This sample plan should be customized to fit the needs of your company. This plan is not meant to be used as-is, but should be adjusted to reflect the structure of your place of employment.

**HEALTH AND SAFETY COMMUNICATION**

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| **Date of Issue:** choose issue date | **Review Date:** choose date for review |
| **Written by:** person(s) who wrote document | **Date:** insert date written |
| **Reviewed by:** person(s) who reviewed | **Date:** insert date written |
| **Approved by:** person responsible for process | **Date:** insert date written |

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| **PURPOSE** |
| The purpose of this procedure is to define the Company Name process for communicating relevant health and safety information to staff, visitors and contractors. |
| **SCOPE** |
| This procedure applies to all employees, including Senior Management. These responsibilities reflect the requirements of the Occupational Health and Safety Act (OHSA) and the specific company responsibilities in regards to communication of health and safety information. |
| **RELATED DOCUMENTATION** |
| **Internal**Health and Safety Responsibilities ProcedureLegal and Other Requirement Health and Safety Accountabilities**External***Occupational Health and Safety Act (OHSA)* |
| **DEFINITIONS** |
| Communication | Communication is the process by which information is transmitted and understood between two or more people. |
| OHSA | Occupational Health and Safety Act |
| **ROLES AND RESPONSIBILITIES** |
| **Management is responsible to:** * Develop and review of the Health and Safety Communication procedure and associated Communication guidelines and tools.
* Interpret health and safety information and disseminate of relevant information to the workplace. This includes health and safety legislation, company policies and procedures, as well as best industry practices.

**Supervisors are responsible to:** * Ensure that they, and their applicable workers adhere to the requirements of this procedure.
* Communicate relevant health and safety information to affected workers.

**Workers responsible to:*** Comply with any safety instructions communicated to them. This may include information posted on safety notice boards, safe work instructions, verbal instruction, safety signs, email communications, information communicated at meetings or disseminated in meeting minutes.
* Report to their supervisor if they have difficulty understanding health and safety communications received.

**Joint Health & Safety Committee/Worker Health & Safety Representative is responsible to:** * Monitor the communication practices in use for effectiveness.
* Report any significant concerns, with recommendations to address these concerns, to senior management.
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| **PROCEDURE** |
| Relevant and regulatory health and safety information can be accessed from: * Health and safety policies, procedures, guidance notes, emergency information, online databases and the safety board;
* Discussions with supervisors, safety personnel, peers, JHSC committee members;
* Attending meetings;
* Reading communications received containing safety information;
* Reading safety signage posted within the workforce; and,
* Completing health and safety orientation and training sessions.

Health and Safety Documents and Procedures:* All new documents and procedures, or documents with significant changes, produced by management and the JHSC must be communicated to all staff within an acceptable timeframe.
* Communication may be done through posting on safety boards, direct communication, email correspondence or communication through safety meetings.
* Minor reviews to existing documents do not need to be communicated to all staff.

Emergency Information: * Emergency Information must be communicated in a timely manner in the most appropriate method available and may include the following:
	+ Mobile phone or landline;
	+ Plant-wide communication/speaker system;
	+ 2-way radio or UHF communication devices; or,
	+ Audible and visual alarms (fire alarm, gas detector alarms).
* Further details are included in the Emergency Prevention and Preparedness and Emergency Response Procedures.
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| **CHANGES TRACKING** |
| **DETAILS OF CHANGES** | **DATE CHANGED** |
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