Report:

An Audit of the Municipality of Kincardine’s Health & Safety Program was conducted in 2019 which resulted in an overall audit compliance score of 35.35% based on the WSIB Workwell Standards.

After a fulsome review of the Audit Results and thorough exploration of the current health & safety program, it has been found that the Municipality of Kincardine possesses the necessary components of a Health & Safety Program however, there are elements that need to be updated and better communicated to all staff in order to be in compliance with legislation.

The following updates are components of the Health & Safety Program that have already been addressed in order to improve the program:

Policy Manual Improvements

The current Health & Safety Policy Manual was found to be outdated and missing key policies and procedures required to have an effective health & safety program. A new corporate Health & Safety Policy Manual structure has been proposed and will be updated to include compliance, awareness, training and operational policies and procedures. A number of policies have already been updated and are currently being reviewed by the Joint Health & Safety Committee and the Senior Management Team. Council should expect to start seeing policies for approval in the month of February.

Incident & Accident Investigation Process
The Incident & Accident Investigation process has been updated to standardize the process and the forms to use when investigating a safety incident. The purpose of an incident & accident investigation is to identify root causes and lessons learned to be communicated in order to reduce the risk of reoccurrence. This process has been reviewed by Senior Managers and is currently being reviewed by the Joint Health & Safety Committee and will be brought forward to Council for approval in the near future. Once this process has been approved, all members of the Joint Health & Safety Committee will be properly trained to ensure consistency of reporting.

Hazard Identification & Risk Assessment

The identification of hazards and conducting risk assessments have been completed in order to evaluate if the job or task has the potential to cause harm. Meetings were held with Senior Managers, Supervisors and worker members of the Joint Health & Safety Committee in order to better understand the hazards associated with each job in all departments throughout the Municipality of Kincardine. The risks associated with the hazard have been evaluated and priority has been established based on the risk impact. In order to propose control recommendations and a path forward, further conversations with Senior Managers and Supervisors will be scheduled in the near future. The next step will be to develop Standard Operating Guidelines and Procedures to mitigate the identified risks. Once these documents have been finalized and approved, staff will be trained on these procedures on an ongoing basis.

Safety Communication Plan

It was identified throughout the Audit Report that there is a need for better internal safety communications at the Municipality of Kincardine through all levels of the organization. In order to ensure that all employees are better informed, a communication plan has been developed and portions have already been implemented. The following are examples of communications to be sent throughout the year:

- Weekly Safety Talks - information sent to all staff highlighting an element of on-the-job or off-the-job safety
- Quarterly Management Safety Reports - information on safety incident trending, lessons learned from incidents, outstanding corrective actions to be sent to Senior Managers
- Monthly Update - sending out the JHSC meeting minutes to all workers as well as posting the information on the Health & Safety Boards
- Policy Updates - providing all workers with the information on new safety policies or procedures to ensure their understanding and adherence
With the increased frequency of safety communication, it will give all workers a better understanding of the health & safety program and how to reduce the risk of injury or illness while at work.

**Attachments:** None