



1.3 Management Communication and Reporting

The district will ensure that effective and timely communication of HSE related information occurs within.

SD 22 will actively work on maintaining good communication. The following are some of the methods that may be used for sharing or disseminating safety information:

Regular Meetings

Management will regularly meet with employees, contractors, subcontractors, vendors, and clients and physically demonstrate, by way of action and subject matter, their corporate commitment to safety;

Work Site Tours

Managers will undertake periodic work site tours to observe work practices, to conduct conformance and compliance inspections, and to talk to workers about safety activities, initiatives, and concerns. Frequency of tours will be specified by management level;

Safety Meetings

General, Pre-Job, and Tailgate safety meetings are utilized as one of the primary methods of disseminating and receiving safety-related information. They serve to orientate workers; identify workplace hazards; review existing policy, Standards and safe work practices; discuss and determine control measures; and acknowledge safety performance issues. These meetings will be convened and scheduled to meet the specific needs of the Districts workers;

Reporting

Regular safety reporting, including injury and incident reporting will be posted at work sites;



Safety Reporting

On a monthly basis, the following criteria will be reported for the month and on a year-to-date basis. These include:

- Number of First Aids (FA) reported;
- Number of Medical Aids (MA) reported Number
- Number of Lost Time Incidents (LTI) reported;
- Total number of days lost due to lost time incidents, including days lost by individuals injured in previous months;
- Number of Fatalities (F)
- Incident frequencies