



COUNTY OF NORTHERN LIGHTS

POLICY

COMMUNICATION

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 1

An integral part of the Safety Management System is a continuing schedule of safety talks or meetings. These talks/meetings are constructive measures towards creating and maintaining safety awareness in personnel and reducing incidents and close calls. The talks/meetings also provide the opportunity to involve workers and encourage them to reveal problem areas and unsafe working conditions.

Safety meetings are the primary vehicle for ongoing safety awareness and exchange of safety information. It provides the opportunity for information and ideas to be transferred from management to workers and vice versa.

Scheduled meetings will be held at regular intervals and these meetings will be held at a convenient time and place so the majority of the workers are able to attend. All workers are required to attend and participate in these meetings. Minutes of the safety meeting will be taken and shall include:

- Time and date of the meeting;
- List of participants;
- List of topics discussed with applicable notes indicating concerns; and
- Action plan

Workers are always encouraged to bring suggestions and/or concerns to management's attention. This can be undertaken by discussing the matter at a safety meeting or in private with a manager or supervisor.

Chief Elected Official

Chief Administrative Officer