

Report to Council

Report Title:	Occupational Health and Safety Policy and Health and Safety Advisory Committee Terms of Reference		
Prepared By:	Chris Wells, Health and Safety Coordinator		
Department:	Health and Safety		
Date:	January 22, 2019		
Report Number:	HS2019-01	File Number:	C11HE
Attachments:	Health and Safety Advisory Committee – Terms of Reference Occupational Health and Safety Policy		

Recommendation:

That the Council of the Municipality of Brockton receives Report Number HS2019-01 – Occupational Health and Safety Policy and Health and Safety Advisory Committee Terms of Reference, prepared by Chris Wells, Health and Safety Coordinator for information purposes and approves a By-Law coming forward adopting the amended Municipal Occupational Health and Safety Policy H04-99-11;

Further that the Council of the Municipality of Brockton rescind By-Law 99-30, By-Law 2006-14, By-Law 2014-044, By-Law 2015-024, By-Law 2016-008, and By-Law 2017-009 as a housekeeping matter and;

Further that the Council of the Municipality of Brockton hereby approves the updated Health and Safety Advisory Committee Terms of Reference.

Report:

Background:

The Occupational Health and Safety Act states that an employer shall prepare and review at least annually a written occupational health and safety policy

The health and Safety advisory committee has been following an outdated staff directive with regards to choosing staff to sit on the committee as members.

Analysis:

In the past Council has been asked annually to adopt a bylaw accepting a “Health and Safety Policy Statement”. It was discovered that although the statement was being reviewed and adopted annually, the policy which is required to be reviewed was being missed. The Health and Safety Policy **Statement** has no

requirement through the Occupational Health and Safety Act and as such should be removed and replaced by the Occupational Health and Safety **Policy** for clarity.

The Health and Safety Advisory Committee has been cycling through employees on a two (2)-year term based on a staff directive. This rotational system was originally designed with the idea that it would cycle through all employees, eventually affording all employees with some health and safety training. Since the creation of this system, the training issues have been addressed through mandatory health and safety training for all employees and monthly tailgate training meetings. Additionally it has been noted that assigning people to a committee they have no interest in being a part of does little to make the inspection or meeting process run smoothly. It is required by the Occupational Health and Safety Act that each workplace has a health and safety representative that is chosen by the workers. These workers currently have health and safety duties and have a vested interest in the health and safety of their workplaces. As such the new terms of reference will make these worker chosen representatives acting members of the health and safety advisory committee ensuring that each workplace has a voice at the committee level and ensuring that representatives are up to date on all reports and recommendations dealt with by the committee. This step will ensure that the committee is functioning in the most efficient way possible from both the workplace and employer standpoint.

The Updated Terms of Reference and Updated Policy are attached for Council's review. A By-Law will be brought forward to adopt the amended policy.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? No
- Do the recommendations contribute to achieving Economic Prosperity? No
- Do the recommendations contribute to Environmental Integrity? No
- Do the recommendations contribute to the Social Equity? Yes

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective?
N/A

None at this time.

Reviewed By:



Chief Financial Officer

Respectfully Submitted by:



Chris Wells, Health and Safety Coordinator

Reviewed By:



Chief Administrative Officer