## PURPOSE

The purpose of the Networking Standard is to assist Community Living Brant in learning and sharing health and safety best practices with other institutions, experts, and Safety Group members. Significant health and safety expertise is derived from the sector and industry itself. The premise of networking is to exchange information and experiences related to OH&S Act and WSIB's Safety Group program and exchange best practices, policies and procedures etc. Information shared will assist the organization in the development and improvement of the Occupational Health and Safety Management System.

## PROCEDURE

Community Living Brant Multi Site Joint Health and Safety Committee (MSJHSC) member(s), will network with at least 2 other companies/organizations for Safety Group purposes on health and safety initiatives and share information to facilitate the prevention and minimization of occupational injuries and illnesses. All networking activities will be tracked and recorded. Community Living Brant encourages participation in various networking opportunities as they relate to specific workplace hazards, prevention and other health and safety programs.

We will network with a minimum of 2 other companies/organizations for Safety Group purposes on a relevant health and safety topics/emerging issues using a minimum of 2 of the following mechanisms:

- E-mail/newsgroups (other than regular safety group meetings)
- Adoption, adaptation or creation of best practices found on PSHSA/MoL/WSIB's website
- Personal contacts/visits/phone calls
- Exchange policies/documents/guidelines with another company
- Access external industry-specific information
- Consult with health and safety experts and professionals
- PSHSA events/trainings

### 1. Networking

Community Living Brant Multi Site Joint Health and Safety Committee (MSJHSC) member(s) will network through correspondence, conference calls and in-person meetings. All networking activities will be recorded and documented for program purposes. Useful information will be shared and integrated into policies and/or practice as deemed appropriate.

### 2. Communication

This policy will be communicated to all staff within Community Living Brant, members of the Multi Site Joint Health and Safety Committees (MSJHSC), and the Senior Management team. Communication method and date will be tracked.

## 3. Training

Community Living Brant Multi Site Joint Health and Safety Committee (MSJHSC) member(s) will be educated on program expectations and requirements of this policy and, their respective networking obligations. Training dates will be recorded.

## 4. Evaluation

An annual review of the networking policy and procedure will be performed to determine whether effective networking has been taking place in accordance with the above stated requirements. Evidence of successful networking will be reviewed, such as:

- incorporation of new information into programs, policies and procedures;
- sharing information with others (internal and external groups)

An evaluation form will be utilized.

## 5. Improvement and Acknowledgement

Appropriate information gathered through networking will be implemented into the quality Occupational Health and Safety Management System and activities. Acknowledgements will be made through Notice Board Reports, e-mails, memos, presentations and references on materials.

**Networking Policy Evaluation Form**

1. Provide evidence of networking with two other companies for Safety Group purposes on relevant health and safety topics using any two mechanism listed above.

2. Provide evidence that improvements have been made. Incorporation of networking information was utilized in the Occupational Health and Safety Management System (i.e. policy and procedures, programs, memos, etc.).

3. Provide evidence that the organization shared information with others (i.e. networking groups, experts, etc). Examples include emails, minutes from meeting etc.

4. Provide evidence that Community Living Brant Multi Site Joint Health and Safety Committee (MSJHSC) member(s) employees have been trained on this policy i.e. training record.

5. Provide evidence of acknowledgements and celebration of success i.e. newsletter announcements, emails etc.

**References: WSIB Safety Group Program Employer Guidelines 5th Ed**
**Reviewed By/Consultation With: Multi Site Joint Health & Safety Committee**

**Signed By:** _____ **Date:**_____

**Title:**