

## Manual of Administration

<b>TOPIC:</b> ADMINISTRATION	<b>SUBJECT:</b>  Annual Policy Review	<b>Code:</b> AD004
		<b>Date of Issue:</b> February 2001
		<b>Revised:</b> July 2010
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**PURPOSE:** All policies will be reviewed once yearly to ensure they are up-to-date and reflect accurately the operations of the agency.

Procedure:

1. The Executive Director will review all policies in the Manual of Administration once a year.
2. Changes to policies will be made and revised copies distributed.
3. Where there are no changes the Executive Director will sign off the policy as having been reviewed. In this case new copies will not be distributed. The Executive Director maintains a record of the policy review.
4. Changes or suggestions for the policies should be submitted to the Executive Director.
5. The Joint Health & Safety Committee will review and make recommendations for changes to Health & Safety policies yearly. The committee will keep a record of policies reviewed.