	Approved by: <b>ACC</b>
	Authorizer: <b>Director, Safety and Security</b>
	Effective Date: <b>May 10, 2010</b>
Procedure Title: <b>Health and Safety Communication</b>	

#### 1.0 **PROCEDURE STATEMENT**

It is the policy of Conestoga College (Conestoga) to improve the health and safety program on a continuous basis through regular communication of on and off the job health and safety information.

#### 2.0 **SCOPE**

This procedure applies to all staff at Conestoga.

#### 3.0 **RESPONSIBILITIES**


- It is the responsibility of the Occupational Safety Office, Joint Occupational Health and Safety Committee's, Health and Safety Representatives, Management and Supervisors to communicate health and safety information.

#### 4.0 **COMMUNICATION PROCEDURE**

- Communication of health and safety information will be conducted on an ongoing basis.
- The following are a variety of methods that will be used to communicate on and off the job health and safety information:
  - a) Meetings
  - b) Training sessions
  - c) Monthly Safety and Security Bulletins
  - d) Management communication meetings
  - e) Electronic messages
  - f) Website and LCD screens
  - g) Bulletin boards
  - h) Reports from the Occupational Safety Office to the Board of Governors and ACC
- Some communication methods may be recorded (e.g. sign-in sheet).
- On the job health and safety topics could include:
  - a) Occupational safety procedures
  - b) Incident trends
  - c) Early and safe return to work
  - d) Safety legislation updates
  - e) Ministry of Labour inspection reports
  - f) Internal inspection reports
- Off the job health and safety topics could include:
  - a) Employee Assistance Program (EAP)
  - b) Health and wellness
  - c) Vehicle safety
  - d) Personal safety and security
  - e) Health and safety at home
  - f) Recreational health and safety
  - g) Product re-calls

#### 5.0 **RELATED DOCUMENTS**

- OSF-001 Health and Safety Policy

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## 6.0 REVISION HISTORY

Revision Date	Summary of Changes
May 10, 2010	New procedure
June 16, 2010	Policies and Procedures Committee - Approved
June 18, 2010	Academic Coordinating Committee - Approved