

LTC's 2019 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	Complete for 2019
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 for 2019
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	Complete for 2019
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	Complete for 2019
H/W	5	Annual Safety Group 2019 Action Plan	Annual Work Program Developed – implemented	K. de Jeu	J. Hall, J. Galloway, JHSC	Ongoing	Complete for 2019
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	Complete for August, 2019 JHSC meeting
H/W	7	Assessment of LTC Fleet for bus blind spots	Assessment of MVA to determine any causal relationship between incidents and line of sight when operating same.	T. Cragg	R. Howe, J. Maw	1st Quarter	Complete for May, 2019 JHSC meeting
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	Complete for May, 2019 JHSC meeting
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	Complete for August, 2019 JHSC meeting
H/W	10	Slips/Trips/Falls	Re-introduce communication strategy, implement best practises	L. Trethewey, D. Jensen	S. Snider, K. de Jeu, T. Cragg, J. Maw	2nd Quarter	Complete for May, 2019 JHSC meeting
H/W	11	Articulated Bus Camera Install	(Refer to WP 2018 #9) Articulated Bus Camera Install. Second phase is to assess effectiveness	T. Cragg	R. Howe, L. Trethewey, J. Gillet, R. Howe	2nd Quarter	Complete for August, 2019 JHSC meeting
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, M. Stranak	2nd Quarter	Complete for May, 2019 JHSC meeting
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		2nd Quarter	Complete for August, 2019 JHSC meeting
	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	B. Goodge, J. Gillet	2nd Quarter	Complete for August, 2019 JHSC meeting
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	Complete for August, 2019 JHSC meeting
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	Complete for October, 2019 JHSC meeting

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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	Testing has been completed, awaiting results for assessment
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 on the risk assessment Operator position, Dispatch position, and Customer Service positions, Inspectors transporting passengers.(refer to WP 2019 #3)	T. Cragg	S. Wilson, R. Ahmed, C. Elgie, J. Gillet, J. Maw. J. MacDaniel, M. Gauthier	3rd Quarter	Carryover to WP 2020
H/W	19	Assess Relief Supervisory Training for effectiveness	Is the training effective, how often should it be delivered, etc. best practice	R. Howe	D. Jensen, S. Snider, M. Stranak, K. de Jeu	3rd Quarter	Carryover to WP 2020
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 (A. Fournier, M. Gauthier), Director of Operations, Manufacturer	4th Quarter	Complete for October, 2019 JHSC meeting
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, J. Maw, external resources	4th Quarter	Carryover to WP 2020
H/W	22	Review LTC Injury 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. / Also refer to 2019 WP Item # 8	S. Wilson, C. Morneau	J. Hall	4th Quarter	Carryover to WP 2020
Added to 2019							
H/W	23	Hoist Review	Audit to be completed on the Hoist inspection process	C. Morneau	R. Howe, M. Stranek	4th Quarter	Complete for October, 2019 JHSC meeting