

Category: Health & Safety

Subject: Posted Materials

Policy:

It is the responsibility of the Employee Health Coordinator and Supportive Housing Project Supervisors to ensure the following Health & Safety material is posted and/or available in the workplace. It must be kept current. The Joint Health & Safety Committee members conducting monthly inspections will check the respective Health & Safety Boards and/or binders for compliance.

Procedure:

Item	Date of Issue	Location(s)
Signed Health and Safety Policy Statement	Most current	Head Office Assisted Living Sites
Pocket Ontario OH & S Act & Regulations Consolidated Edition Published by Carswell	Most current	Head Office Supportive Housing Sites
Material Safety Data Sheets as required	Not more than 3 years old	Head Office Supportive Housing Sites
Ontario Ministry of Labour – explanatory material • Guide to the OHSA • Guide to the JHSC	Most current	
Form 82 – In Case of Injury Poster	Most current	
Emergency Services and Numbers 911, poison control, Ministry of Labour, Ministry of Environment, Utilities, Internal numbers		Head Office Supportive Housing: Near attendant phone / desk
Reports: • JHSC • Ministry of Labour • Inspections		Head Office and each Supportive Housing Site
Emergency Plans		Head Office and each of the Supportive Housing sites

Links and/or pdf versions of these documents will be included in the staff section of the organization's website.