



University Students' Council of the University of Western Ontario HEALTH & SAFETY NETWORKING POLICY

EFFECTIVE: 7th February 2020

SUPERSEDES: 30th October 2012

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors
7th February 2020

RELATED DOCUMENTS:

- Appendix: Networking Log Form

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PURPOSE:

The purpose of this document is to assist the USC's Joint Health and Safety Committee in its efforts to have access to the latest health & safety information and to obtain health & safety information with UWO and similar companies.

1.00 SCOPE

1.01 This policy applies to all USC Joint Health and Safety Committee Members.

2.00 RESPONSIBILITIES

2.01 The JHSC certified members will be responsible for and involved with the networking activities.

2.02 Each JHSC certified members will contact at least two companies for networking purposes.

2.03 Once per year in November, the JHSC members responsible for networking activities will use the Networking Log Form to provide a summary of all networking activities, and any potential or proposed changes to the USC's Health & Safety Program/Policies to Senior Management and the JHSC.

3.00 PROCEDURES

3.01 JHSC certified members will log the names of the companies with which they have networked.

3.02 The following are acceptable ways for JHSC members to network:

- (1) Attending networking/training sessions through professional health and safety organizations such as WSPS;
- (2) Email Exchange;
- (3) Personal contacts, phone calls, visits, etc.;
- (4) Visiting websites with best practices and legislation information; and,



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(5) Consulting with professional health and safety associations.

4.00 TRAINING

4.01 For any time sensitive changes to H&S policies/program resulting from networking, the JHSC members responsible for the networking will report the changes to the managers of the departments affected. They will follow up in a timely manner to ensure the managers have trained and communicated with their staff on any policy/program changes.

5.00 COMMUNICATION

5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.