

Report to Council

Report Title: Health and Safety Semi Annual Report

Prepared By: Chris Wells, Health and Safety Coordinator

Department: Health and Safety

Date: May 14, 2019

Report Number: HS2019-02

File Number: C11HS

Attachments:

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number HS2019-02 – Health and Safety Semi Annual Report, prepared by Chris Wells, Health and Safety Coordinator for information purposes.

Report:

Background:

Staff intend to bring forward semi-annual reports to Council on Health and Safety related activities for information purposes. This report covers the period of November 1, 2018 to May 14, 2019.

Analysis:

Training:

Tailgate meetings were held each month for all staff and training/health and safety emails were distributed for firefighters. Orientation training was presented to all new workers, co-op students, and summer employees. All employees received fire extinguisher training. I coordinated snow plow operator training and emergency first aid training for staff. The Roads department lead hands both received Supervisor Health and Safety Training.

Inspections:

Monthly Inspections were completed at each workplace by the Health and Safety Worker Representatives. Annual inspections have been completed at the Municipal Office, the Fire Department and the Child Care Centre by the Health and Safety Advisory Committee. Issues noted during inspections have been addressed or are in progress. The Advisory Committee reviews all issues for completion. An annual review email is sent out in January to ensure that all previous years items have been addressed.

Health and Safety Advisory Committee:

The Advisory Committee meets monthly and includes all Health and Safety worker representatives. We are pleased to have the roads Department participating with two new members representing the three roads shops and the Walkerton Recycling Depot. The committee will visit all the major municipal workplaces at least once annually for inspection purposes and makes recommendations based on these visits as well as the review of all accident/incident reports submitted.

Ministry of Labour Requirements:

Health and Safety information boards' at all full time workplaces were updated with 2019 content per the Ministry of Labours requirements. Seasonal boards will be updated as needed.

The Ministry's review of municipal ergonomics policy/procedure is underway. Brockton did receive a letter regarding the initiative however to date has not been contacted to schedule a visit. Current policies/procedures are under review for the inclusion of ergonomic considerations. Staff have received ergonomics training through tailgate meetings.

The Ministry of Labour requires annual review of Workplace Violence and Harassment Risk Assessments. This is a priority project and will take a significant amount of my time in 2019 as we review and conduct further evaluations of each workplace.

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? | N/A |
| • Do the recommendations contribute to achieving Cultural Vibrancy? | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity? | N/A |
| • Do the recommendations contribute to Environmental Integrity? | N/A |
| • Do the recommendations contribute to the Social Equity? | N/A |

Financial Impacts/Source of Funding:

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

Health and Safety is an ongoing expense which is required to maintain employee safety and comply with the Occupational Health and Safety Act and its regulations.

Reviewed By:

Trish Serratore, Chief Financial Officer

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Chris Wells". The signature is fluid and cursive, with a horizontal line crossing through the middle of the name.

Chris Wells, Health and Safety Coordinator

Reviewed By:

A handwritten signature in black ink, appearing to read "Sonya Watson". The signature is cursive and elegant, with a long, sweeping tail.

Sonya Watson, Chief Administrative Officer