

LTC's 2018 Provisional Work Program  
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion in 2018	Status
<b>Annual On-Going Programs</b>							
H/W	1	Human Resources, with external consultant assistance; performs ergonomics assessments, physical demands descriptions (PDD / PDA), design reviews, restriction reviews, training, to reduce work related musculoskeletal disorders.	In 2018 - focus will be in Fleet and Facilities and Transportation - on RTW programs, ergo assessments, updates to PDDs on new buses	J. Hall	C. Morneau, S. Wilson and respective department Managers	Ongoing	Projects completed as required
H/W	2	Annual Training Requirements for all departments	Each department has annual or semi-annual training required to be performed (including specific to F&F - monthly safety talks), each department will conduct compliance audits	Each Respective Department Director	K. de Jeu	Ongoing	Complete
H/W	3	Mental Health Strategy	Focus on 2018 Workplan items	J. Hall, J. Galloway, Respective Directors, JHSC.	Wellness Committee	Ongoing	Key Initiatives Underway
H/W	4	Annual Safety Group 2018 Action Plan	Annual Work Program Developed – implemented	K. de Jeu	J. Hall, J. Galloway, JHSC	Ongoing	Complete
<b>CarryOver Items from 2017</b>							
H/W	5	Workplace Violence Prevention Program	Continue into 2018 the work which began in 2016 in the area of cross training for LTC Dispatch and LPS communications personnel, to enhance response and clarify ETA expectations	T. Cragg	J. Gillet, C. Elgie	1st Quarter	Complete
H/W	6	Assessment of policies and procedures with respect to on road support		S. Wilson	L. Trethewey, J. Maw	1st Quarter	Carryover to 2019
H/W	7	Workplace Violence Prevention Program Assessments	Assess the effectiveness of the Workplace Violence Prevention Program, including training, banning and communications, thus far to determine if the program objectives are being met	T. Cragg	L. Trethewey, J. Maw, J. Gillet	2nd Quarter	Complete
<b>New 2018</b>							
H/W	8	Maxi-Brake Program	(Refer to WP 2017 #16 complete) Next phase assessment and implementation	J. Galloway, C. Morneau	J. Gillet, P. Nugent	1st Quarter	Complete
H/W	9	Articulated Buses, camera install	(Refer to WP 2017 #13 complete). Next Phase implementation	C. Morneau	J. Gillet	1st Quarter	Complete
H	10	Noise Levels in Fleet and Facilities	(Refer to WP 2017 #10 complete). Next Phase implement policies and procedures to ensure compliance.	C. Morneau	External Consultant, M. Stranak	2nd Quarter	Complete
H/W	11	Fleet and Facilities - education on entering authorized areas	Review related polices and procedures and enforcement of same.	S. Snider	M. Stranak	2nd Quarter	Complete

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H/W	12	Workplace Violence Prevention Program Assessments	(Refer to WP 2017 # 8a complete) Next Phase working group to review data collection, assess in terms of updating Operator risk assessments and develop action.	T. Cragg	J. Gillet, J. Maw	3rd Quarter	Complete
H/W	13	WHMIS 2015	Ensure full compliance with WHMIS 2015, noting work done to date via (WP 2016 #13)	C. Morneau	Stores, R. Howe, Tracy Moulton	3rd Quarter	Complete
H/W	14	Operator Safety Barrier Program	(Refer to WP 2017 #15). Next Phase trial installation of three Operator Barriers and assess effectiveness and impacts of same.	J. Galloway, C. Morneau	J. Gillet, M. Stranak, ATU President	4th Quarter	Complete
H/W	15	Review LTCs investigation process	Review to ensure best practise, is current process meeting the needs of the parties, etc. (i.e. goal to reduce hazards, risks)	J. Hall	Respective Department Managers	4th Quarter	Complete
H/W	16	Assessment of LTC Fleet for bus blind spots	Assessment of MVA to determine any casual relationship between incidents and line of sight when operating same.	T. Cragg	R. Howe, J. Maw	4th Quarter	Carryover to 2019
H/W	17	Assess musculoskeletal disorders for the Operator's position.	Assess with the goal to reduce same.	T. Cragg	J. Gillet, J. Maw	4th Quarter	Carryover to 2019
H/W	18	Assessing the possibility of adding Naloxone kits on board buses	Assess potential of same.	T. Cragg	M. Stranak	2nd Quarter	Complete
<b>Newly Added During the year in 2018</b>							
H/W	19	Lugnut Torque Indicators	Procedure update to reduce potential employee injuries	R. Howe		3rd Quarter	Complete
H/W	20	Wrecker Procedures	Procedure update to reduce potential employee injuries	R. Howe		3rd Quarter	Complete
H/W	21	Review of Biohazard training	Ensure best practise	R. Howe	C Morneau, K de Jeu, M. Stranak	4th Quarter	Program was re-developed / and in 2019 further recommendations were put forth / therefore on hold
H/W	21	Hot Weather Action Plan updated	Ensure plan is updated, applicable and ready for roll-out	J. Galloway	S. Wilson, C Morneau	2nd Quarter	Complete
H/W	22	Fitness for Duty	Review program and develop defined policy and procedure	J. Galloway	SMT	4th Quarter	Complete