

Category: Health & Safety

Subject: Health and Safety Program Review Procedure

Policy:

Leadership Team, in consultation with the Employee Health Coordinator, will annually review the Health and Safety Policy Statement and Program including policies and documents to ensure they are current within the last twelve months and that there is uniformity and completeness.

Responsibilities:

Leadership Team will review all health and safety policies and any relevant documentation to ensure the following:

- Each policy and document is dated
- Each policy and document indicates the date last reviewed by leadership team
- Any changes to policies and/or documentation will be drafted. Feedback will be sought as per the Policy Development Process. Final versions will be communicated to all staff.
- Maintain a summary of each review in a control copy of the Health and Safety policies and procedures binder.