

**STAFF REPORT: Office of The Chief Administrative Officer**



**REPORT TO:** Council  
**MEETING DATE:** June 14, 2010  
**REPORT NO.:** CAO.10.08  
**SUBJECT:** 2010 Senior Management Team Health & Safety Continuous Improvement Plan  
**PREPARED BY:** Paul Graham,  
Chief Administrative Officer

**A. Recommendation**

**THAT** Council endorse the “2010 Senior Management Team Health & Safety Continuous Improvement Plan” as outlined in Report CAO.10.08.

**B. Background**

In the past several years, The Blue Mountains significantly increased its emphasis on Health & Safety in its operations. With the support of Council, we now have a full time Health & Safety Officer who reports to our Manager of Human Resources. With these two positions supporting the Senior Management Team we have been able to make significant improvements in the delivery of Health & Safety programming and training within our municipal operations.

The Senior Management Team has a practice of discussing Health & Safety at each of our monthly Team Meetings. Recently we decided to establish Health & Safety goals for our Operations Team and thus we present Council with the “2010 Senior Management Team Health & Safety Continuous Improvement Plan”. The Plan is included as Attachment #1 to this Report.

We now ask Council to endorse this 2010 Senior Management Team Health & Safety Continuous Improvement Plan.

**C. The Blue Mountains’ Strategic Plan**

Providing a strong, well-managed municipal government.

**D. Environmental Impact**

None

**E. Budget Impact**

The training and education portion of the 2010 Budget is adequate to fund the implementation of this Continuous Improvement Plan. The members of the Senior Management Team will request other Managers and Supervisors to develop their own strategy for implementing the goals outlined in this Plan.

**F. Attachment**

1. 2010 Senior Management Team Health & Safety Continuous Improvement Plan

Respectfully submitted,

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J.P. (Paul) Graham, P. Eng.  
Chief Administrative Officer  
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## 2010 Senior Management Team Health & Safety Continuous Improvement Plan

### GOALS

- To have at least 50% of the members of the Joint Health & Safety Committee trained as Certified Members within 3 years
- To require Managers and Supervisors to carry a comprehensive review of our Health & Safety checklist at least semi annually
- To reconfirm the Health & Safety responsibilities of every employee through updated Job Descriptions and a new Performance Evaluation Tool within 3 months
- To have the Joint Health & Safety Committee to prepare an annual Health & Safety Trend Analysis complete with a "Score Card" for the review of our Senior Management Team
- To establish a corporate-wide Health & Safety Training Program annually
- To build the expectations that every new Health & Safety Policy will be reviewed with every employee within one month of its approval complete with an employee acknowledgement system
- Upon the receipt of the Workwell Audit results, to develop a strategy to address the audit requirements within one month

Approved by: \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date