



City of St. John's Corporate and Operational Policy

Policy: 03-07-36 OHS Communications Policy

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 2009/11/09

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 36 OHS Communications Policy

Purpose

To ensure all OHS policies, procedures and guidelines are communicated to Employees.

Policy Statement

- All OHS policies, procedures and guidelines are to be communicated to Employees.

Responsibilities:

Supervisors shall:

- communicate all OHS policies, procedures and guidelines to Employees;
- document all OHS communication, including toolbox talks and employee OHS orientations;
- keep all records for 7 years.

JOHSC/WHRS shall:

- ensure minutes of the JOHSC meetings are posted and accessible by Employees.

Employees shall:

- provide feedback on OHS information communicated to them;
- ensure they understand information communicated to them and agree to comply

with same;

- advise supervisor if they have concerns or issues with the OHS policies and procedures;
- sign attendance records.

Application

Responsibilities

All employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009.

Review Period

Available to Public

☒ Yes

☐ No