

Category: Health & Safety

Subject: Joint Health and Safety Committee - Posting of Members

Policy:

The Independent Living Center of Waterloo Region will ensure the names and contact numbers of the Joint Health and Safety Committee members are posted in a conspicuous location and made available to any staff member who requires contact with their JHSC representative.

Procedure:

A list of the JHSC members and contact information will be posted at each Assisted Living Project Location, Head Office and the company website.

If an employee wishes to reach a community member he/she may phone head office and speak to the receptionist. The receptionist will take down the employees name and contact information. No details about the nature of the call need to be discussed. Reception will contact a representative as soon as possible to respond to the inquiry. An employee may also speak to any supervisor and the same process will apply.