



## AGENDA REPORT TO BOARD OF DIRECTORS

MEETING DATE: JANUARY 16<sup>TH</sup>, 2015

Item:	Human Resources/Health and Safety Policy Annual Review
Presenters:	Andrea Klooster, HR Officer
Purpose of Report:	For Approval
Item #:	8a)

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### Recommendation:

Approval of the changes in the attached USC Health & Safety Policies.

### Background:

The USC is committed to providing a healthy and safe work environment for its employees, customers, suppliers, and visitors. We pride ourselves on a strong health and safety culture that permeates all areas of the organization and a program that exceeds most government standards. Much of our health and safety program and approximately 30 policies were developed as a result of a very successful WSIB Workwell Audit that was conducted in 2011.

Our Continuous Improvement Policy was created to highlight the responsibility of the Board of Directors to review and endorse all of the USC health and safety policies. The USC reviews its policies on an annual basis in order to accommodate for legislative updates or operational or procedural changes. These changes are approved by the Joint Health and Safety Committee and brought forth to the Board of Directors for ratification.

### Policies for Approval:

#### 1. Health and Safety Policy

- According to this policy, it must be reviewed and ratified by the Board of Directors and signed off on by the General Manager annually. There are no recommended changes to the policy at this time.

#### 2. Continuous Improvement Policy:

- The recommended change to this policy is that the Joint Health and Safety Committee will consider annually if a workplace hazard assessment conducted by an outside health and safety consulting firm is required. The USC has brought in an outside health and safety consulting firm (Workplace Safety and Prevention

Services) to perform a hazard assessment audit on an annual basis in the past which was necessary to jumpstart our current program. However, the process can be costly and has been deemed unnecessary as the managers of each department are qualified to perform hazard assessments of their areas which they do on a quarterly basis. An assessment by an outside firm should still be performed every few years as a best practice.

**3. Health & Safety Coordinator Policy**

- It is recommended that the Health and Safety Coordinator be the role of the USC's Human Resources Officer as opposed to the Human Resources Generalist.

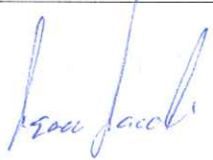

**4. Joint Health and Safety Committee Terms of Reference:**

- It is recommended that the inspection forms that are completed on a monthly basis by the members of the inspection team (one worker rep and one management rep) be forwarded to the Health and Safety Coordinator only. It is not necessary for the forms to be forwarded to the managers as this information is passed on to them by the Health and Safety Coordinator anyways. The Health and Safety Coordinator monitors the inspection schedule so it is not necessary for the Worker Representative to receive a copy either.

**5. Visitor Policy/Visitor Health & Safety Responsibilities**

- As per the Accessibility for Ontarians with Disabilities Act, an additional responsibility for visitors is recommended to be added to the policy. It states that any visitor that requires special assistance in the event of an emergency should notify their host regarding this need. This item should also be added to the Visitor Health & Safety Responsibilities document that visitors to the USC sign off on when they enter the front office area.

**Sign-Offs:**

Board Chairperson Review:	Isaac Jacobi, Chairperson	
USC General Manager Review:	Cathy Clarke, General Manager	
USC President Review:	Matt Helfand	

Managing Director, Corporate and Financial Resources	Carrie Passi	<i>Carrie Passi</i>
USC Human Resources Review:	Karla Pacheco, Human Resources Manager	<i>Karla Pacheco</i>

