

Category: Senior Management

Subject: Ongoing Health and Safety Communication

Policy:

The Independent Living Centre of Waterloo Region will convey the health and safety information to all ILCWR employees, and will provide an avenue to raise health and safety concerns.

Responsibilities:

The Human Resources Director, Human Resources Coordinator, Program Support and Employee Health Coordinator are responsible to:

- Schedule staff meetings and training,
- Provide bulletin boards materials and safety memos,
- Determine the frequency of these meetings
- Ensure the proper recording of these meetings are put into the system.

The Human Resources Director will:

- Ensure the proper recording is completed at each staff meeting
- Review the communication of this program.

Procedure:

Each of the following communication elements will include a health and safety component; newsletters, staff meetings, bulletin boards, website
The information will include any of the following:

- Review of the Health and Safety rules, WHMIS and MSDS.
- Incident trends
- Investigation Reports
- Off the Job Safety
- Inspection Reports
- Joint Health & Safety Committee minutes
- Early and Safe Return to Work Program
- Newly passed Safety Regulations
- Ministry of Labour inspection reports.
- Safety exchange of information between attendants and consumers.
- Documentation of attendance at these sessions must be recorded.

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These elements provide employees with updated information and/or reviews of existing information.

The elements reinforce the employer's desire to include employees in the Health and Safety program initiatives.

The elements impress upon the employees that their welfare is important everyday.