

**LTC's 2026 Work Program
Occupational Health and Safety**

Site	Ref. No.	Item	Description	Lead	Support	Target Completion 2026
Annual On-Going Programs						
H/W	1	Human Resources, ergonomics, PDD/PDA, restriction reviews, and training	2026 focus will be on the following projects: ARTIC Bus Restrictions Reviews and completion of ergonomic reports on Tire Shop functions in Fleet and Facilities.	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 requirements (including monthly F&F safety talks and injury reporting). Each department will conduct compliance audits.	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 2026 Workplan items and roll out of Policy.	Manager of Human Resources	Respective Directors, Wellness Committee	Ongoing
Carryover Items from 2025						
H/W	5	Review of LTC's Defensive Driving training modules	From an H&S perspective, review the training to ensure it adequately addresses issues faced by Operators.	Director of Operations - Conventional	Supervisor of Training, Supervisor of Operations Administration MVA, JHSC	Second Quarter
H/W	6	Re-Development of WVPP & Advanced Customer Service Training, including the banning expectations	Proceed with next steps from the 2024/25 recommendations for redevelopment of the programs.	Director of Operations - Conventional	Training Supervisor, Supervisor Service Performance, JHSC	Third Quarter
H/W	7a	Review bus battery shutdown procedures.	Review of bus battery shutdown procedures to ensure safety of all parties, and bus equipment	Manager of Fleet Administration and Training	Manager of Fleet Operations, JHSC	Third Quarter
H/W	7b	Review the transportation of mobility devices that utilize batteries to operate	Review the safety requirements for all parties and bus equipment.	Director of Operations - Conventional	Manager of Fleet Operations, JHSC	Fourth Quarter
H/W	8	H&S policy and procedural review	Review and update all H&S policies and procedures, followed by updates to the 2020 H&S Employee Manual, the 2020 Operations H&S Manual, and the 2015 Administration H&S Manual.	Director of Human Resources	All respective Department Directors, JHSC Committee as a whole	Began in 2025, is a multi-year program/WIP
2026						
H/W	9	Review and assess emergency response protocol for on-road incidents	Review emergency response protocols to ensure reports of potentially high-risk events are managed in accordance with proper H&S procedures.	Director of Operations - Conventional	Supervisor Service Performance, Supervisor of Service Delivery, JHSC	Second Quarter
H/W	10	Review and assess Fleet and Facilities Hoist Training	Redevelop hoist training to ensure it reflects best practices and is tailored to the hoists and equipment used within Fleet & Facilities.	Manager of Fleet Administration & Training	JHSC	Second Quarter
H/W	11	Review the 2015 CISM program.	Ensure the program continues to meet the needs of employees and LTC by aligning with best practices and providing appropriate supports.	Supervisor of Operations, CS	Supervisor Service Training, Director of Operations - Conventional, JHSC	Third Quarter

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H	12	Review and assess Fleet and Facilities exhaust fan in Fleet and Facilities Tire Shop	Evaluate whether the existing exhaust fan in the tire shop is sufficient and identify next steps if improvements are needed.	Manager of Fleet Operations	JHSC	Fourth Quarter