



## Appendix A: SCHEDULE OF POSTED HEALTH & SAFETY MATERIALS

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### Materials List for Health & Safety Boards

- Health & Safety Policy Statement
- Discrimination, Harassment and Violence Prevention Policy
- Occupational Health & Safety Act
- Guide to the Occupational Health & Safety Act
- WHMIS Regulations
- Form 82 – In Case of Injury At Work (a poster from WSIB)
- Emergency Services and Numbers
  - also posted at each primary telephone
  - includes the following
    - *(current list of phone numbers goes here)*
- Reports as follows
  - Ministry of Labour Orders
  - JHSC Meeting Minutes (on main board in staff lunch area, directions on other boards)
  - Workplace health and safety inspections (on main board in staff lunch area, directions on other boards)
  - Health and safety assessments/surveys (on main board in staff lunch area, directions on other boards)
- Operation-specific emergency plans
- Hazard Reporting Forms (on main board in staff lunch area, directions on other boards)
- Illness/Injury Reporting Forms (on main board in staff lunch area, directions on other boards)
- Incident Reporting Flowchart



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- Refusal to work Flowchart

### **Materials List for Work Areas**

- Spoke Kitchen: MSDS – at most 3 years old
- Wave Kitchen: MSDS – at most 3 years old

### **Materials List for First Aid Stations**

- First Aid Regulation 1101

Currently we have no designated substances. If this situation changes then this list will be revised.

### **Health & Safety Board Locations:**

- Main Office
- Student Life Office
- HR Back Hallway
- CHRW
- Purple Door
- Gazette Ad Office
- Gazette Editorial
- Building Services
- Western Film
- The Wave Office/Kitchen (2 copies)



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- Reservations
- The Spoke
- The Post Office
- InPrint
- The Purple Store
- Support Services Centre