

	<b>Report Title</b>	Full Time Health and Safety Coordinator
	<b>Report No.</b>	HR 19-12
	<b>Author</b>	Ashley Andrews, Manager of Human Resources
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	October 15, 2019
	<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Health and Safety Coordinator Job Description</li> </ul>

## RECOMMENDATION

THAT Council receive Report HR 19-12 Full Time Health and Safety Coordinator as information;

AND THAT Council approve the additional funding to hire a Full Time Health and Safety Coordinator.

## EXECUTIVE SUMMARY

As Council is aware, health and safety legislation has been changing significantly over the past several years with the introduction of violence, harassment and bullying legislation, sexual harassment legislation, mental health in the workplace, etc. The Town has been able to meet legislative requirements within the area of Health and Safety, but we have not been able to proactively prepare due to increasing workload demands across the organization.

## BACKGROUND

The Human Resource department is responsible for the oversight of Health and Safety within the Corporation. These duties include:

- Health and Safety training (i.e., WHMIS, Bill 168, Bill 132, etc.)
- Disability Management
- Return to Work
- WSIB case management
- Resource to Joint Health and Safety Committee (JHSC) management, and employees
- Compliance with relevant legislation such as the Occupational Health & Safety Act (OH&SA), Workplace Safety & Insurance Board (WSIA), Electrical Safety Association (ESA) etc.
- Health and Safety policies and procedures
- Accident/Incident/Near Miss management
- Promotion of employee wellness initiatives
- Health and Safety Audits
- Conducting ergonomic assessments

- Employee communications with regard to health and safety

In 2018 we introduced a one year contract Health and Safety Coordinator allowing for a dedicated position to focus solely on health and safety. This position is focused on day to day health and safety items, as well as specific Health and Safety programs/policies.

Over the last 18 months, this position has

- Join/complete required components of WSIB Safety Groups
- Introduce Supervisor Competency Policy/training
- Complete Incident Investigation Program
- Update Health & Safety Policy Statement
- Introduce Psychological Health & Safety Policy
- RTW Assessment – employees returning to work earlier
- Provide in depth management of disability claims – WSIB and Short Term Disability
- Review and manage incident reports
- Provide health and safety advice and support to both employees and the management
- Review all current SWP/SOP's
- Review and implement policy/procedure for Public Works Ergonomics as per MOL directive
- Design and implement a corporate orientation
- Design and implement department orientations
- Tracking of all training certifications
- Contractor Management- managing documents and ensuring compliance with program

Although the oversight falls within Human Resources; supervisors, managers, directors, the CAO and ultimately Council are directly responsible for the health and safety of our employees.

## **DISCUSSION**

As part of the 2018 and 2019 budget process, Senior Leadership discussed the importance of health and safety for our employees as a number one priority. A position dedicated solely to health and safety was identified as a need from all levels of the Corporation and, to-date, has been very well received by all.

Since the approval of a 12 month position in 2018, and the 12 month extension approved through 2019 budget process, we have been unsuccessful in attracting and/or retaining qualified health and safety professionals. We have successfully recruited twice for this position, and each time the individuals provided us with their resignation with more than six months remaining in their contract, the most recent having resigned as of October 10, 2019. This has resulted in an increased cost with regard to recruitment and training, as well as a disruption of services to the Corporation.

It is recommended that additional funding be approved in order to hire a qualified professional on a full time basis.

## **FUNDING IMPACT/ FUNDING SOURCE**

The additional cost to hire a full time Health and Safety Coordinator for the remainder of the 2019 year is \$3100.

### **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

#### **1. Excellence in Local Government**

- ☒ Demonstrate strong leadership in Town initiatives
- ☒ Demonstrate accountability