

Element 8.2 – Worksheet 8.2.2
Participant Version

Describe your organization’s communication process.

What is communication?

What are the different ways your organization communicates health and safety information?

What are some key aspects of managing the receiving, documenting, and responding to internal communications?
(linked to 8.2.2 e)

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What are some key aspects of managing the receiving, documenting, and responding to external communications?

(linked to 8.2.2 e)

How does the organization address ability, language skills, and literacy and its impact on communication?

(linked to 8.2.2 c)

How does the organization incorporate the opportunity for workers to provide input during communications?

(linked to 8.2.2 d)

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What is the process for recording communications?

(linked to 8.2.2 g)

How are communication records maintained?

(linked to 8.2.2 h)

What are the responsibilities of those involved with the communication process?

(linked to 8.2.2 a)

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Describe the process for holding organization-wide OHS meetings.
(linked to 8.2.2 b)

Describe the organization's process for managing toolbox talks.
(linked to 8.2.2 f)