

GENERAL MANUAL POLICY

APPROVED BY: 
Executive Director

CATEGORY: Health & Safety

TOPIC: Health & Safety Program Evaluation/Revisions

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POLICY

It is the policy of Community Living Thunder Bay that the Health and Safety Program will be reviewed on an annual basis or as changes occur to the Occupational Health and Safety Act and Workplace Safety and Insurance Act.

PURPOSE

To ensure that the Health and Safety Program is up to date and changes are communicated to staff.

RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee to review the Program and make recommendations to Senior Management for the continuous improvement of the Health & Safety Program.

It is the responsibility of management to document measures that improve the Health and Safety Program. The documented approved recommendations and implementation plan will be presented to the Board of Directors on an annual basis by the Executive Director and the Co-chairs of the JOHSC.

Initial: AB

GENERAL MANUAL PROCEDURE

**TOPIC: Health & Safety Program
Evaluation/Revisions**

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PROCEDURE:

1. Annually the Joint Occupational Health and Safety Committee will conduct an internal review of the Health and Safety Program to ensure compliance with the Occupational Health and Safety Act, Workplace Safety and Insurance Act and other pertinent legislation.

The committee will review the:

- Health & Safety Policies and Procedures
- Policy Statement
- Early and Safe Return to Work Program
- Injury Analysis Statistics
- WSIB Statement
- JOHSC Terms of Reference

The committee will also make recommendations on training needs required based on the review.

2. As required, an external consultant will review the Occupational Health & Safety Program and make recommendations to the Joint Occupational Health & Safety Committee.

The external consultant will review the:

- Health & Safety Policy and Procedures
- Health & Safety Training Plan
- Injury Analysis Statistics

3. The recommendations of the internal and external reviews will be forwarded to Senior Team for approval.
4. Revisions required as a result of legislation changes will be completed as required.
5. All revisions will be submitted to Senior Team for approval and distribution to employees.