeepSAFE is a proprietary, online software which houses and maintains Human Resources (HR) and Health and Safety (H&S) programs, policies and procedures, training, team member personnel files and so much more!

Every day, users are logging- in to KeepSAFE to access online training, review training records and view documents that are always available!

KeepSAFE would like to become part of the day to day operations for your organization!

The KeepSAFE team is dedicated to your business' success and is available to assist with any HR or H&S questions or concerns by telephone or in person- whenever the need arises.



“Being a small business, we do not need a full-time HR employee. PMG provides this service for us and ensures that we follow all of the appropriate rules and regulations associated with employees and health & safety.

The service we get from PMG has been extremely valuable to our office for many years. We have evolved from using PMG for recruitment into full HR and H&S services. If asked, I would have no issue referring PMG to other businesses.

PMG provides excellent service.”

Scott Lawrence, Investment Planning Counsel



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KEEP SAFE



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