

LTC's 2019
Provisional Work Program
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion in 2019	Status
Annual On-Going Programs							
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 2019 - 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	
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	
H/W	3	Workplace Violence Prevention Program Assessments	Annual data collection review/assessment so as to ensure Operator Risk Assessments is accurate and where warranted develop action plans.	T. Cragg	J. Gillet, J. Maw	Ongoing	
H/W	4	Mental Health Strategy	Focus on 2019 Initiatives / JHSC recommended the following be added: Communications to New Operators, providing assistance and support through management, inspectors and dispatchers.	J. Hall, J. Galloway, Respective Directors, JHSC.	Wellness Committee	Ongoing	
H/W	5	Annual Safety Group 2019 Action Plan	Annual Work Program Developed – implemented	K. de Jeu	J. Hall, J. Galloway, JHSC	Ongoing	
Carryover Items from 2018							
H/W	6	Assessment of policies and procedures with respect to on road support	Review of past incidents to determine any recommendations to be made to policies and procedures	S. Wilson	L. Trethewey, J. Maw	1st Quarter	
H/W	7	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	1st Quarter	
H/W	8	Assess musculoskeletal disorders for the Operator's position.	Assess with the goal to reduce same.	T. Cragg	J. Gillet, J. Maw	1st Quarter	
New 2019							
H/W	9	Assess Inspector vehicles to ensure proper securement of loads	Assess effectiveness of securement of loads	S. Wilson, C. Morneau	J. Maw	1st Quarter	
H/W	10	Slips/Trips/Falls	Re-introduce communication strategy, implement best practises	L. Trethewey, D. Jensen	S. Snider, K. de Jeu, T. Cragg	2nd Quarter	
H/W	11	Articulated Bus Camera In-stall	(Refer to WP 2018 #9) Articulated Bus Camera In-stall. Second phase is to assess effectiveness	T. Cragg	R. Howe, L. Trethewey, J. Gillet, R. Howe	2nd Quarter	
H/W	12	Additional review of Biohazard training, plus ensure all F&F are trained accordingly and do other departments require same in terms of lost and found	(Refer to WP 2018, #21) Ensure best practise PLUS add - Assess PPE in terms of needles on board buses, potential contact with illicit drugs, i.e. fentanyl - and train all FF in same	J. Galloway	C. Morneau, S. Snider, D. Jensen, J. Galloway, External Resource	2nd Quarter	
H/W	13	In 2018, modifications were made to the left-hand mirror/emergency exit on the bus fleet for safety reasons	Assess the effectiveness of same	C. Morneau	M. Stranak, R. Howe, S. Snider	2nd Quarter	
	14	Workplace Violence Prevention Program: Complete a Risk Assessment on "Sessions with the Public"	Assess current controls and potential controls (engineering and procedural) - including staff training	K. Burns	D. Goodge, J. Gillet	2nd Quarter	
H/W	15	Safety assessment of Machine Shop and layout of same	Review current layout to ensure proper pedestrian clearance	C. Morneau	P. Nugent, R. Howe, S. Snider	2nd Quarter	
H/W	16	Updated 2018 Fall Arrest Program and training delivery	Identify employees and train appropriately	C. Morneau	M. Stranak, R. Howe, S. Snider	2nd Quarter	
H/W	17	Update to 2007/2008 Whole Body Vibration Study	To ensure study is up to date with current fleet	S. Wilson	OSHTECH, T. Cragg, R. Howe, M. Stranak, J. Gillet, K. de Jeu	3rd Quarter	

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H/W	18	Workplace Violence Prevention Program: Update Risk Assessment, Radio Assessment, mock drills, banning process (follow-up for those that report same)	Focus on the following areas Operator position, Dispatch position, and Customer Service positions, Inspectors transporting passengers.	T. Cragg	S. Wilson, R. Ahmed, C. Elgie, J. Gillet, J. Maw. J. MacDaniel, M. Gauthier	3rd Quarter	
H/W	19	Assess Relief Supervisory Training for effectiveness	Is the training effective, how often should it be delivered, etc. best practise	R. Howe	D. Jensen, S. Snider, M. Stranak, K. de Jeu	3rd Quarter	
H/W	20	Operator Safety Barrier Program	(Refer to WP 2017 #15, 2018 #14). Next Phase assess effectiveness and impacts of same.	J. Galloway, C. Morneau	JHSC, ATU (M. Gauthier), Manufacturer,	4th Quarter	
H/W	21	Review of Inspector Training/PPE, transporting of passengers, etc. when dealing with escalated situation on board buses up to and including WVPP	Focus on training and proper PPE for escalated situations.	S. Wilson	R. Ahmed, J. MacDaniel, K. de Jeu, external resources	4th Quarter	
H/W	22	Review LTC Investigation process	(Refer to WP 2018 # 15) PLUS ADD - Assessment to include action taken on multiple incidents of same, follow-up on corrective action to prevent future incidents, etc.	S. Wilson, C. Morneau	J. Hall	4th Quarter	