

LTC's 2024 Work Program
Occupational Health and Safety

Site	Ref No.	Item	Description	Lead	Support	Target Completion 2024
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.	2024 - continue with the completion of updating the PDDs for Bus Fleet.	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	Ongoing
H/W	3	Human Rights and Diversity, Mutual Respect in the Workplace Review	Annual Review / Update of training and delivery of same.	Director of HR	Manager of HR	Ongoing
H/W	4	Mental Health Strategy	Development of 2024 Workplan items.	Manager of Human Resources	Respective Directors, Wellness Committee	Ongoing
Carryover Items from 2023						
	5	Workplace Violence Prevention Program (WVPP)				
H/W	5a	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. Add for 2024 - develop a module of real life scenarios to educate Operators of best practices and what can happen when not implemented.	Director of Operations	ATU Executive, Manager of Operations Administration, JHSC members TBD	Third Quarter

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NEW for 2024						
H/W	6	Review of First Aid Requirements and enhanced staff training	Review of procedure, with the objective of providing enhanced training, including regular mock drills.	Supervisor of Operations, CS (SC)	JHSC members TBD	First Quarter
H/W	7	Review LTC's process for Guarding Procedures	Objective to review, ensure best practice, educate and conduct refresher on process.	Director of Fleet and Facilities	JHSC members TBD	First Quarter
H/W	8	Operations review injuries relating to Slips, Trips and Fall	Objective to educate and decrease related injuries.	Director of Operations	JHSC members TBD	Second Quarter
H/W	9	Review insect control on buses	Objective to review respective procedures, ensure best practice, educate and train on how to effectively manage same.	Director of Fleet and Facilities	JHSC members TBD	Second Quarter
H/W	10	Review Mobility Securement on board buses	Objective to review, ensure best practice, educate and conduct refresher on process.	Director of Operations	JHSC members TBD	Third Quarter
H/W	11	Job Hazard Analysis for GS and Mechanics	Assess and take action as warranted regarding Class "B" Hazard: A condition or practice with the potential for serious injury or illness (resulting in serious or temporary disability).	Director of Fleet and Facilities	JHSC members TBD	Third Quarter
H/W	12	Develop a campaign on healthy habits in the workplace	Develop campaign to encourage overall healthy habits for all employees.	Director of Operations	JHSC members TBD	Third Quarter