

LTC's 2020
Provisional Work Program
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion in 2020	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.	In 2020 - on RTW programs, ergo assessments, updates to PDDs on new buses/ trial in 2020 to complete cognitive demands descriptions and assess effectiveness of information gathered	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 2020 Initiatives	J. Hall, J. Galloway, Respective Directors, JHSC	Wellness Committee	Ongoing	
H/W	5	Annual Safety Group 2020	2020 is a new program - to be assessed	K. de Jeu	J. Hall, J. Galloway, JHSC	Ongoing	
Carryover Items from 2019							
H/W	6	Update Whole Body Vibration Study	Testing has been completed in 2019; next phase to receive results and assess same	S. Wilson	OSHTECH, T. Cragg, R. Howe, M. Stranak, J. Gillet, K. de Jeu	1st Quarter	Testing completed in 2019, awaiting results and next steps
H/W	7	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 (ADD: 2020/education on when incidents happen/"did you know"), Dispatch position, Customer Service / (refer to WP 2019 #3)	T. Cragg	S. Wilson, R. Ahmed, C. Elgie, C. Roy, J. Gillet, J. Maw, M. Gauthier	2nd Quarter	
H/W	8	Review of Inspector Training/PPE, transporting of passengers, etc. when dealing with escalated situation on board buses up to and including WVPP, plus enhanced mental health awareness	Focus on training and proper PPE for escalated situations. ADD/2020 enhanced mental health awareness training when dealing with the public	S. Wilson	R. Ahmed, J. MacDaniel, K. de Jeu, J. Maw, external resources	2nd Quarter	
H/W	9	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	Carry-over to WP 2020
H/W	10	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	
New 2020							
H/W	11	Fleet and Facilities - assess cause of injuries in categories that state no cause/employee action	From assessment develop actions plans to address these area of causes so as to reduce injuries	S. Snider	M. Stranak, L. Williams	1st Quarter	
H/W	12	Ergonomic Assessment/training for Inspector Position	Objective is to reduce musculoskeletal disorders	R. Ahmed	Taylor'd, K de Jeu, J. Maw	2nd Quarter	
H/W	13	Fleet and Facilities - communications campaign on ergonomics / safety reminders	Develop a communications strategy to address best practise on ergonomics, how to reduce strain on the body, and safety reminders.	S. Snider	P. Nugent, R. Howe	2nd Quarter	
H/W	14	Workplace Violence Prevention Program: Focus on the management of fare media	Data demonstrates that fare media is the #1 trigger for WVPP incidents / education campaign on employer expectations in this area	S. Wilson	T, Cragg, J. Gillet, Working Group on Expect Respect.	2nd Quarter	
H/W	15	Sharp and Biohazard Refresher	For the Operator group	T. Cragg	K. de Jeu, J. Gillet	3rd Quarter	
H/W	16	Fleet and Facilities - assess concerns relating to increased insect infestation on buses/garage	Assess potential health and safety aspects of impact on increased insect infestation	R. Howe	M. Stranak, S. Snider	3rd Quarter	