

POLICY	
Policy Number: HS2020-040	Date Approved: May 2008
Department: Health and Safety	Date Reviewed: October 2020
Communication	

1. **Policy Statement**

It is the policy of the Corporation to provide employees with updates on Health and Safety information both new and existing through an effective communication program and to integrate Health and Safety into all activities at the Corporation. To help employees recognize and control hazards in the workplace, safety talks will be delivered to all employees on a weekly basis, or when a job task requires one before starting the job.

2. **Purpose**

The purpose of communication and safety talks is to aid employees in becoming skillful in health and safety requirements for the tools, equipment, materials, and procedures used in the workplace. Communication and safety talks will promote everyday health and safety regardless of the tasks being performed. Communication and safety talks will demonstrate to employees the Town of Kirkland Lake's (the Corporation) commitment to health and safety.

3. **Scope**

This policy is applicable to all employees of the Corporation.

4. **Definitions**

Not Applicable

5. **Policy & Procedures**

Responsibilities:

The Town of Kirkland Lake

- The Corporation will ensure the communication of Health and Safety Information/Materials on an ongoing basis to all Employees;
- The Corporation will provide awareness and education materials to all employees required in the delivery of safety talks;
- Integrate Health & Safety into all aspects and work locations of the Corporation.

Department Heads/Supervisors

- Communicate Health and Safety Information/Materials on an ongoing basis to all Employees;
- Department Heads/Supervisors shall schedule and deliver safety talks in their respective departments to all employees at least once a week.
- Department Heads/Supervisors shall ensure that all employees attend scheduled talks. A record of attendance is to be maintained and forwarded to the Health and Safety Coordinator.

Health and Safety Coordinator

- Develop topics of Communication and determine how Communication will be done;
- Keeps all Health and Safety Communication records on file and available as required;
- Health and Safety Reps/JHSC shall regularly review safety talk schedules and maintain schedule and employee attendance records.

Employees

- Employees are responsible for participating in the safety talk program;
- As with all Health and Safety Policies and programs employees are encouraged to take any comments and suggestions to their department Health and Safety Rep.

Procedure

Safety talks shall be scheduled and communicated to all employees at least once monthly. Safety talks may be scheduled more than once monthly in order to ensure inclusion of all employees. They do not, however, replace formal training and should take approximately five minutes to present.

Communication

Communication shall be accomplished by the following methods:

- Meetings;
- Training Sessions;
- Safety Talks;
- Bulletin Boards;
- Poster Programs;
- Advertising Program;
- Newsletters and Booklets;
- Payroll Inserts;
- Formal Written Response;
- Electronic Messages.

Topics

Topics to be included in the Communication of Health and Safety at the Corporation may include but are not limited to:

- Review of the Health and Safety Program;
- Incident Trends;
- Investigation Reports;
- Claims Experience Reports;
- Inspection reports;
- Safety Committee minutes;
- Early and Safety Return to Work Program;
- Safety Legislation newly passed into law or updates;
- Ministry of Labour Inspection Reports;
- Progress on Safety Action Plans;
- Off-The-Job Health and Safety activities like Healthy Lifestyle Information (i.e. Employee Assistance Program, Wellness Initiative, Vehicle Safety, Personal Health and Safety, Health and Safety at home, recreational Health and Safety and Leisure Health and Safety).

Safety at Home is also included in sessions to encourage safety consciousness. Changing behaviors both in the workplace and at home is vital to creating a safety culture.

6. Summary

Legislation/Standards

Ontario Occupational Health and Safety Act

Workplace Safety and Insurance Act