TOWN OF MINTO
DATE: March 3, 2020
REPORT TO: Mayor and Council
FROM: Caitlyn Turton, & Greg Mallett, JHSC Co-Chairs
SUBJECT: Annual Health & Safety Review

RECOMMENDATIONS:

THAT Council of the Town of Minto receives the 2020 Annual Safety Update and approves the Health & Safety Policy Statement, MSD Prevention Policy and the Hazard Recognition & Control Policy.

BACKGROUND

On February 12, 2020 the Town of Minto was visited by a Ministry of Labour Officer as part of the Ministry of Labour’s focus on Ergonomic Compliance Reviews for Ontario Employers. The review went well and resulted in several positive recommendations to be implemented by the Town of Minto’s JHSC. The report which is attached focuses on completion of Ergonomic Assessments (which are in the process of being booked) and some changes to our MSD Prevention Policy and Hazard Recognition & Control Policy which have only previously been in draft format. The Ministry of Labour has indicated that there will be an additional physical inspection conducted on the Town of Minto Later this summer. Today we would like to present these policies for your approval as well as provide Council with an annual update on Health & Safety from the 2019 year.

COMMENTS:

2019 Health & Safety Update
The Town of Minto experienced five (5) reported incidents in the 2019 year, four (4) of which were Injury/Illness related and one (1) was due to a Slip, Trip or Fall. These incidents were attributed to the Fire Department two (2), the Recreation Department one (1) and the Facilities Department two (2).
Starting in the 2020 year, the JHSC has incorporated a new standard Incident Report form which will enable the Town of Minto to better track incidents and the required corrective actions. The JHSC has also incorporated a Near Miss Reporting Form to start tracking and proactively mitigating health & safety hazards for Town of Minto Employees.

The Town of Minto currently has 19 WSIB Claims spanning from 1995 to 2019, four (4) of which were lost time incidents. Of the total WSIB claims seven (7) are attributed to the Fire Department, six (6) to the Facilities Department, four (4) to the Roads Department, one (1) to the Wastewater Department, and one (1) to the Recreation Department. The Town of Minto WSIB claims are broken up by incident type as follows: 13 Injury/Illness, two (2) exposure, two (2) musculoskeletal disorder injury, and two (2) slip, trips or falls.

The Town of Minto has proactively signed up for the new WSIB Health & Safety Excellence Program which not only aims to improve workplace safety but optimize processes and provide the Town of Minto with a 2% rebate on premiums per topic implemented. This will be a multi-year project which will provide rebates and once completed result in lower WSIB premiums. Based on a recent Health & Safety Assessment, the first topics to be tackled will be Emergency Prevention & Preparedness, Emergency Response, Health & Safety Training and Health & Safety Accountabilities.
Health & Safety Policy Statement
The Health & Safety Policy (attached) is recommended to be approved by Council and signed by the CAO and the Mayor to clearly identify the commitment to health and safety by the Town of Minto by both Council and Senior Management.

MSD Prevention Policy
The Musculoskeletal Disease Prevention (MSD) Policy (attached) is recommended to be approved by Council to demonstrate commitment to minimizing exposure to MSD hazards and allocation of resources to recognize those hazards as well as put in place suitable controls to protect employees from MSD hazards.

Hazard Recognition & Control Policy
The Hazard Recognition & Control Policy (attached) is recommended to be approved by Council to demonstrate commitment to recognizing hazards in the workplace and ensuring a process is in place to control those hazards.

FINANCIAL CONSIDERATION:
There are sufficient funds in the operating budget for this event.

STRATEGIC PLAN
Mission
Provide cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

Caitlyn Turton
JHSC Co-Chair

Greg Mallett
JHSC Co-Chair

Attachment-3