

## GENERAL MANUAL POLICY

APPROVED BY:   
Executive Director

CATEGORY: Health & Safety

TOPIC: Health & Safety Program Communication

### POLICY

It is the policy of Community Living Thunder Bay to communicate its Occupational Health and Safety Program to all employees.

### PURPOSE

To ensure that all employees are aware of the Agency's Occupational Health and Safety Program.

### RESPONSIBILITY

It is the responsibility of management & the JOHSC to ensure that the Health and Safety Program is communicated to all employees.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: Health & Safety Program Communication**

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**PROCEDURE:**

1. It is the responsibility of management & the JOHSC to ensure that the Health & Safety Program is communicated to all employees through:

<u>Method</u>	<u>Frequency</u>
formal contact	daily
orientation	upon hiring
training	as required
Mailings/web portal	as required
Memos/web portal	as required
reports	as required
minutes from meetings	monthly
Wellness Topics	monthly

2. It is the responsibility of the employees to provide feedback to management through surveys, contributed articles, Employee Report of Incident forms and H&S Walkthrough forms.