

London Transit - 2020 Work Program  
Occupational Health and Safety - Status

Site	Ref. No.	Item	Description	Lead	Support	Target Completion in 2020	Status
<b>Annual On-Going Programs</b>							
H/W	1	Human Resources, with external consultants assistance; perform 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	Manager of Human Resources	Director of Fleet and Facilities, Director of Operations and respective department Managers	Ongoing	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	Training Supervisor	Ongoing	Complete
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.	Director of Operations	JHSC members (J. Gillet, J. Maw)	Ongoing	Ongoing
H/W	4	Mental Health Strategy	Focus on 2020 Initiatives	Manager of Human Resources, Respective Directors, JHSC	Wellness Committee	Ongoing	Ongoing
H/W	5	Annual Safety Group 2020	2020 is a new program - to be assessed	Training Supervisor	Manager of Human Resources, Director of Human Resources, JHSC	Ongoing	Withdrew participation
<b>Carryover Items from 2019</b>							
H/W	6	Update Whole Body Vibration Study	Testing has been completed in 2019; next phase to receive results and assess same	Director of Operations	OSHTECH, Manager of Operations Administration, Manager of Fleet and Facilities Operations, JHSC members (M. Stranak, J. Gillet)	1st Quarter	Complete
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)	Director of Operations	Supervisor Service Performance, Supervisor Dispatch, JHSC members (J. Gillet, J. Maw, J. MacDaniel, M. Gauthier)	2nd Quarter	Outstanding
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	Director of Operations	Supervisor Service Performance, JHSC members (J. MacDaniel, J. Maw), Training Supervisor, External resources	2nd Quarter	Outstanding
H/W	9	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. / Also refer to 2019 WP Item # 8	Director of Fleet and Facilities, Director of Operations	Manager of Human Resources	4th Quarter	Complete

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H/W	10	Assess Relief Supervisory Training for effectiveness	Is the training effective, how often should it be delivered, etc. best practice	Manager of Fleet Operations	Training Supervisor, Fleet Managers, JHSC (M. Stranak)	3rd Quarter	Complete
<b>New 2020</b>							
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	Manager of Fleet Administration	JHSC member (M. Stranak) HR Specialist	1st Quarter	Outstanding
H/W	12	Ergonomic Assessment/training for Inspector Position	Objective is to reduce musculoskeletal disorders	Supervisor of Performance Administration	Taylor'd, Training Supervisor, JHSC member (J. Maw)	2nd Quarter	Outstanding
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.	Manager of Fleet Administration	Manager of Fleet Operations, JHSC member (P. Nugent)	2nd Quarter	Complete
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	Director of Operations	JHSC member (J. Gillet), Working Group on Expect Respect.	2nd Quarter	Outstanding
H/W	15	Sharp and Biohazard Refresher	For the Operator group	Director of Human Resources	JHSC member (J. Gillet)	3rd Quarter	Complete
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	Manager of Fleet Operations	Manager of Fleet Administration, JHSC member (M. Stranak)	3rd Quarter	Complete
<b>Newly Added in 2020</b>							
H/W	17	COVID19	WIP	Director of Human Resources	Director of Operations, Director of Fleet and Facility, JHSC, ATU Local 741 President	Ongoing	Ongoing
H/W	18	Review of Responsibilities for Inspectors/Dispatchers in regards to OHSA	Compare the duties and responsibilities to the OHSA in relation to superv	Director of Operations	Supervisor Dispatch, Supervisor of Service Performance, JHSC member (J. Maw)	4th Quarter	Outstanding
H/W	19	NEW - from Nov. JHSC based on injury review and commentary from Committees	Mitigate potential hazard - with respect to hitting knees on exiting the Operator seats with the barrier . Provide instructions of properly exiting the Operator seat with barriers.	Director of Human Resources	Training Supervisor	4th Quarter	Complete