

LTC's 2021  
Final 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	Reports to February 2021 JHSC meeting
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>					
H/W	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	Training Supervisor, Supervisor of Service Performance, J. MacDaniel, J. Maw	2nd Quarter	<b>Deferred to 2022</b>
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?	Manager of Operations Administration	C. Reath, S. Cochrane	3rd quarter	Complete
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.	Supervisor of Service Performance	Manager of Corporation Communications, G. Cowan	3rd quarter	Complete
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, J. MacDaniel, J. Maw	4th quarter	<b>Deferred to 2022</b>
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 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	G. Cowan, HR Specialist	2nd quarter	Complete
H/W	6	Ergonomic Assessment/related training for Inspector Position	Objective is to reduce musculoskeletal disorders	Supervisor, Service Performance	Taylor'd, J. Maw	3rd quarter	Complete
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, J. MacDaniel	4th quarter	<b>Deferred - Year TBD</b>

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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	Ongoing / Refer to COVID-19 updates	
<b>NEW for 2021</b>							
H/W	9	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	Training Supervisor, G. Cowan	2nd Quarter	Complete
H/W	10	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, G. Cowan	3rd quarter	Complete
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, M. Stranak	Multi-Year Project. Each Quarter a minimum of one Position will be completed	Ongoing
<b>NEW throughout 2021</b>							
H/W	12	Serious Incident - March 13, 2021 Bus Theft	General Manager Request - investigation be undertaken with a report and findings provided to the Joint Health and Safety Committee.	Director of Fleet and Facilities.		2nd Quarter	Complete
H/W	13	ARTIC Bus Review	General Manager Request - In light of the two work refusals relating to the operation of articulated buses in snow/ice received this past winter, and in recognition of the suggestions in the MOL Field Report, a Working Group to be established to assess the concerns raised and whether they are adequately addressed in the existing procedures outlined in the Severe Weather Action Plan.	Director of Human Resources	G Cowan, K de Jeu	3rd Quarter	Complete