



TOWN OF MINTO

MEETING DATE: February 4, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2025-005 Annual Health and Safety Update

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report CL 2025-005 Annual Health and Safety Update, prepared by the Deputy Clerk/Manager, People and Culture, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and adopts the Health & Safety Policy Statement and Workplace Violence and Harassment Policy as presented.

BACKGROUND

Continuously improving health and safety performance and building a strong health and safety culture continues to be a key priority for the Town. This report on the Town's health and safety performance is intended to enable the Mayor and Council to monitor the Town's performance.

COMMENTS:

Injury and Incident Statistics

In 2024, there was a 20% decrease in overall claims submitted to the Workplace Safety and Insurance Board (WSIB) from the Town of Minto, with a 100% decrease in lost time injuries (LTIs) relative to 2023. The Town's Lost Time Frequency Rate was 0.0 for 2024, decreased from 1.7 in 2023 and the Lost Time Severity Rate was also 0.0 for 2024, decreased from 8.1 in 2023. The primary contributors for these claims were injuries resulting from slips, trips, missteps, and falls. Actions taken to address identified hazards associated with slips, trips, missteps, and falls include identifying the root cause of the incident, reviewing the information with staff, and determining if a change to standard operating procedures or the current environment is required.

There were no recurrences, or medical aid injuries reported in 2024. In 2024, the Town experienced zero (0) critical or fatal injuries, and zero (0) visits from the MLITSD.

The overall invoiced costs related to the Town's current WSIB firm number decreased from \$170,000 in 2023 to \$156,000 in 2024. This decrease is contributed to the decrease in the number of claims, particularly the Lost-Time Injuries. It is important to note that 2024 marks the first year since 2016 that the Town has seen a decrease in our WSIB costs, The current costs for WSIB are increasing across the province, and this trend is forecasted to

continue due to the regulatory amendment for presumptive legislation and addition of prescribed cancers, which were expanded for coverage retroactive to January 1, 1960.

Key Health and Safety Initiatives

In 2024, the Town focused on the development and review of health and safety policies, protocols and tools for the protection of workers, specifically in the following areas:

- Hearing Conservation
- Risk Assessment
- Incident Investigation & Analysis
- First Aid

Additionally, the Town continued to work on the following:

- Renewal of the Town's Multi-Site Joint Health and Safety Committee Order.
- Creation and Implementation of a new SDS Management System
- MSD Prevention

In 2025, the Town will be focusing on the following initiatives:

- Psychological Health and Safety
- Completion and Implementation of the new SDS Management Software
- Reviewing Health and Safety Objectives
- Workplace Health Promotion
- Workplace Inspection Procedures

Upcoming Provincial Health and Safety Initiatives

In 2024, the MLITSD continued with its Prevention Works Strategy for the future occupational health and safety system for years 2021-2026, and its mission to ensure that every worker goes home safely to their family at the end of the day. The MLITSD used a risk-based process to focus its initiatives which took into account the following:

- Injury, illness, and fatality rates
- Compliance history
- Nature of the work (e.g. inherent job hazards)
- Current events
- Vulnerability of workers
- Strategic priorities
- Advice from stakeholders and workplaces

In 2025, the MLITSD will run a number of workplace compliance campaigns and initiatives. The following campaigns and initiatives may potentially impact the Town:

- Struck by Material, Equipment and Vehicles
- Prevention of Slips, Trips, and Falls
- Material Handling
- Worker Exposure to Chemical Agents in the Workplace
- Workplace Hazardous Materials Information System (WHMIS) Training Based on the Amended Hazardous Products Regulations

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.

Workplace Violence & Harassment Policy

The Workplace Violence and Harassment Policy is a policy that is to be reviewed by Staff and Council annually, to ensure commitment and compliance by staff, Council, and Management.

FINANCIAL CONSIDERATION:

N/A.

STRATEGIC PLAN

Goal 5: Responsible Government

Deliver services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.

Attachment-2

PREPARED BY: Quinn Gorecki, Deputy Clerk/Manager, People and Culture
RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer (CAO)