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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Worker Input

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POLICY

It is the policy of Community Living Thunder Bay to provide a method for employee input into the health and safety of the entire workplace.

PURPOSE

To ensure all employees have a voice in decisions pertaining to health and safety.

RESPONSIBILITY

It is the responsibility of all employees to adhere to this policy.

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: Worker Input

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PROCEDURE:

1. Each service area of the Agency will endeavour to have a representative on the Joint Occupational Health and Safety Committee.
2. Any employee who wants to provide input into decisions of the Joint Occupational Health and Safety Committee can do so by presenting their input/concerns in writing to their representative or to any other member of the committee. Employees can also request that they make a verbal presentation to the committee.
3. Employees may forward written documentation to the Co-Chairs for placement on the agenda.
4. All concerns/input should provide as much detail as possible.
5. The committee will review the input/concern and provide written feedback to the employee.