

London Transit - 2021 Work Program  
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion 2021	Status
<b>Annual On-Going Programs</b>							
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.	2021 - Assist with updating the job hazards analysis for Fleet (item #14 below). Complete cognitive demands description trial and assess effectiveness of information gathered	Manager of Human Resources	Respective department Managers, JHSC (TBD)	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	
H/W	3	Mental Health Strategy	2021 Development plan underway	Manager of Human Resources	Respective Directors, Wellness Committee	Ongoing	
<b>Carryover Items from 2020</b>							
	4	<b>Workplace Violence Prevention Program (WVPP)</b>					
	4a	Review and update WVPP Risk Assessment for the Inspector position	Including workplace violence training, dealing effectively with escalated situations on board buses, transporting of passengers, assess annual data collection trends and analysis, assess requirements for additional PPE, how to deal with passengers with mental health issues safety and effectively, etc.	Director of Operations	JHSC (TBD), Training Supervisor, Supervisor of Service Performance	2nd Quarter	
H/W	4b	Review and update WVPP Risk Assessment for the Bus Operator position	Including the addition of the OSBs, and include annual data collection trends and analysis, etc., did you know?	Director of Operations	Manager of Operations Administration JHSC (TBD)	3rd quarter	
H/W	4c	Review and update WVPP Risk Assessment for the Dispatch and Customer Service	Update required due to changes in location of fare media sales, etc.	Director of Operations	Manager of Corporation Communications, JHSC (TBD)	3rd quarter	
H/W	4d	WVPP - Assessment on link between fare media and WVPP incidents	Data demonstrates that fare media is the #1 trigger for WVPP incidents / education campaign on employer expectations in this area	Director of Operations	Manager of Operations Administration JHSC (TBD)	4th quarter	
H/W	5	Fleet and Facilities - Assess cause of injuries in categories that state "no cause" or that state "employee action"	Review investigations to determine is the root cause is being determined correctly, what steps are being taken to address these areas of cause to reduce same	Manager of Fleet and Facilities Administration	JHSC (TBD), HR Specialist	2nd quarter	
H/W	6	Ergonomic Assessment/training for Inspector Position	Objective is to reduce musculoskeletal disorders	Supervisor, Service Performance	JHSC (TBD), Training Supervisor	3rd quarter	
H/W	7	Review of Responsibilities for Inspectors/Dispatchers in regards to OHSA	Compare the duties and responsibilities to the OHSA in relation to supervisory responsibilities	Director of Operations	Manager of Operations Administration JHSC (TBD)	4th quarter	
H/W	8	COVID19 - ensuring the safety of all employees of London Transit during the pandemic	Continues to be a WIP	Director of HR	Senior Management, JHSC (TBD)	Ongoing	
<b>NEW for 2021</b>							
H/W	9	Employee Health and Safety Training and Orientation Procedure	Review to determine if the current programs are meeting LTC needs, assess in terms of best practise, program consistency, etc.	Training Supervisor	Respective Department Managers, JHSC (TBD)	1st Quarter	

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H/W	10	Review the H&S Procedure on "Semi-Annual Health and Safety Training Needs Assessment" and conduct a full assessment for review and consideration	Is the procedure being adhered too, are we delivering training in terms of best practise, do respective work groups understand responsibilities, i.e. management and JHSC	Director of HR	JHSC (TBD), Training Supervisor	3rd Quarter	
H/W	11	Review and update the Job Hazard Analysis (JHA) for positions in Fleet, Administration and Operations	Focus in 2021 will be Fleet and Facilities and Administration. Are there safe operating procedures and controls in place, are they effectively communicated to those performing the job and exposed to the hazard(s). Enhanced emphasis on identifying and dealing with safety hazards inherent in the steps performed.	Director of Fleet and Facilities - for Fleet. Respective Department Director for Administration	Taylor'd Ergo, Training Supervisor	Multi-Year Project. Each Quarter a minimum of one Position will be completed	