SUPERVISORY CLASS NEWS

Exploring opportunities to promote an injury-free culture was a direct result of feedback received from the Feb. 2012 Safety Partnership Communication Forum. A focus topic in particular was ensuring supervisors had the knowledge and skills necessary to be advocates on an injury-free culture.

The Supervisory Subject Matter Expert team noted that local supervisors already had a thorough knowledge of supervisory technical skills.

Four behavioural competencies were identified through a gap analysis which included:

1) Communications Skills
2) Influencing Others
3) Building relationships
4) Resolving conflict

Communication Skills for Supervisors is the foundational course in the four-module Leadership Development Program. Effective leaders possess the ability to interact with and manage diverse teams of people and to create work environments that motivate others to do their best work and produce desired results. The goal of this new course is for participants to be able to engage others through quality conversations.

PROGRAM CONTENT:
- Communication cycle
- Barriers to effective communication
- Non-verbal language
- Providing feedback on active listening techniques
- Delivering formal communications

First class is scheduled for Thursday May 1st starting at 12:30.

2014 IEC COMMUNICATION PLAN

As a result of the feedback received from the February 27th Safety Workshop, the IEC has put a plan in place to increase the quality and effectiveness of our communication efforts.

The focus will be on the following initiatives:

1) Newsletter: Target completion date: June 30, 2014.
   The newsletter will change to an electronic version with the ability to track what stories readers’ access

2) IEC/ Safety Partnership Website: by March 31st, 2015
   Create a mobile application for the website

3) IEC/ Safety Partnership Newsfeed and Alerts: by April 30
   Peter will talk to news resource re the logistics of a newsfeed

4) IEC Hallway Television Monitor: discussion by April 30th
   Change this from a PowerPoint presentation to a news feed. Are plants interested in participating/sharing in this program?

5) Social Media: consult by May 30, 2014
   Consult with Social Media person re enhancing our presence on:
   - Facebook (IEC has a presence here)
   - Twitter (“@IECSarnia” this has been done)
   - LinkedIn (IEC has a presence here)
   - YouTube (set up a You Tube channel?)

6) Communication Sessions: Next session is June 26, 2014
   IEC to hold regular communication sessions

Three recommendations from the February 27th Safety Workshop:

<table>
<thead>
<tr>
<th>FOCUS TOPIC</th>
<th>ASSIGNED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Communication (Health &amp; Safety information, stats, safety alerts etc)</td>
<td>IEC</td>
</tr>
<tr>
<td>2 Standardization of a quality TASC process</td>
<td>Communication Tools SME team</td>
</tr>
<tr>
<td>3 Foreman in the field (evaluating paperwork and field presence)</td>
<td>Safety Partnership Safety Committee</td>
</tr>
</tbody>
</table>
MINISTRY of LABOUR MANDATORY SUPERVISORY AWARENESS TRAINING:
in compliance with Ontario Regulation 297/13

The May 2014 Safety Topic taken from the IEC website is divided into two separate topics:

1) Housekeeping/ Heat Stress and
2) Supervisor Awareness Supplement

The Supervisor Awareness Supplement is mandatory for SUPERVISORS ONLY, or any person whose role in the workplace meets the definition of a supervisor under the Occupational Health & Safety Act. (“supervisor” means a person who has charge of a workplace or authority over a worker)

Any person whose role does not meet the definition of a supervisor does NOT need to complete this Supervisor Awareness supplemental safety topic.

Workers and Supervisors must complete the May 2014 Monthly Safety Topic which is based on testing a worker’s knowledge with respect to Housekeeping and Heat Stress

It is important to enter these training records into the database so that workers and supervisors are given credit for completing this training.

NEWSLETTER NAMING CONTEST

Submit a new name for the Newsletter. If your suggestion is chosen you could win a prize!

Details on how to enter and where to submit your suggestion will be communicated May 1st.