

**LTC's 2025 Work Program - Status  
Occupational Health and Safety**

Site	Ref. No.	Item	Description	Lead	Support	Target Completion 2025
<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.	2025 focus will be on the following projects: ARTIC Bus Restrictions Review, Administration Office Ergonomics Training and ongoing work in Fleet and Facilities, and providing necessary assistance in terms of Operators/Ergo Fits	Manager of Human Resources	Respective department Managers & JHSC	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. 2025 will also include work place injury investigations training and Fleet and Facilities	Each Respective Department	Training Supervisor, Manager of Fleet Administration and Training	Ongoing
H/W	3	Human Rights and Diversity, Mutual Respect in the Workplace Review	Continue with the roll-out of the updated training modules	Director of Human Resources	Manager of Human Resources	Ongoing
H/W	4	Mental Health Strategy	Development of 2025 Workplan items and Policy. Finalized policy approved and to be implemented in 2026	Manager of Human Resources	Respective Directors, Wellness Committee	Ongoing
<b>Carryover Items from 2024</b>						
H/W	5	Review Mobility Securement on board buses	Objective to review, ensure best practice, educate and conduct refresher on process.	Manager of Operations Administration	JHSC	Complete
<b>2025</b>						
H/W	6	Inspector Vehicle Assessment	Assess the best practices relating to the LTC Inspector vans in terms of accessing equipment, and the risk assessment of how equipment, tools are retrieved.	Manager of Operations Administration	JHSC & Supervisor of Service Performance	Complete
H/W	7	Review benefits of joining WSIB Safety Group	Investigate the benefits of joining a WSIB Safety Group.	Director of Human Resources	JHSC	Complete
H/W	8	Review and update of Relief Supervisory training program	Fleet and Facilities Relief Supervisors undergo training bi-annually, the training modules will be reviewed and updated to ensure best practice and the Reliefs have the appropriate skill set to effectively perform in their roles.	Manager of Fleet Administration and Training	JHSC & Manager of Fleet Operations	Complete

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H/W	9	Review of LTC's Defensive Driving training modules	From a H&S perspective a review of the training to ensure it adequately addresses issues faced by Operators	Manager of Operations Administration	Supervisor of Training, Supervisor of Operations Administration MVA & JHSC	Third Quarter / Recommend for Carryover
H/W	10	Review Battery Safety	Review of bus battery shutdown procedures and the transportation of battery powered mobility devices	Manager of Fleet Administration and Training	Manager of Fleet Operations & JHSC	Third Quarter / Recommend for Carryover
H/W	11	Re-Development of WVPP & Advanced Customer Service Training, including the banning expectations	Next steps with respect to the recommendation outlined in 2024 report with the re-development of the requisite programs	Manager of Operations Administration	Training Supervisor, Supervisor Service Performance & JHSC	Third Quarter / Recommend for Carryover
H/W	12	H&S policy and procedural review	Review and update of all H&S Policies, Procedures, followed by an update to the 2020 H&S Employee Manual, 2020 Operations H&S Manual and 2015 Administration H&S Manual	Director of Human Resources	All respective Department Directors, JHSC Committee as a whole	Multi-year program/WIP