



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS- 39

REFERENCE: HEALTH AND SAFETY

Date: Mar 15, 2017

**Next Review Date:
Mar 2019**

TITLE: POSTED HEALTH & SAFETY MATERIAL

1. 0 POLICY STATEMENT

The City of Dryden is committed to providing a healthy and safe workplace for all employees. As part of the Health & Safety Program, health and safety information will be provided and made available to employees on a bulletin board specifically designated for health & safety material.

2. 0 RESPONSIBILITIES

- 2.1 It is the responsibility of the Health & Safety Coordinator to ensure that Managers and Supervisors are aware of the requirements for the posting of the following Health & Safety material in the workplace.
- 2.2 It is the responsibility of the Managers and Supervisors to ensure the following Health & Safety material is posted and/or made available to employees in the workplace and that material is current.
- 2.3 The Joint Health & Safety Committee member and Supervisor conducting the monthly inspections will check the health and safety board for compliance.

3.0 POSTING REQUIREMENTS

The following will be posted as a minimum:

Item	Date of Issue or Location
Health & Safety Vision and Policy	Most Current
Occupational Health & Safety Act (green book)	Most Current
• Industrial Regulations - if applicable • Construction Regs • Any other applicable regs • WHMIS Regulation	Most Current
MOL Prevention Starts Here – Health and Safety at Work poster (MOL Awareness training)	Most Current
MOL Prevention Starts Here – Health and Safety at Work Worker and Supervisor handbooks (MOL Awareness Training)	Most Current
Employment Standards Act poster	Most Current
Material Safety Data Sheets or Safety Data Sheets specific to department	MSDS not more than 3 years old SDS no date
Designated Substances – if applicable	Most Current
Ministry of Labour – explanatory materials: • Guide to the OHSA • Guide to JHSC • Guidelines for equipment specific to department, as available • Hazard Alerts as applicable	As applicable and released
Form 82 – In case of injury poster	First Aid Stations/Bulletin Boards
First Aid Regulations (1101)	First Aid Stations/Bulletin Boards
List of First Aid Responders	First Aid Stations/Bulletin Boards
Emergency Services and contact numbers	Designated personnel list on Health & Safety board
Joint Health & Safety Committee Member List	Most Current

Item	Date of Issue or Location
Reports: • Joint Health & Safety Committee Minutes • Ministry of Labour Orders • Incidents/Safety Alerts • Workplace Inspections • Safety Statistics	Posted by JHSC and/or Supervisor
Emergency Evacuation Plan	Plans must be posted by all emergency exit doors and in lunch/coffee rooms

History			
Approval Date:	May 16, 2011	Approved by:	By-law 3876-2011
Review/Amendment Date:	May 6, 2016	Approved by:	H & S Coord/CAO
Review/Amendment Date:	Mar 15, 2017	Approved by:	CAO E. Remillard
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