# COMMUNICATION ELEMENT

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1.0 Purpose

The purpose of the communication element is to outline the requirements for communicating Environmental Health and Safety (EHS) information across Memorial University (university).

2.0 Scope

This element applies to all faculty, staff, students, visitors and contractors while on Memorial’s premises or while conducting university business.

3.0 Definitions

Communication: process by which information is transmitted and understood between two or more people.

4.0 Roles and Responsibilities

Effective communication is essential to implementing, maintaining and evaluating a Health and Safety Management System (HSMS). A comprehensive list of roles and responsibilities is provided in the HSMS manual. The responsibilities with respect to OHS communication is summarized below.

4.1. Senior Executives, Deans and Directors

Including Unit Heads and Managers are responsible to:

- Ensure this element is communicated and implemented within areas of their control;
- Develop internal communication plans for disseminating OHS information to those working within their areas of control; and
  - Review plan on an ongoing basis (at least every three years) to ensure it is effective and local communication methods and timeframes for dissemination of information is suitable for the type and significance of the information conveyed.

4.2. Supervisors

Ensure this element is implemented within areas of their control and unit specific communications plans are implemented to ensure information is disseminated to all stakeholders.

4.3. Workplace Health and Safety (WHS) Committees

Support and promote implementation of this element and related education and training.

4.4. Member of the University Community

- Be familiar with and comply with the communication element;
- Participate in EHS consultation process and comply with any safety instructions communicated to them; and
- Communicate any issues or concerns with safety information provided to their immediate supervisor.
4.5. Environmental Health and Safety (EHS) Unit

- Provide guidance to all levels of management, employees and students on the development, maintenance, review and evaluation of communication plans;
- Interpret EHS information and circulate relevant information to the university, this includes OHS legislation, university H&S policy, procedures, guidance and OHS alerts; and
- Ensure this element is periodically reviewed and updated.

5.0 Procedure

5.1. Accessing OHS information

Faculty, staff, students, visitors and contractors can access OHS information from:

- EHS website – Health and safety policy and management system, WHS committees, safety training;
- Administrative Unit and Departmental websites;
- WHS committee meeting and minutes which are posted in individual workplaces;
- Discussion with supervisors, WHS committee members, peers etc.;
- Directly contacting EHS unit or via health.safety@mun.ca email;
- MUNSafe smartphone application;
- Participating in meetings and reading correspondence containing safety information;
- Reading safety signage and notices posted on campus grounds and within buildings; and
- Participating in employee orientation and other training, as required.

5.2. Dissemination of Information

5.2.1 New Documents and Major Revisions

All new documents created by EHS or documents that have undergone a major revision, as defined in the HSMS – Document & Record Management element must be circulated to the university community for consultation prior to being approved for implementation by the Enterprise Risk Management Committee (ERMC). Consultation process includes:

- Email correspondence to Designated Authorities, University Health and Safety Committee, ERMC, WHS committee co-chairs, and applicable unions;
- Newsline; and
- EHS website.

Unit Specific Documents:

- All new documents created by individual units, or documents that have undergone a major revision, as defined in the HSMS – Document & Record Management element must comply with local communication plan as referenced in roles and responsibilities section 4.1.

5.2.2 Minor Revisions

Minor revisions as defined in the as HSMS – Document & Record Management element do not have to be communicated to all stakeholders.
5.2.3 Emergency Information

In the event of a critical incident affecting the university, the MUN Safe app mass notification feature will be utilized to circulate communications utilizing five communication channels:

- push notifications to smart devices;
- in-app alerts;
- email;
- Facebook; and
- Twitter.

Emergency communications via the app provides important information and instructions related to an incident and a final “all clear” when the incident has been resolved.

5.3. Continual Improvement

Any feedback received from the OHS consultation process must be recorded, reviewed and where appropriate implemented as part of the continual improvement process of the HSMS.

6.0 Related Documents

TBD