

LTC's 2023 Work Program
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion 2023	Status
Annual On-Going Programs							
H/W	1	Human Resources, with external consultants assistance; performs ergonomics assessments, physical demands descriptions (PDD / PDA), design reviews, restriction reviews, training, to reduce work related musculoskeletal disorders.	2023 - Assist with updating the job hazards analysis for Fleet (item #4 below).	Manager of HR	Respective department Managers, JHSC (TBD)		
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 - including employee injury reporting), each department will conduct compliance audits	Each Respective Department	H&S Training Supervisor		
H/W	3	COVID-19 - ensuring the safety of all employees of London Transit during the pandemic	Priority item	Director of HR	Senior Management, JHSC		
H/W	4	Review and update the Job Hazard Analysis (JHA) for positions in Fleet	Focus in 2023 will be to finish the two main positions in Fleet - assess next steps in terms of valued added.	Director of Fleet & Facilities	Taylor'd Ergo, Training Supervisor, M. Stranak		
H/W	5	Human Rights and Diversity, Mutual Respect in the Workplace Review	Annual Review	Director of HR	Manager of HR		
H/W	6	Mental Health Strategy	Re-confirm Committee Members for 2023 and develop Workplan	Manager of HR	Respective Directors, Wellness Committee		
Carryover Items from 2022							
	7	Workplace Violence Prevention Program (WVPP)					
H/W	7a	WVPP Banning Policy and Procedure Review	Review to ensure steps taken when LPS cannot attend, or are delayed, checklists to assist Inspectors, are there other resources to reach out to in City of London. ADD - include how Operators are addressing banned passengers and the best practice on how to safely deal with a banned passenger, and ensure communications to Operators is ongoing	Director of Operations	I. Davies, J. MacDaniel, Manager of Operations Administration	1st Quarter	

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NEW for 2023							
	8	Workplace Violence Prevention Program (WVPP)					
H/W	8a	Review of WVPP & Advanced Customer Service Training Programs developed in 2015	Does training continue to meet employer expectations, best practice, SOPs, does it address the current environment today, etc. and how best to safely handle different, difficult and dangerous situations, how Operators initial response to a problematic matter has impact on the outcome, conduct expected while in uniform on and off the bus.	Director of Operations	ATU Executive, Manager of Operations Administration, JHSC Employee Members to be appointed	3rd Quarter	
H/W	9	Fleet - Review procedures relating to Jack Stands and requisite training for same	Ensure policy and program meet best practice including evaluating hoist bays that cannot accommodate jack stands.	Manager of Fleet Operations	JHSC Employee members to be appointed	2nd Quarter	
W	10	Fleet - Radio Communications between Employee and Supervisor/Lead Hand	1. Develop radio communication plan between Employees accessing roof and Supervisor/Lead Hand to ensure employees and management can communicate effectively and safety. 2. Establish radio communication plan between General Service Employees and Supervisor/Lead Hand while on floor.	Director of Fleet & Facilities	JHSC Employee members to be appointed	2nd Quarter	
H/W	11	Assess impact if/when buses are not communicating to show their location from H&S perspective.	Recently reports have shown when a bus goes on detour they CAD/AVL may not show accurate locations.	Manager of Operations Administration	Supervisor of Service Administration, JHSC Employee members to be appointed	3rd Quarter	