



## **AGENDA REPORT TO BOARD OF DIRECTORS**

**MEETING DATE: March 10, 2017**

Item:	HR/Health and Safety Policies Annual Review
Presenters:	Karla Pacheco, Senior Manager, Human Resources
Purpose of Report:	For Approval

### **Recommendation:**

That the Board of Directors approve the policies as attached.

### **Background:**

The USC has always been 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 the fact that we exceed most government standards. Much of our health and safety program and approximately 30 policies were created as a result of a very successful WSIB Workwell Audit that we underwent in 2011. Out of that audit came the Continuous Improvement Policy that highlighted the responsibility of the Board of Directors to review and endorse all of the USC health and safety policies. Certain policies are selected on an annual basis for ratification by the Board either because the Joint Health and Safety Committee has recommended amendments based on legislative updates or operational changes have taken place or the policies simply have come up on the schedule for review.

### **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 annually by the most senior staff members under the Executive. In the past, this was the General Manager position. It is recommended that this be changed to Chief Operating Officer to reflect the current position title. No other changes are recommended to the policy at this time.

#### **2. Harassment, Discrimination, and Violence Prevention Policy and Procedure**

- The Discrimination Harassment and Violence Prevention Policy and Reporting Procedure is an extension of the USC Health and Safety Policy that was born out of

legislation that came into effect in 2009 (Bill 168 of the Occupational Health and Safety Act). It outlines the roles and responsibilities of managers, supervisors, and workers specifically related to discrimination, harassment, and violence in the workplace. A number of changes have been recommended to this Policy and its accompanying Procedure due to additional legislative requirements resulting from Bill 132 or the Sexual Violence and Harassment Action Plan Act that was passed in 2016. HR, the Joint Health and Safety Committee, and legal have reviewed these documents and have recommended the changes noted in the attached Policy and Procedure.

**Discrimination Harassment and Violence Prevention Policy** – recommendations include adding the public as a potential source of workplace harassment, adding the official definition for sexual harassment, and noting that the Policy should be posted in the workplace as required.

**Discrimination Harassment and Violence Reporting Procedure** – recommendations include a confidentiality clause regarding investigation processes and outcomes, time limits for completion of investigations and for the provision of a summary of findings to the complainant, and the addition of information regarding resources available to those who are experiencing discrimination, harassment, and/or violence as outlined in the Policy.

The USC is committed to keeping ahead of the curve when it comes to health and safety and risk management. For this reason, Bill 132 has been included in our HR Orientation and Health and Safety training program since the legislation was passed.

This Policy must also be reviewed and ratified by the Board of Directors and signed off on annually by the most senior staff member under the Executive. Therefore it is recommended that the title of General Manager also be changed to Chief Operating Officer on this document.

### **3. Preventative Maintenance**

- Recommended to change Authority from General Manager to Chief Operating Officer. No other changes to this Policy recommended at this time.

### **4. Pre-Use Inspection**

- Recommended to change Authority from General Manager to Chief Operating Officer. No other changes to this Policy recommended at this time.

### **5. Non Routine Work**

- Recommended to change Authority from General Manager to Chief Operating Officer. No other changes to this Policy recommended at this time.

### **6. Health and Safety Responsibilities of Workers**

- Recommended to change Authority from General Manager to Chief Operating Officer. No other changes to this Policy recommended at this time.

## 7. Lock-Out Tag-Out Policy

- Recommended to change Authority from General Manager to Chief Operating Officer.  
No other changes to this Policy recommended at this time.

### Sign-Offs:

Board Chairperson Review:	Stephen Franchetto, Chairperson	
USC COO Review:	Jeff Armour, Chief Operating Officer	
Student Lead:	Eddy Avila, President	
Staff Lead:	Karla Pacheco, Senior Manager, Human Resources	