

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>HEALTH AND SAFETY COMMUNICATION</u> <u>POLICY</u>	REVISED July 2004
Resolution No.	Supercedes Resolution No.
Policy Number 5.27	PAGE 1 of 2

1. SCOPE

It is policy to ensure that on-going effective communication, and the exchange of information is established and maintained regarding the health and safety of workers.

Additionally, it is an acknowledged duty and responsibility in health and safety at the workplace to effectively promote and communicate to workers on-going training and instruction in the program.

2. PURPOSE

This standard is developed to promote and ensure that regular communication is maintained between supervisors and workers and that standards, procedures, safe work practices and measures are communicated to workers in consultation with the committee.

3. APPLICATION

n/a

4. EXCEPTIONS

n/a

5. ORGANIZATION

The Human Resources Manager shall:

- Ensure that supervisors carry out the responsibilities assigned to them under this standard;
- ensure that supervisors are allowed the appropriate time to carry out their responsibilities; and
- ensure that workers' attendance is documented for each scheduled safety talk.

Supervisors shall:

- deliver their scheduled safety talk to the workers under their supervision; and
- ensure, to the extent possible, that workers attend each scheduled safety talk.

Workers shall:

- under direction of the supervisor, attend the scheduled safety talks.

All workers will be held accountable for carrying out their respective responsibilities under this standard.

6. GENERAL

- (Employer Designate) shall develop and establish a list of health and safety topics, subjects or issues to be delivered by supervisors to workers. The aforementioned list shall be developed in consultation with the committee.
- A schedule shall be developed that lists the health and safety topics, subjects or issues to be delivered by supervisors to workers.
- The schedule shall be posted in the workplace and a copy provided to the committee.
- The schedule may be amended by (Employer Designate) in consultation with, or upon the recommendation of the committee.

7. Documentation

The documented attendance of workers for each scheduled safety talk shall be provided to the committee upon request.

8. Training

n/a