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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & safetycommunication guidelines |

| process | frequency | audience |
| --- | --- | --- |
| Occupational Health and Safety Committee (OHSC) | Quarterly | University-wide |
| Division and local health and safety committees  | Minimum quarterly (or more as determined by local area) | Relevant area |
| Staff meetings – agenda item | As determined by local area | Relevant area |
| Local Health & Safety contacts meetings | Quarterly | Local Health & Safety contacts |
| Elected employee health and safety representative (HSR) meetings | As determined by health and safety representatives | health and safety representatives |
| Safety Bulletins (Health & Safety) | As required | University-wide |
| Safety Alerts (Health & Safety) | As required | University-wide |
| Safety Bulletins (Division) | As required | Relevant area |
| Safety Alerts (Division) | As required | Relevant area |
| Health & Safety web page | Continuous – updated as required | University-wide |
| Division health and safety web page | Continuous – updated as required | Relevant area |
| Staff News | Weekly | University-wide |
| Health and safety noticeboards | Continuous – update as required | Relevant area |
| Specialist health and safety training  | As required | University-wide as determined by local area |
| Generalist health and safety training | As required | University-wide as determined by local area |
| Induction | As required | Relevant area |
| Local Health & Safety contacts distribution email | As required | Local Health & Safety contacts |
| Health and safety representatives distribution email | As required | Health and safety representatives |
| All staff email | As required | University-wide |
| Division health and safety report | As determined by Division | Relevant area |
| Health and safety management system review | Annually | OHSC, Senior executive |
| Specialist risk reports | Quarterly | OHSC, Senior executive |
| External complaints/correspondence | As received | Complainant/Correspondent, relevant internal parties |
| Yammer – Health and safety business partners group | Continuous | Local Health & Safety contacts |
| Yammer – Health and safety | Continuous | University-wide |