

LTC's 2022 Work Program
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion 2022	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.	2022 - Assist with updating the job hazards analysis for Fleet (item #4 below).	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	Training Supervisor	2022: Relief Supervisory training, CISM, Work Refusal/WVPP, First Aid audit	
H/W	3	COVID-19 - ensuring the safety of all employees of London Transit during the pandemic	Priority item	Director of HR	Senior Management, JHSC	COVID Safety Plan Update June 2022	
H/W	4	Review and update the Job Hazard Analysis (JHA) for positions in Fleet, Administration and Operations	Focus in 2022 will remain in Fleet & 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 & Facilities - for Fleet. Respective Department Director for Administration	Taylor'd Ergo, Training Supervisor, M. Stranak	Draft Hoist remains under review carryover to 2023	
H/W	5	Mental Health Strategy	2022 Development plan underway	Manager of Human Resources	Respective Directors, Wellness Committee	2022 Workplan completion report / December 2022 meeting	
Carryover Items from 2021							
	6	Workplace Violence Prevention Program (WVPP)					
H/W	6a	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 HR	Training Supervisor, Supervisor of Service Performance, J. MacDaniel, I. Davies	1st Quarter	Complete
H/W	6b	WVPP - Assessment of the efficacy of the Press 3/Problem Free campaign	Data demonstrates that fare media is the #1 trigger for WVPP incidents / education campaign on employer expectations in this area	Director of Operations	J. MacDaniel, C. Reath, Manager of Operations Administration	3rd Quarter	Complete
NEW for 2022							
	7	Workplace Violence Prevention Program (WVPP)					
H/W	7a	WVPP training review in relation to Citizens Arrest	Review current training and ensure it meets LTC's objectives	Training Supervisor	J. MacDaniel, C. Reath	2nd Quarter	Complete

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H/W	7b	WVPP Banning Policy and Procedure Review	Review to ensure steps to be taken when LPS cannot attend, or are delayed, checklists to assist Inspectors, are there other resources to reach out to in City of London	Director of Operations	I. Davies, J. MacDaniel, Manager of Operations Administration	3rd Quarter	Deferred until 2023
H/W	8	Inspector & Dispatch Communications Review	Review to examine communications for emergency measures, banning process, how to talk to employee who requests off the bus for medical, or other emergency situations to ensure clear and concise direction between the parties. Review of radio communications between the parties. Addition from 6a - investigate a coding system for communications between Dispatchers and Inspectors.	Supervisor of Service Performance	Supervisor of Service Administration, I. Davies, Dispatch Representative, Mike Gauthier	3rd quarter	Complete
H/W	9	Review and Update 2015 Health & Safety Guide for Fleet and Facilities	Ensure information is up-to-date and consistent with requisite legislation and respective policies and procedures	Director of HR	Training Supervisor, Director of Fleet and Facilities, G. Cowan, M. Stranak	4th Quarter	Complete
H/W	10	Biohazard review for Operations	Review and investigate issues relating to seen biohazards when dealing directly with persons and what action should be taken to ensure safety of employees	Manager of Operations Administration	Training Supervisor, Charles Reath	4th Quarter	Complete
Added in 2022							
H/W	11	Human Rights and Diversity, Mutual Respect in the Workplace Review and Update to Complaint Procedure	Re-organization and hire for lead LTC Investigator	Director of HR	Manager of HR	4th Quarter	Complete