Document Submission

This guideline lays out the expectations for submitting documentation from a Project Site to the Head Office.

Document	When to submit
Weekly Record of Site Safety Activity Hard Copy or PolyNet	Weekly by 9:00 AM on the 1st working day of the week
Trade and/or Site Safety Meeting Minutes Appendix K or equivalent	Same Day or as soon as possible
Safety Violation Notice Hard Copy or PolyNet	Same Day
Incident Investigation (Preliminary or Full) Polygon or Contractor Investigation	upon Completion or when received from Contractor
WorkSafeBC Inspection Reports	upon Receipt

Ways to Submit

The following methods can be used to submit safety documentation to the Head Office

PolyNet (preferred)

Submitting details and attachments via PolyNet is the preferred method as it reduces duplication of effort.

Email

Documentation can be scanned or imaged and emailed to safety@polyhomes.com. If you are emailing you should use the “Delivery Receipt requested” feature of MS Outlook or request a reply confirming receipt in the body of the message.

If internet communication is not possible from your location or there is another issue;

Call the Safety Manager at (604) 871-4248