



# TRAINING AND COMMUNICATION POLICY

All personnel have a legal duty to share required information that:

- May affect the safety, health, or welfare of others.
- Is necessary to identify and control existing and potential hazards.

All personnel will continuously be on the lookout for hazards and if practicable, control them immediately. Personnel are to immediately inform management, and those affected, of any situation in which they deem to be hazardous.

Serious hazards and their controls will be discussed with all personnel as soon as reasonably practicable. The hazards identified through hazard assessments, inspections and investigations will also be posted on the safety bulletin board.

Notwithstanding the above, the following items will serve as our minimum guidelines to establishing an effective means of hazard communication:

- Management availability at all times
- Workplace safety and health committee
- Orientations
- Toolbox talks
- Job specific instruction and training
- WHMIS
- Posted and/or made readily available:
  - Safety manual
  - Applicable legislation
  - Emergency procedures
  - Emergency telephone numbers
  - SDS sheets
  - Safe work practices/safe job procedures

Owner

Date