

Posted Health & Safety Materials



Section	Date	By-Law Number	Page	Of
Health & Safety Policies	September 17, 2019	136-2019	1	2
Subsection	Repeals By-Law Number		Policy Number	
Posted Materials	27-2012		HS-08	

Purpose

Communication is an essential element of an effective Health and Safety program. By maintaining posted information that is up-to-date and relevant, employers can ensure that workers are getting the information they need, when they need it.

Responsibility

Each City of Kenora workplace will have a bulletin board designated exclusively for health and safety information. The Supervisor from each workplace will be responsible for ensuring that required information is posted to the bulletin boards as it becomes available. As part of the monthly workplace inspections, the content of each board will be checked against a master list. Inappropriate material will be removed and any missing material will be added. This process will be documented as part of the inspection.

Procedure

As a minimum the following materials will be posted on every City of Kenora Health and Safety Bulletin Board:

- The WSIB Form 82 – In Case of Injury at Work Poster
- City of Kenora monthly incident summary
- All current Ministry of Labour Orders
- All current Ministry of Labour Notice of Compliance Forms
- City of Kenora Occupational Health and Safety Policy Statement
- City of Kenora Workplace Violence Prevention Policy
- City of Kenora Workplace Harassment Policy
- Contact list for Health and Safety Representatives or Joint Health and Safety Committee Members
- Current copy of Workplace or Joint Committee health and safety meeting minutes
- Yearly schedule for monthly workplace inspections and health and safety meetings
- Current copy of workplace inspection report
- Emergency services contact list
- First aid certificates

Posted Health & Safety Materials

Policy Number	Page	Of
HS-08	2	2

- The City of Kenora binder containing a copy of The Occupational Health and Safety Act (Ontario), related regulations, and Ministry of Labour supporting documentation.

Training

Instruction on Health and Safety Bulletin Board locations and the content of those boards will be included as part of new employee orientation. All training will be documented.

References

The Occupational Health and Safety Act (Ontario) – Sections 25 (2) (i) and (k)