

# Facilities Ancillary Services Best Practice

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## Rollout of New and/or Revised Health & Safety Programs

### **INTRODUCTION (Purpose and Importance)**

The purpose of this best practice is to provide information and process on the rollout of new and revised Health and Safety Programs.

**Authorization Required:** All programs must be approved by the EDFAS prior to full rollout

### **Recommended Process:**

- 1) New or revised Health and Safety Program developed by one or more Health & Safety Advisor(s)
- 2) Program sent to all Health & Safety Advisors for input, improvements and subsequent “sign-off”
- 3) Forward to EDFAS for review and approval. Item is given latest revision date.
- 4) EDFAS, upon approval, notifies H&S Advisor and indicates whether:
  - a. Sent through to all members of President’s Council.
  - b. Sent through to VPAF and possibly SMG

Or whether some other method of notification is required

- 5) Advisor puts updated program on H&S website
- 6) Advisor shares with key Deans and Program Leads as well as any local H&S Committees
- 7) Advisor shares as an “FYI” with the next JOHSC
- 8) Advisor shares program at the next FASTeam meeting
- 9) Add to list of items mentioned at yearly H&S review for President’s Council
- 10) Feedback is compiled and retained for next revision, if major issue revise and move back to 2.
- 11) Review annually

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