

LTC's 2023 Work Program  
Occupational Health and Safety

Site	Ref No.	Item	Description	Lead	Support	Status	
<b>Annual On-Going Programs</b>							
H/W	1	Human Resources, with external consultant assistance; performs ergonomics assessments, physical demands descriptions (PDD / PDA), design reviews, restriction reviews, training, to reduce work related musculoskeletal disorders.	2023 - Assist with updating the job hazards analysis for Fleet (item #4 below). <b>ADD : Update of the Operator PDD / priority for third and fourth quarter of 2023</b>	Manager of Human Resources	Respective department Managers, JHSC (TBD based on projects)	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 - including employee injury reporting), each department will conduct compliance audits	Each Respective Department	H&S Training Supervisor	Complete	
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	Complete	
H/W	4	Review and update the Job Hazard Analysis (JHA) for positions in Fleet	Focus in 2023 will be to finish the two main positions in Fleet - assess next steps in terms of valued added.	Director of Fleet & Facilities - for Fleet.	Taylor'd Ergo, Training Supervisor, M. Stranak	Complete - Mechanic and General Service	
H/W	5	Human Rights and Diversity, Mutual Respect in the Workplace Review	Annual Review	Director of HR	Manager of HR	Ongoing	
H/W	6	Mental Health Strategy	Re-confirm Committee Members for 2023 and develop Workplan	Manager of Human Resources	Respective Directors, Wellness Committee	Ongoing	
<b>Carryover Items from 2022</b>							
Site	Ref No.	Item	Description	Lead	Support	Target Completion 2023	Status
	7	<b>Workplace Violence Prevention Program (WVPP)</b>					
H/W	7a	WVPP Banning Policy and Procedure Review	Review to ensure steps taken when LPS cannot attend, or are delayed, checklists to assist Inspectors, are there other resources to reach out to in City of London. ADD - include how Operators are addressing banned passengers and the best practice on how to safely deal with a banned passenger, and ensure communications to Operators is ongoing.	Director of Operations	I. Davies, J. Maw,, Manager of Operations Administration	1st Quarter	Complete

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Site	Ref No.	Item	Description	Lead	Support	Status
<b>NEW for 2023</b>						
	8	<b>Workplace Violence Prevention Program (WVPP)</b>				
H/W	8a	Review of WVPP & Advanced Customer Service Training Programs developed in 2015	Does training continue to meet employer expectations, best practice, SOPs, does it address the current environment today, etc. and how best to safely handle different, difficult and dangerous situations, how Operators initial response to a problematic matter has impact on the outcome, conduct expected while in uniform on and off the bus.	Director of Operations	ATU Executive, Manager of Operations Administration, D. Savage	3rd Quarter o/s
H/W	9	Fleet - Review procedures relating to Jack Stands and requisite training for same	Ensure policy and program meet best practice including evaluating hoist bays that cannot accommodate jack stands.	Manager of Fleet Operations	D. Wood	2nd Quarter Complete
W	10	Fleet - Radio Communications between Employee and Supervisor/Lead Hand	Develop radio communication plan between Employees accessing roof and Supervisor/Lead Hand to ensure employees and management can communicate effectively and safety. Establish radio communication plan between General Service Employees and Supervisor/Lead Hand while on floor.	Director of Fleet and Facilities	D. Wood	2nd Quarter Complete
H/W	11	Assess impact if/when buses are not communicating to show their location from H&S perspective.	Recently reports have shown when a bus goes on detour they CAD/AVL may not show accurate locations.	Manager of Operations Administration	Supervisor of Service Administration, C. Reath	3rd Quarter Complete
<b>Added for 2023</b>						
H/W	12	Open Door Switch on Buses	Fleet and Facilities to undertake a review of the open door switch to determine its functionality when the bus is in motion.	Director of Fleet and Facilities	R. Howe, M. Stranak	3rd Quarter Complete
H/W	13	Driving buses with Broken Mirrors	Fleet and Facilities to undertake a review of the procedures and related training associated with driving a bus with a broken mirror (return to garage).	Director of Fleet and Facilities	R. Howe, M. Stranak	3rd Quarter Complete
<b>OTHER - Assessment Findings, Trials, etc.</b>						
H/W	14	Follow-up on the Inspector 2022 Trial Period	Trial Period Assessment for additional Inspector and Stationary Locations	Supervisor of Service Performance	Director of Operations, I. Davies	3rd Quarter Complete
H/W	15	Follow-up on the Inspector & Dispatch Review Radio Review/Audit	Operations will conduct an audit and track all issues relating to "dead zones" with the radio system and conduct a hazards analysis including but not limited to the following: were the parties still able to communicate via alternate means, what were the alternate means, what level of risk to parties involved, were other factors present, etc. A checklist will be developed asking those impacted specific questions to assist in the analysis.	Supervisor of Service Performance	Director of Operations, I. Davies	3rd Quarter Complete