Safety Communication Systems Policy

**Authority:** CUSA Board  
**Date Ratified:** March 29, 2022

**Previous Amendments:** N/A  
**Date Review:** January 2022

**Next Review Date:** January 2026

**Review Committees:**  
Joint Health & Safety Committee

**Delegates:**  
CUSA Executive Director  
CUSA Director of Human Resources

**Policy**

It is the employee’s responsibility to review the health and safety communication board/Intranet so that they keep abreast of all revised procedures, health and safety issues, regulations, company policies and procedures and issues related to their job. Attendance at health and safety training sessions and meetings is mandatory.

**Safety Policy Overview**

The success of these communication systems is dependent upon active participation. The health and safety communication board/Intranet shall consist of the following items:

- Title: Health and Safety Communication Board.
- Dated and signed copy of CUSAs health and safety policy.
- Current copy of the Occupational Health and Safety Act and Regulations for Industrial Establishments.
- Joint Health and Safety Committee members name(s) and department(s) and last Joint Health and Safety Committee meeting minutes and inspection.
- First Aid Regulation 1101.
- List of certified first aiders and department(s).
- Emergency phone number list for fire, police, ambulance, poison control centre, etc.
- Orders of inspections by Ministry of Labour inspectors must be posted for fifteen (15) days. Explanatory material from the Ministry of Labour.
- Emergency response and fire safety plan.