**Hazards and Risks Training/Communication Policy**

Workers will be informed and educated on the hazards, risks and controls that affect them in the workplace.

Various methods of training will be used:

* Tool-box/crew talks will be used as a means to communicate hazards, risks and controls as they surface and records of such talks will be made.

**Hazard Control Communication Policy**

Hazards shall be controlled by the following:

* Using the Hazard Control Decision Process and Control Plan form.
* Using the hierarchy of control based on using elimination or substitution controls first followed by engineering controls, administrative and lastly personal protective equipment.
* Prioritizing hazards according to the most severe to the least severe to determine what hazards must be corrected first.

When controls have been implemented, it shall be recorded in the Workplace Inspection Checklist along with the person who is responsible for its implementation.

**Follow- up:** Each control that has been implemented shall be followed up on within 2 days to ensure the control is working and to ensure no unintended results have occurred.

**Control Methods Training / Communication Policy**

Control methods, such as guarding, will be communicated to employees so they are informed and educated about the controls that affect them through the various methods of training.

Supervisors will be responsible for correcting employees who do not follow control methods such as Personal Protective Equipment (PPE), guarding and safe work procedures by:

* Incorporating control methods as part of supervisor supervision
* Ensuring supervisors are familiar with and monitor any control methods for activities in their area
* Exercising the health and safety disciplinary policy (supervisors will take notes if verbal warnings are issued)
* Showing employees not following the proper control methods how to follow them safely
* Providing re-fresher training
* Weekly/situational tool-box/crew talks