

D.3

STAFF REPORT: Occupational Health and Safety



REPORT TO: Council
MEETING DATE: February 11, 2008
REPORT NO.: HS.08.01
SUBJECT: Occupational Health and Safety
Audit - 2007
PREPARED BY: Sarah Hills, Health and Safety
Coordinator

A. Recommendations

THAT Council does hereby receive Staff Report HS.08.01, "Occupational Health and Safety Audit – 2007" for information purposes and further does endorse Occupational Health and Safety best practices throughout the Corporation.

B. Background

On July 21, 2004, the Town received the results of an Occupational Health and Safety Audit as conducted by the Municipal Health and Safety Association (MHSA). The Town received an Actual Compliance score of 13% in this Audit, with a Target Compliance of 50%.

On December 14, 2007 the Town received the results of a second Audit completed by Auditor Ingrid Kalnins of MHSA with an Actual Compliance score of 44.93% against a Target Compliance of 50%. While the Target Compliance was not met, the efforts of a part time Occupational Health and Safety Coordinator and a revitalized Joint Health and Safety Committee (JHSC) contributed to the increased score over 2004.

The MHSA audit incorporates requirements of:
The Ontario Occupational Health and Safety Act (both the Industrial and Construction Regulations); the Workplace Safety and Insurance Act; the Workplace Safety and Insurance Board Work Well Audit; and "best practices" recommended by the MHSA

Sections from the Audit are summarized and attached as follows:

Section One: Introduction

This section introduces the MHSA as well as the purpose and methodology for the Audit.

Section Two: Overview of Health and Safety Audit Results

This section provides an Audit Summary Report on the documentation provided. Documentation requested covered 18 different topics. Documentation provided was 5.7% below target compliance of 50%.

Steve Conn provided the majority of this documentation through his efforts post the 2004 audit, by compiling the OH&S Policy and Procedure Manual for the Corporation.

Section Three: Overview of the Interview Responses from Staff

The audit consisted of 37 interviews covering the same 18 topics as the documentation. This section is divided into separate reports summarizing responses from the various categories of interviews with a compliance rating different for each.

Section Four: Opportunities for Improvement [The OH&S Act, (Construction and Industrial Regulations), Workplace Safety and Insurance Act]

This section notes areas where the Corporation may not be in compliance with the above noted associations. This will be considered in an Action Plan for the Health and Safety Coordinator, the JHSC and the Management to develop and implement.

Section Five: Opportunities for Improvement [WSIB Workwell Audit, Canada Labour Code, MSHA Best Practices]

This section notes areas where the Corporation may not be in compliance with the above noted associations. This will be considered in an Action Plan for the Health and Safety Coordinator, the JHSC and the Management to develop and implement.

Section Six: Opportunities for Physical Site Improvements

This section notes near-future opportunities for improvement in physical site infrastructure. This will be considered in an Action Plan for the Corporation, as a whole to develop and implement.

Section Seven: General Comments

This section notes comments from the Auditor and recommendations as to Town practices and procedures with regard to Occupational Health and Safety.

Section Eight: Action Plan to Improve Health and Safety Management

This section contains the Auditors 10 Priority Recommendations on multiple Audit aspects and presents them as the initial area in which the Corporation is to concentrate.

The Blue Mountains Strategic Plan

Goal: Providing a strong, well-managed municipal government

Strategic Action: Develop and implement Occupational Health and Safety policies. Implement processes for continuous improvement. Develop and encourage innovation and use of best practices by Council and staff.

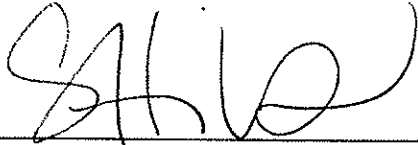
D. Budget Impact

2007 Audit cost of \$6,000.00, funded from 2007 Corporate Administration, Health and Safety Budget.

E. Attached

Municipal Health and Safety Association Health and Safety Audit for the Town of The Blue Mountains: Sections One through Eight inclusive.

Respectfully submitted,



Sarah Hills, Health and Safety Coordinator



INTRODUCTION

The Municipal Health and Safety Association (MHSA) Health and Safety Audit has been developed specifically for organizations in the municipal sector. The MHSA health and safety audit measures indicators that have been shown to be related to injury and illness frequency rates. The MHSA audit incorporates requirements of the Ontario *Occupational Health and Safety Act (OHSA)*, *Industrial, and Construction Regulations*, the *Workplace Safety and Insurance Act (WSIA)* and the Workplace Safety and Insurance Board (WSIB) workwell audit. The MHSA audit also incorporates best practices in safety management. Studies have shown that the psychosocial aspects of work (job satisfaction, job control, and support from others) may be as important as the physical work conditions in reducing some types of injuries. The MHSA audit stresses documentation of the safety management system. Good documentation ensures consistent implementation of a process or procedure, facilitates consistency in the quality and integrity of products and services and can be used as a part of a personnel training program. High-quality documentation results in reduced work effort and improved safety, credibility, and legal defensibility.

Many of the criteria used in the audit that were taken from the WSIB workwell audit require all of numerous components to be present to receive any credit. The WSIB workwell requirements are particularly onerous, and the incorporation of these requirements into the MHSA audit has resulted in an audit in which it is difficult to do well. The MHSA audit will provide a good indication of how the Town of the Blue Mountains would do in a Workwell Audit and will help your organization reach excellence in health and safety.

The MHSA Health and Safety Audit provides your organization with a benchmark of your present health and safety program and indicates areas of opportunity, including specific recommendations for improving the management of your health and safety program. Two themes you will notice in the recommendations are that safety must be integrated into all aspects of the business, and safety must be managed just like any other business function, such as producing a product or service. An inadequate management system leads to poor planning and control. This, in turn, leads to hazardous acts and conditions, poor workmanship, faulty equipment, and poor human relations and working conditions.



Purpose

The purpose of the health and safety audit, conducted by the Municipal Health and Safety Association was to:

1. Provide a system to objectively measure and quantify the management system being used by the Town of the Blue Mountains to prevent accidents, illness and loss.
2. To identify exposures to injury, illness, and loss.
3. To provide a system to guide the development of an effective health and safety management system at the Town of the Blue Mountains.

We commend the management and staff of the Town of the Blue Mountains for their efforts to improve health and safety by using the MHSA audit. The Town of the Blue Mountains has improved significantly over that last few years since the last MHSA audit. MHSA staff is eager to help your organization implement any or all of the opportunities for improvement identified.



Audit Methodology

A detailed health and safety audit was completed on October 16, 22, 25 and 26, 2007 at the Town of the Blue Mountains premises by Ingrid Kalnins.

Documentation concerning the health and safety program of the Town of the Blue Mountains was reviewed and compared to the MHSA audit standards. Interviews of employees selected by the Town of the Blue Mountains were performed. MHSA requested a representative sample of employees covering all departments of the organization. MHSA randomly selected job positions of employees to be interviewed from the different departments of the organization using the organizational chart provided.

The predetermined questions used in the MHSA audit were carefully constructed to permit quantitative analysis. Every effort was made to ensure the questions and auditors did not bias the results. Participants are guaranteed complete confidentiality, and every effort was made to ensure all employees interviewed were comfortable with the process.

Different positions in the organization were asked distinct questions. The approximate time required for the individual interviews is shown below.

Chief Administrative Officer:	1 hour
Management (Department Heads):	3/4 hour
Joint Health and Safety Committee Members	3/4 hour
Supervisors:	3/4 hour
Workers (Inside and Outside):	1/2 hour



The documentation reviewed and the interviews performed covered the following topics:

1. Health and Safety Policy
2. Manager Responsibilities
3. Supervisor Responsibilities
4. Worker Responsibilities
5. Contractor Responsibilities
6. Health and Safety Officer
7. Posted Documents
8. Hazard Identification and Control
9. Standards and Procedures
10. Health and Safety Representative
11. Joint Health and Safety Committee
12. Training
13. First Aid Requirements
14. Health and Safety Inspections
15. Incident/injury Investigation
16. Senior Management Commitment
17. Early and Safe Return to Work
18. Contract Administration

The responses to the review of the documentation and the interviews were entered into a computer-based system designed by MHSA which collated and scored the data. The auditor reviewed and analyzed the data to produce a prioritized action plan that will help the Town of the Blue Mountains continue to reach excellence in health and safety.



Results and Discussion

Please see **section two** (The Town of the Blue Mountains main audit) for an overview of how the Town of the Blue Mountains scored in the documentation part of the audit. Different compliance levels have been specified for each section. The compliance level is set where MHSA believes a municipality should be for an initial audit. This level is fairly low. Meeting the MHSA compliance levels **does not** guarantee a visit by the Ministry of Labour or WSIB will not result in fines or charges. The WSIB workwell audit (applies to schedule 1 employers only) requires a minimum score of 75% to pass.

Section three is an overview of the interview responses from CAO, managers, supervisors, JHSC members and workers (inside and outside).

Section four provides a listing of where your organization may not be in compliance with the Occupational Health and Safety Act, Industrial and Construction Regulations, and Workplace Safety and Insurance Act. Included in this list is a recommendation for improvement. A number of the requirements included in this section are not specifically documented in legislation. However, these requirements may be required to show that the Town of the Blue Mountains has taken every precaution reasonable in the circumstances for the protection of the worker (OHS Act Sec. 25(2)h). The legislation and the rationale for each opportunity for improvement identified are found in appendix one.

Section five is a list of the areas of opportunity for improvement identified in the MHSA audit that are specified by the WSIB workwell audit, Canada Labour Code (for federally legislated firms), and MHSA best practices. The applicable legislation and rationale for each area of opportunity can be found in appendix one.

Section six is a list of the physical site inspection improvements for the Town of the Blue Mountains.

Section seven provides general comments on the health and safety program of the Town of the Blue Mountains.

Section eight is a list in the form of an action plan which contains 10 items the auditor (Ingrid Kalnins) believes the Town of the Blue Mountains should concentrate on to improve its health and safety management system.

Thank you for selecting the Municipal Health and Safety Association to perform your health and safety audit. Please feel free to contact Ingrid Kalnins if you have any questions or comments.

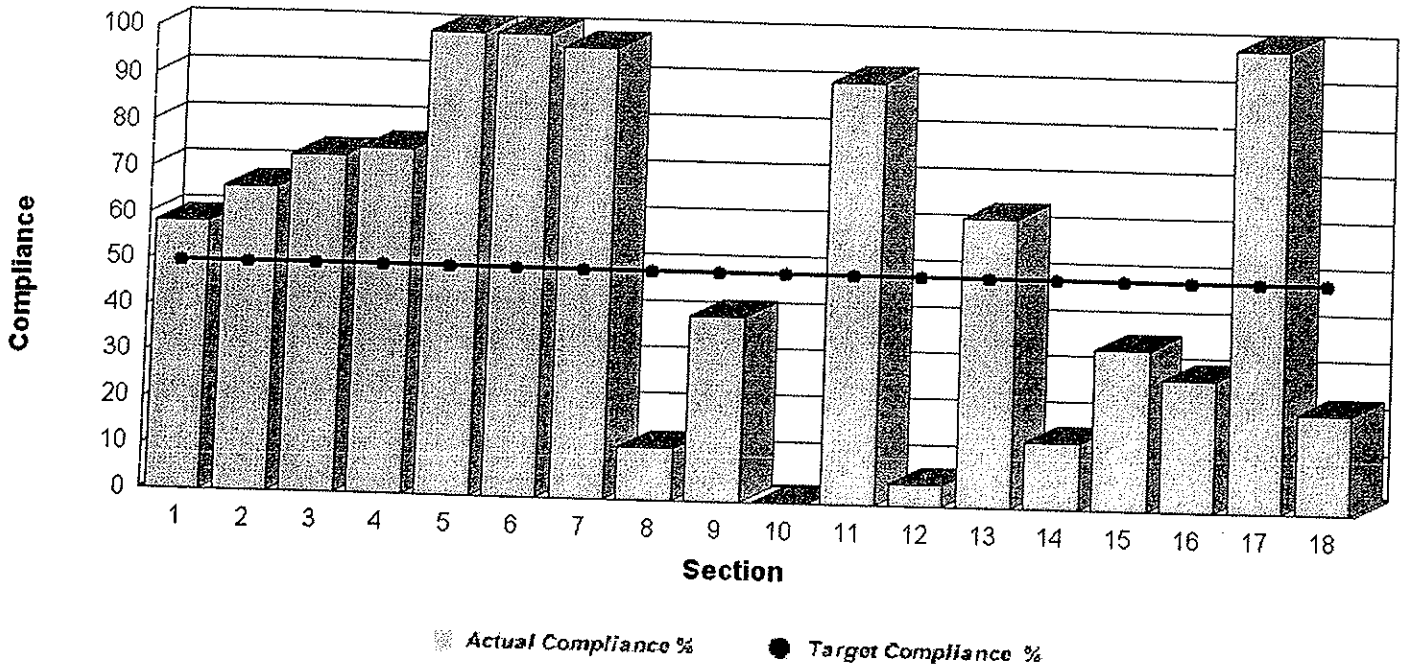


Section Two:
Overview of Health and Safety Audit
Results for
The Town fo the Blue Mountains

Municipal Health and Safety Association
Telephone: (905) 890-2040
Fax: (905) 890-8010
Email: info@mhsao.com

Municipal Health & Safety Association

Audit Summary Report (%)



Location or Area Audited:

blue mtns main

Date: 2007/11/19

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
1	Health and Safety Policy	70.00	120.00	58.33 %	50.00 %	
2	Manager Responsibilities	78.00	118.00	66.10 %	50.00 %	
3	Supervisor Responsibilities	49.00	67.00	73.13 %	50.00 %	
4	Worker Responsibilities	53.00	71.00	74.65 %	50.00 %	
5	Contractor Responsibilities	34.00	34.00	100.00 %	50.00 %	
6	Health and Safety Officer	20.00	20.00	100.00 %	50.00 %	
7	Posted Documents	49.75	51.00	97.55 %	50.00 %	
8	Hazard Identification and Control	7.50	65.00	11.54 %	50.00 %	
9	Standards and Procedures	72.50	180.00	40.28 %	50.00 %	
10	Health and Safety Rep	0.00	10.00	0.00 %	50.00 %	
11	JHSC	105.00	115.00	91.30 %	50.00 %	
12	Training	10.00	212.00	4.72 %	50.00 %	
13	First Aid Requirements	25.00	40.00	62.50 %	50.00 %	
14	Health and Safety Inspections	30.00	206.00	14.56 %	50.00 %	
15	Incident/injury Investigation	35.00	100.00	35.00 %	50.00 %	
16	Senior Management Commitment	10.00	35.00	28.57 %	50.00 %	
17	Early and Safe Return to Work	30.00	30.00	100.00 %	50.00 %	
18	Contract Administration	15.00	70.00	21.43 %	50.00 %	
Totals:		693.75	1,544.00	44.93 %	50.00 %	



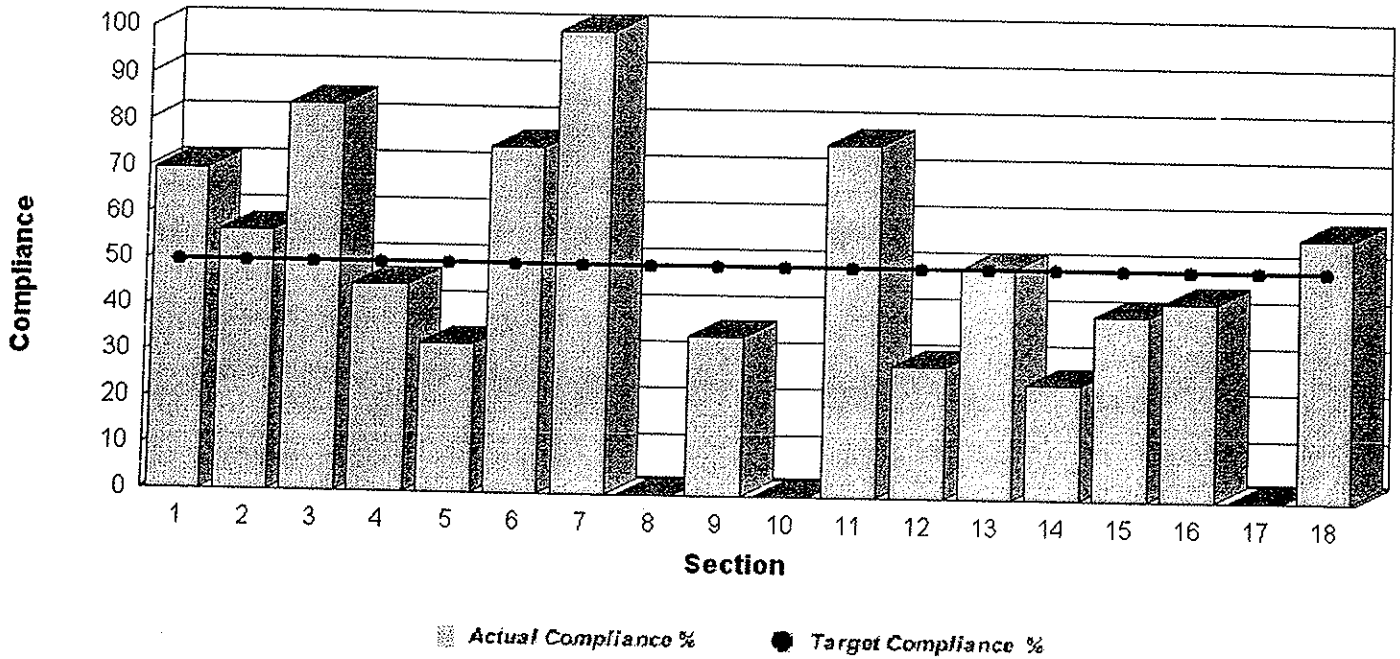


Section Three:

Overview of the Interview Responses from CAO, Managers, Supervisors, the Joint Health and Safety Committee and Workers (Inside and Outside)

Municipal Health & Safety Association

Audit Summary Report (%)



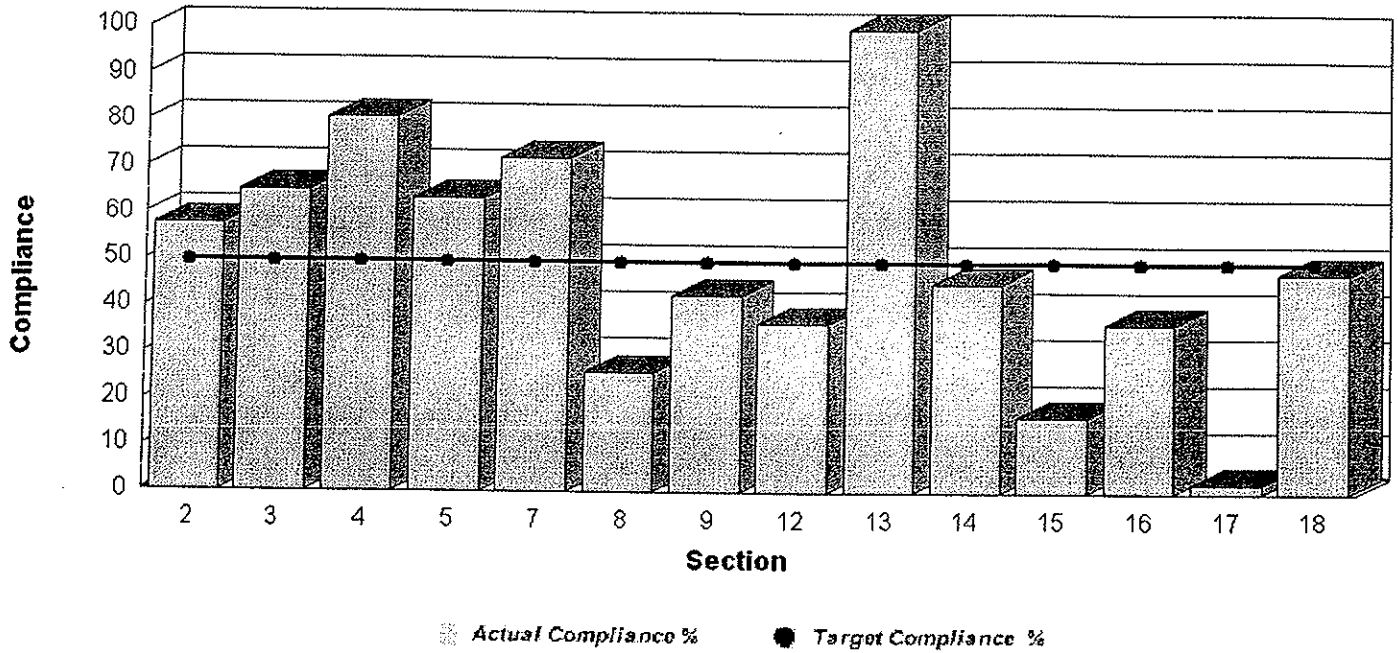
Location or Area Audited: blue mtns CAO

Date: 2007/10/25

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
1	Health and Safety Policy	80.00	115.00	69.57 %	50.00 %	
2	Manager Responsibilities	58.00	103.00	56.31 %	50.00 %	
3	Supervisor Responsibilities	41.00	49.00	83.67 %	50.00 %	
4	Worker Responsibilities	30.00	67.00	44.78 %	50.00 %	<input type="checkbox"/>
5	Contractor Responsibilities	11.00	34.00	32.35 %	50.00 %	<input type="checkbox"/>
6	Health and Safety Officer	15.00	20.00	75.00 %	50.00 %	
7	Posted Documents	10.00	10.00	100.00 %	50.00 %	
8	Hazard Identification and Control	0.00	25.00	0.00 %	50.00 %	
9	Standards and Procedures	36.25	105.00	34.52 %	50.00 %	<input type="checkbox"/>
10	Health and Safety Rep	0.00	35.00	0.00 %	50.00 %	<input type="checkbox"/>
11	JHSC	65.00	85.00	76.47 %	50.00 %	
12	Training	55.00	192.00	28.65 %	50.00 %	<input type="checkbox"/>
13	First Aid Requirements	5.00	10.00	50.00 %	50.00 %	
14	Health and Safety Inspections	30.00	120.00	25.00 %	50.00 %	<input type="checkbox"/>
15	Incident/injury Investigation	40.00	100.00	40.00 %	50.00 %	<input type="checkbox"/>
16	Senior Management Commitment	15.00	35.00	42.86 %	50.00 %	<input type="checkbox"/>
17	Early and Safe Return to Work	0.00	30.00	0.00 %	50.00 %	<input type="checkbox"/>
18	Contract Administration	40.00	70.00	57.14 %	50.00 %	<input type="checkbox"/>
Totals:		531.25	1,205.00	44.09 %	50.00 %	

Municipal Health & Safety Association

Audit Summary Report (%)



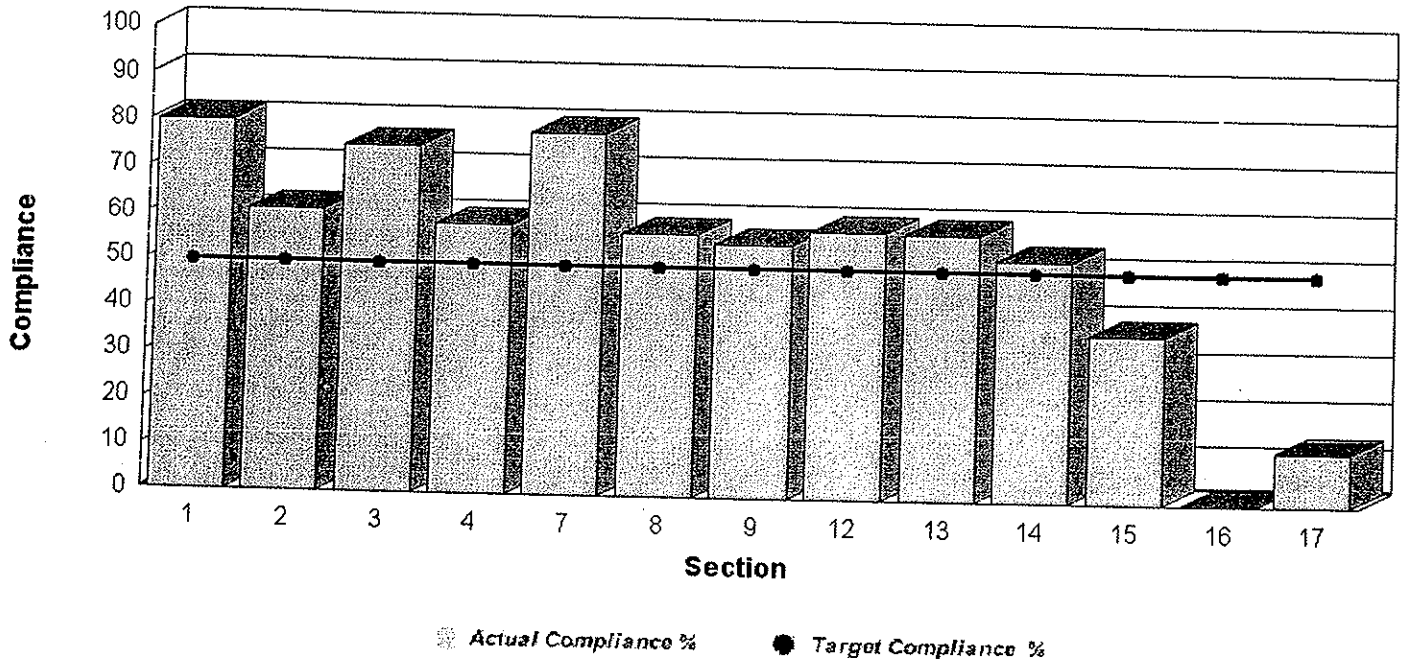
Location or Area Audited: blue mtns manager

Date: 2007/10/16

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
2	Manager Responsibilities	68.10	118.00	57.71 %	50.00 %	
3	Supervisor Responsibilities	43.48	67.00	64.90 %	50.00 %	
4	Worker Responsibilities	16.11	20.00	80.55 %	50.00 %	
5	Contractor Responsibilities	19.59	31.00	63.19 %	50.00 %	
7	Posted Documents	34.65	48.00	72.19 %	50.00 %	
8	Hazard Identification and Control	7.79	30.00	25.97 %	50.00 %	<input type="checkbox"/>
9	Standards and Procedures	38.34	90.00	42.60 %	50.00 %	<input type="checkbox"/>
12	Training	58.30	160.00	36.44 %	50.00 %	<input type="checkbox"/>
13	First Aid Requirements	5.00	5.00	100.00 %	50.00 %	<input type="checkbox"/>
14	Health and Safety Inspections	18.10	40.00	45.25 %	50.00 %	<input type="checkbox"/>
15	Incident/injury Investigation	3.33	20.00	16.65 %	50.00 %	<input type="checkbox"/>
16	Senior Management Commitment	12.78	35.00	36.51 %	50.00 %	<input type="checkbox"/>
17	Early and Safe Return to Work	0.56	25.00	2.24 %	50.00 %	<input type="checkbox"/>
18	Contract Administration	33.34	70.00	47.63 %	50.00 %	<input type="checkbox"/>
Totals:		359.47	759.00	47.36 %	50.00 %	

Municipal Health & Safety Association

Audit Summary Report (%)



Location or Area Audited:

blue mtns supervisor

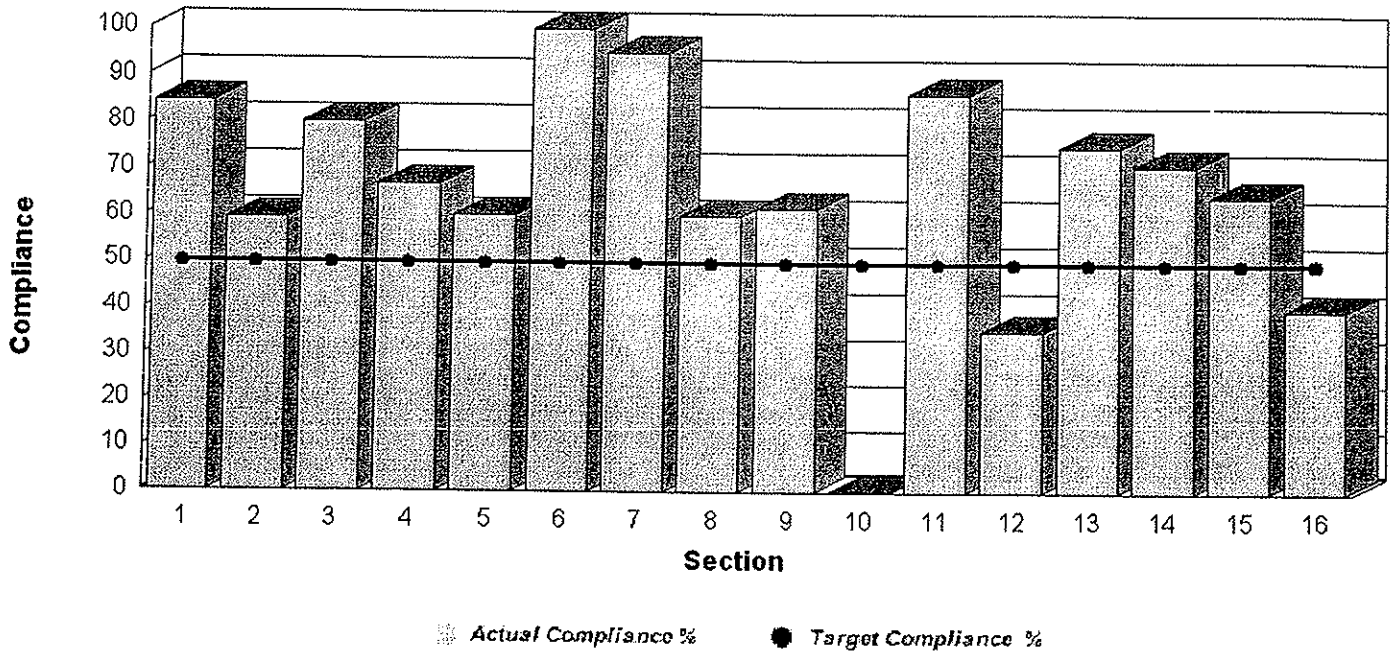
Date: 2007/10/22

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
1	Health and Safety Policy	56.00	70.00	80.00 %	50.00 %	
2	Manager Responsibilities	25.00	41.00	60.98 %	50.00 %	
3	Supervisor Responsibilities	50.20	67.00	74.93 %	50.00 %	
4	Worker Responsibilities	28.60	49.00	58.37 %	50.00 %	
7	Posted Documents	18.00	23.00	78.26 %	50.00 %	
8	Hazard Identification and Control	37.00	65.00	56.92 %	50.00 %	
9	Standards and Procedures	74.00	135.00	54.81 %	50.00 %	
12	Training	81.40	140.00	58.14 %	50.00 %	
13	First Aid Requirements	20.20	35.00	57.71 %	50.00 %	
14	Health and Safety Inspections	108.00	206.00	52.43 %	50.00 %	
15	Incident/injury Investigation	33.00	90.00	36.67 %	50.00 %	
16	Senior Management Commitment	0.00	5.00	0.00 %	50.00 %	
17	Early and Safe Return to Work	3.00	25.00	12.00 %	50.00 %	
Totals:		534.40	951.00	56.19 %	50.00 %	



Municipal Health & Safety Association

Audit Summary Report (%)



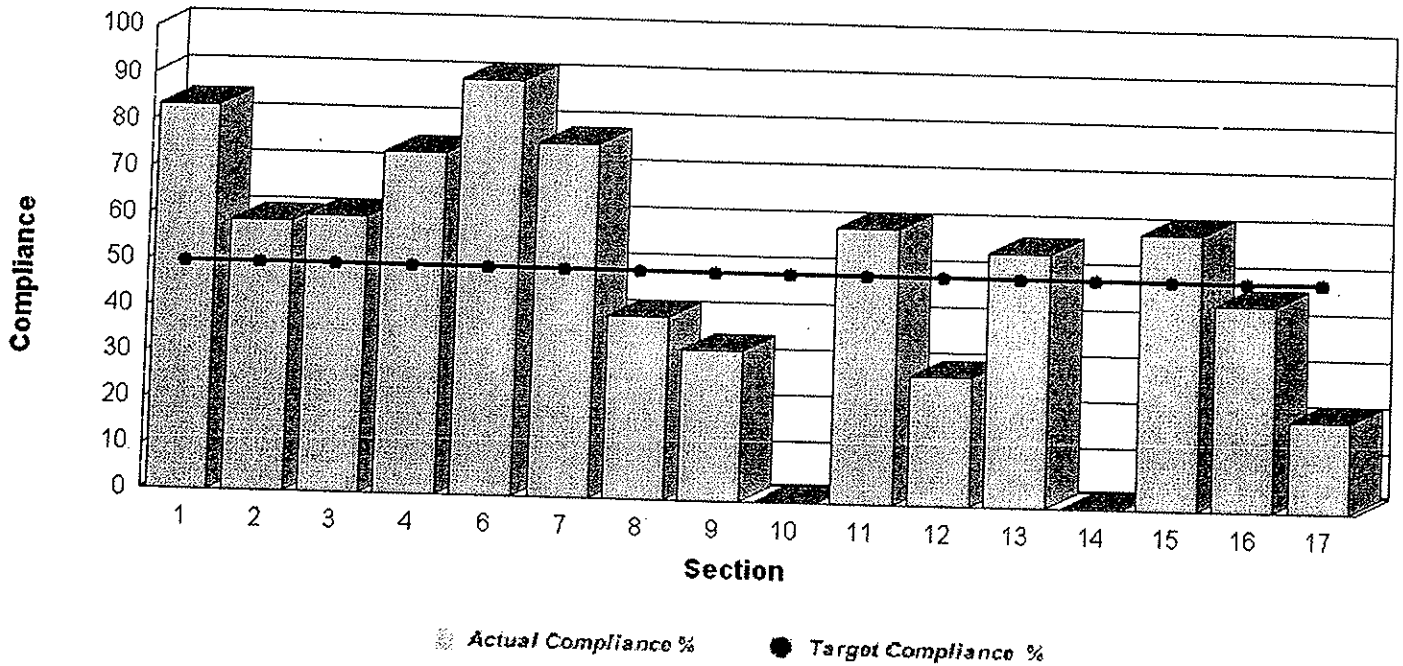
Location or Area Audited: blue mtns JHSC

Date: 2007/10/22

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
1	Health and Safety Policy	76.00	90.00	84.44 %	50.00 %	
2	Manager Responsibilities	36.20	61.00	59.34 %	50.00 %	
3	Supervisor Responsibilities	8.00	10.00	80.00 %	50.00 %	
4	Worker Responsibilities	20.00	30.00	66.67 %	50.00 %	
5	Contractor Responsibilities	0.60	1.00	60.00 %	50.00 %	
6	Health and Safety Officer	10.00	10.00	100.00 %	50.00 %	
7	Posted Documents	19.00	20.00	95.00 %	50.00 %	
8	Hazard Identification and Control	24.00	40.00	60.00 %	50.00 %	
9	Standards and Procedures	37.00	60.00	61.67 %	50.00 %	
10	Health and Safety Representative	0.00	5.00	0.00 %	50.00 %	<input type="checkbox"/>
11	Joint Health and Safety Committee	82.00	95.00	86.32 %	50.00 %	
12	Training	23.20	66.00	35.15 %	50.00 %	<input type="checkbox"/>
13	First Aid Requirements	21.80	29.00	75.17 %	50.00 %	
14	Health and Safety Inspections	32.00	45.00	71.11 %	50.00 %	
15	Incident/injury Investigation	29.00	45.00	64.44 %	50.00 %	
16	Senior Management Commitment	4.00	10.00	40.00 %	50.00 %	<input type="checkbox"/>
Totals:		<u>422.80</u>	<u>617.00</u>	<u>68.53 %</u>	<u>50.00 %</u>	

Municipal Health & Safety Association

Audit Summary Report (%)



Location or Area Audited:

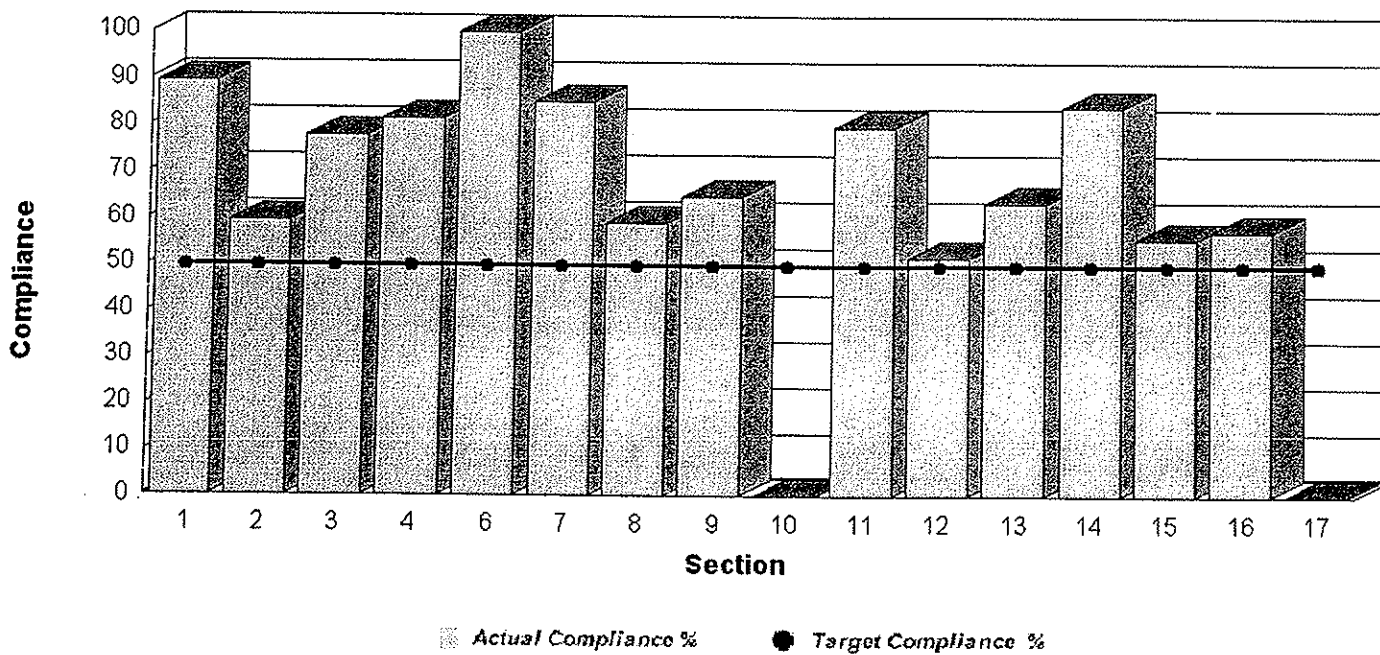
blue mtns inside worker

Date: 2007/10/16

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
1	Health and Safety Policy	71.00	85.00	83.53 %	50.00 %	
2	Manager Responsibilities	37.00	63.00	58.73 %	50.00 %	
3	Supervisor Responsibilities	6.00	10.00	60.00 %	50.00 %	
4	Worker Responsibilities	26.60	36.00	73.89 %	50.00 %	
6	Health and Safety Officer	9.00	10.00	90.00 %	50.00 %	
7	Posted Documents	23.00	30.00	76.67 %	50.00 %	
8	Hazard Identification and Control	16.00	40.00	40.00 %	50.00 %	<input type="checkbox"/>
9	Standards and Procedures	16.50	50.00	33.00 %	50.00 %	<input type="checkbox"/>
10	Health and Safety Rep.	0.00	10.00	0.00 %	50.00 %	<input type="checkbox"/>
11	JHSC	18.00	30.00	60.00 %	50.00 %	<input type="checkbox"/>
12	Training	22.50	80.00	28.13 %	50.00 %	<input type="checkbox"/>
13	First Aid Requirements	13.30	24.00	55.42 %	50.00 %	<input type="checkbox"/>
14	Health and Safety Inspections	0.00	10.00	0.00 %	50.00 %	<input type="checkbox"/>
15	Hazard Identification	6.00	10.00	60.00 %	50.00 %	<input type="checkbox"/>
16	Senior Management Commitment	13.50	30.00	45.00 %	50.00 %	<input type="checkbox"/>
17	Early and Safe Return to Work	3.00	15.00	20.00 %	50.00 %	<input type="checkbox"/>
Totals:		281.40	533.00	52.80 %	50.00 %	

Municipal Health & Safety Association

Audit Summary Report (%)



Location or Area Audited:

blue mtns worker

Date: 2007/10/22

Section	ItemDescription	Total Actual Score	Total Possible Score	Actual Compliance %	Target Compliance %	Compliant?
1	Health and Safety Policy	85.01	95.00	89.48 %	50.00 %	
2	Manager Responsibilities	52.80	89.00	59.33 %	50.00 %	
3	Supervisor Responsibilities	7.78	10.00	77.80 %	50.00 %	
4	Worker Responsibilities	33.33	41.00	81.29 %	50.00 %	
6	Health and Safety Officer	10.00	10.00	100.00 %	50.00 %	
7	Posted Documents	25.55	30.00	85.17 %	50.00 %	
8	Hazard Identification and Control	29.43	50.00	58.86 %	50.00 %	
9	Standards and Procedures	55.07	85.00	64.79 %	50.00 %	
10	Health and Safety Rep.	0.00	10.00	0.00 %	50.00 %	<input checked="" type="checkbox"/>
11	JHSC	23.88	30.00	79.60 %	50.00 %	
12	Training	56.67	110.00	51.52 %	50.00 %	
13	First Aid Requirements	15.21	24.00	63.38 %	50.00 %	
14	Health and Safety Inspections	42.08	50.00	84.16 %	50.00 %	
15	Hazard Identification	5.56	10.00	55.60 %	50.00 %	
16	Senior Management Commitment	17.23	30.00	57.43 %	50.00 %	
17	Early and Safe Return to Work	0.00	15.00	0.00 %	50.00 %	<input checked="" type="checkbox"/>
Totals:		459.60	689.00	66.71 %	50.00 %	



Section Four:

Opportunities for Improvement Regarding Compliance with the Occupational Health and Safety Act, Construction and Industrial Regulations and Workplace Safety and Insurance Act at The Town of the Blue Mountains

Municipal Health and Safety Association
Telephone: (905) 890-2040
Fax: (905) 890-8010
Email: info@mhsao.com

Municipal Health & Safety Association

Non-Compliance by Aspects

Audit Id: blue mtns main

Audit Date: 2007/11/19

Aspects: A-Ministry of Labour Requirement

1-0-2	Is the policy posted where employees can easily access it? No	0.00 / 10.00
1-0-6	Has it been clearly stated that workers have a responsibility to work in accordance with legislation, company policies and procedures? No	0.00 / 5.00
1-0-10	Is there a supporting health and safety program manual to implement the policy? No	0.00 / 10.00
2-0-19	Has it been clearly stated that there is a progressive discipline system for health and safety infractions? No	0.00 / 10.00
3-0-8	Has it been clearly stated that supervisors are held accountable for health and safety, and that performance is to be reviewed annually? 1/2 of requirements	5.00 / 10.00
4-0-7	Has it been clearly stated that for supplied labour there is a progressive discipline system for health and safety infractions. No	0.00 / 10.00
7-0-3	Are all applicable MSDSs accessible to employees on and off site, and less than 3 years old? 3/4 of requirements	3.75 / 5.00
8-0-1	Is there a document that identifies the main activities and hazards for all jobs or occupations? No	0.00 / 5.00
8-0-2	Is there a document that rates hazards for loss potential, and describes the implementation of controls for the health and safety hazards identified? No	0.00 / 5.00
8-0-3	Is there a safe operating procedure for each health or safety hazard identified for loss potential? No	0.00 / 5.00
8-0-6	Is it clearly stated that all controlled products must have WHMIS labels? No	0.00 / 15.00
9-0-3	Has the employer developed and implemented a hazard reporting system? No	0.00 / 15.00
9-0-4	Does the hazard reporting procedure clearly state: when to report, how to report, who should be notified, the hazard rating; what actions ,by whom and when actions are to be taken. No	0.00 / 5.00
9-0-5	Does the employer have an emergency plan for municipal facilities? No	0.00 / 15.00
9-0-6	Does the emergency plan include: emergencies most likely to occur, floor plans, evacuations, exit routes, assembly points, training requirements, responsibilities? No	0.00 / 10.00

Municipal Health & Safety Association

Non-Compliance by Aspects

9-0-7 Is there a complete list of emergency equipment (fire extinguishers, eye wash stations, etc.) and a review process to ensure proper selection, location, inspection, calibration, etc.? No	0.00 / 5.00
9-0-13 Is there a process/procedure for purchases of new equipment, or modifications to existing equipment that requires regulatory compliance and involves the JHSC/Health and Safety Rep, or other appropriate staff? No	0.00 / 5.00
9-0-14 Is it clearly stated that pre-start inspections must be performed for new or modified equipment? No	0.00 / 10.00
9-0-15 Is there a PPE policy/procedure that states who, when, where and what PPE must be worn, and outlines the replacement process and training requirements? 1/2 of requirements	7.50 / 15.00
9-0-19 Is there a policy and procedure that outlines who must be trained in the prevention of falls from heights? No	0.00 / 10.00
10-0-1 Do you have a health and safety representative? No	0.00 / 10.00
11-0-4 Are the workers on the joint health and safety committee selected by the workers, or trade union from the local workplace? No	0.00 / 10.00
12-0-2 Is it clearly stated that all employees receive training in legislated health and safety responsibilities such as right to refuse work, right to participate, right to know? No	0.00 / 5.00
12-0-3 Is it clearly stated that all employees receive training in: the health and safety policy, early and safe return to work obligations? No	0.00 / 4.00
12-0-4 Is generic and workplace specific WHMIS training performed and is there a documented process to review the training? No	0.00 / 10.00
12-0-6 Is there a list of the training required and renewal dates for workers who perform specialized work? (Fall PPE, lift truck, AZ/DZ endorsement, electrician, auto mechanic, crane operator, propane, etc.) No	0.00 / 10.00
12-0-7 Is it clearly stated that all workers are to be trained on manual lifting techniques and the use of mechanical lifting devices. No	0.00 / 10.00
12-0-8 Is it clearly stated that all new, returning, contract, student, supply of labour employees be given a health and safety orientation? No	0.00 / 5.00
12-0-10 Does orientation training include: health and safety policy, employee responsibilities, reporting hazards, reporting injuries, emergency plan, early and safe return to work, OHSA, H&S Rep or JHSC? No	0.00 / 15.00
12-0-11 Is it clearly stated that health and safety orientation training be performed for staff who have been promoted or transferred? No	0.00 / 10.00

Municipal Health & Safety Association

Non-Compliance by Aspects

12-0-12	Is it clearly stated that employees in a new job receive training on hazard controls and procedures for their assigned activities? No	0.00 / 10.00
12-0-16	Is it clearly stated that all staff are to be trained in the emergency plan and the use of rescue equipment? No	0.00 / 10.00
12-0-21	Is it clearly stated that all workers exposed to the hazard of falling from heights must be trained in the use of appropriate PPE? No	0.00 / 10.00
12-0-22	Are there written training and instruction records signed by the instructor for each worker exposed to the hazards of falls from heights? No	0.00 / 10.00
14-0-14	Is there a list of equipment that needs scheduled service (preventive maintenance program)? No	0.00 / 10.00
14-0-19	Is it clearly stated vehicles must be inspected before use (circle checks performed)? No	0.00 / 10.00
14-0-20	Is it clearly stated work equipment must be inspected before use? (eg. chain saws) No	0.00 / 10.00
14-0-21	Is it clearly stated personal protective equipment (PPE) must be inspected before use? (eg. fall protection equipment) No	0.00 / 10.00
14-0-23	Are equipment inspection and maintenance schedules being met? No	0.00 / 10.00
15-0-10	Does the injury/incident investigation procedure include notification of internal (i.e. JHSC/Rep, trade union, and appropriate management), and external (MOL, MOE, or WSIB) parties? No	0.00 / 5.00
15-0-13	Is there a procedure for reporting accidents, illnesses, and spills to the WSIB, MOL, and MOE? 1/2 of requirements	5.00 / 10.00
15-0-15	Are JHSC written recommendations responded to within 21 days? No	0.00 / 10.00



Section Five:

Opportunities for Improvement Regarding Compliance with the WSIB Workwell Audit, Canada Labour Code and MHSA Best Practices at The Town of the Blue Mountains

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Non-Compliance by Aspects

Aspects: C-WSIB Workwell Audit Requirement

2-0-9 Has it been clearly stated that managers are held accountable for health and safety and that employees are to be reviewed annually? (i.e. performance appraisals) 1/2 of requirements	5.00 / 10.00
9-0-16 Is there a policy/procedure that states there must be a pre-work meeting for non-routine work to review activities, hazards, and controls? No	0.00 / 5.00
12-0-1 Is a training needs review performed at least annually? No	0.00 / 20.00
12-0-9 Is someone held responsible and accountable for ensuring that orientation training is done in a reasonable amount of time? No	0.00 / 3.00
12-0-13 Is it clearly stated that all members of the JHSC or H & S Rep, and applicable supervisors are trained in planned health and safety inspections? No	0.00 / 10.00
12-0-14 Is it clearly stated that all members of the JHSC or H & S Rep and applicable supervisors be trained in injury /incident investigation? No	0.00 / 10.00
12-0-15 Is it clearly stated that all of the H&S Representatives or Joint Health and Safety Committee members be trained in their roles, responsibilities, and functions? No	0.00 / 10.00
14-0-1 Do supervisors and managers have a written schedule for inspecting the workplace?. No	0.00 / 10.00
14-0-3 Do the workplace inspections performed by managers and supervisors use a standard recording system that includes: a checklist, employee contacts, description of hazard, and rating of hazard? No	0.00 / 12.00
14-0-4 Do the workplace inspections performed by managers and supervisors have a standard follow-up procedure that includes, assigning responsibility, time frames, evaluation of controls? No	0.00 / 9.00
14-0-7 Are workers and supervisors consulted during the H&S Rep/JHSC inspection, and their names documented? No	0.00 / 5.00
14-0-8 Is the H&S Rep/JHSC inspection report reviewed and initialed by senior management? No	0.00 / 10.00
14-0-9 Does the H&S Rep/JHSC conduct and document a follow-up with the employer regarding its response and actions? No	0.00 / 10.00
14-0-10 Does the employer have a written list of equipment requiring pre-use inspections? No	0.00 / 10.00
14-0-11 Does the employer have a standard recording form for pre-use inspections? No	0.00 / 10.00
14-0-12 Does the employer have a standard form indicating that corrective action is to be taken before the use of substandard equipment? No	0.00 / 10.00

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Non-Compliance by Aspects

14-0-13	Is there documentation to show that management is correcting deficiencies identified? No	0.00 / 5.00
14-0-15	Is there a schedule indicating the frequency of inspections for the equipment listed? No	0.00 / 5.00
14-0-16	Is there a standard recording system for the equipment inspection that includes: parts to be inspected, who, when, and where it was inspected, deficiencies, and action taken? No	0.00 / 5.00
14-0-17	Are the qualifications of the person(s) doing the preventive maintenance inspection defined? No	0.00 / 5.00
14-0-18	Is there a system for reviewing the preventive maintenance program that includes who is responsible and a schedule for reviews? No	0.00 / 5.00
15-0-2	Are the roles of the investigators (management, JHSC/H&SRep and other personnel) identified? No	0.00 / 5.00
15-0-3	Is it clearly stated how an incident/injury should be investigated? No	0.00 / 5.00
15-0-4	Is there a clearly stated procedure for interviewing during an injury/incident investigation? No	0.00 / 5.00
15-0-5	Does the injury/incident investigation procedure include identifying contributing factors such as: People, Equipment, Materials, Environment, and Processes? No	0.00 / 5.00
15-0-7	Does the injury/incident investigation procedure recommend corrective action? No	0.00 / 5.00
15-0-8	Does the injury/incident investigation procedure assign responsibilities for corrective action(s), detail what has been done, and when the actions were completed? No	0.00 / 5.00
15-0-9	Does the injury/incident investigation procedure communicate recommendations to workers and management through: postings, safety meetings, memo, newsletter, or in an injury/incident logbook? No	0.00 / 5.00
16-0-1	Has the senior management team produced a health and safety continuous improvement plan? No	0.00 / 5.00
16-0-2	Does the senior management team review health and safety trends? No	0.00 / 5.00
16-0-5	Does the senior management team integrate health and safety into all aspects of the organization? No	0.00 / 5.00
16-0-6	Does the senior management team regularly encourage health and safety off-the-job activities for all employees? No	0.00 / 5.00
16-0-7	Does the senior management team perform regular workplace inspections? No	0.00 / 5.00



Section Six:
**Opportunities for Physical Site
Improvements at
The Town of the Blue Mountains**

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Table 3

Opportunities for Physical Site Improvements		Probable Root Cause
1	Ensure that all current legislation and posters are posted in the public works yard	
2	At the Waste Water treatment plant, there is a sign posted for everyone to wear hard hat and safety foot wear – however while on tour a worker was not wearing a hard hat	
3	In the Administrative building the HVAC system should be balanced – in some areas the vents are blocked off because of the cold air blowing – this in turn pushes the air elsewhere in the building. There are areas where there is no air movement – hot and stuffy	
4	Look at ergonomics in some workstations. The stations had been set up properly but over time things have been moved	
5	There is a lack of office space and overcrowding – office being set up in storeroom etc.	
6	Ensure that housekeeping is looked after in the administrative building- doorways blocked, boxes stacked in offices etc	
7	The air in the portable was extremely stale.	
8	At arena, it would be advisable to install a warning light outside the bay doors for the Olympia – this machine exits through this door out onto a roadway.	



Section Seven: General Comments

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Comments from the Auditor

In addition to the findings of the Municipal audit, there are a number of specific comments made concerning areas the auditor felt needed to be highlighted. The comments are not identified in any order but do reflect key areas that need to be addressed. The general comments highlight:

- 1) **Commendations:** I would like to commend the Town of the Blue Mountains for having developed many new health and safety policies and program since the last audit in 2003. The Town has made significant progress in this area.
- 2) **Senior Management Team Commitment** – Workplace Health and Safety is first and foremost an executive responsibility and this must be evident in the actions of Senior Managers. To ensure commitment by all workplace parties, health and safety policy and procedure development must be endorsed and promoted by the Senior Management Team. The SMT must endorse the resources and time required to complete compliance issues identified in the 18 modules of the audit. Senior Managers themselves must commit their own time to health and safety activities.
- 3) **Hazard Recognition and Control** – In an attempt to evaluate risk management in the workplace, there must be a concerted effort to establish frequent tasks which have the probability of incurring an accident or serious injury. These frequencies and probabilities will assist to give focus and direction to those charged with the responsibility of implementing a health & safety program.
- 4) **Standards and Procedures** – Standards and procedures must be developed for all jobs and occupations identified as hazardous and have risks for loss potential. This has been started in the several areas, mainly water and wastewater, within the Town but it has to be completed for all other areas, including the Public Works department and administration .
- 5) **Compliance Issues** – specific timeframes must be mapped to dedicate resources and time to ensure that compliance issues are completed as soon as reasonably possible. Time frames will indicate, to the MOL, due diligence by all staff during policy and



procedure development. It is also strongly recommended that the best practice development also be endorsed by the SMT as the next step to compliance.

- 6) **Training** - The Town of Blue Mountains has completed a lot of health and safety training. Inside and outside workers should be trained in health and safety principals and in recognizing, assessing and controlling hazards in their work areas and once the procedures are developed all workered should receive training in these.
- 7) **Joint Health and Safety Committee** - The Town has a Joint Health and Safety Committee that has representation from different workplaces in the Town – administration, water/wastewater, parks and recreation, library, public works and the fire department. Since the fire department has its own Joint Health and Safety Committee, I recommend that the fire department representative not be a member of the town committee. This representative is in a position of conflict since in the fire dept he is an association member and on the Town committee he represents management. It is very important that the JHSC members are selected by the workers. The Town should also apply to the Ministry of Labour for a Multi-worksite agreement once all the policies and programs have been established.



Section Eight:
**Action Plan to Improve Health and Safety
Management at
The Town of the Blue Mountains**

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Table 2

Priority Recommendations	Action by	Target Date	Compl. Date
1	Senior management should promote health and safety (<i>Appendix 1, questions 16-0-1 through, 16-0-3, 16-0-5 through 16-0-7</i>)		
2	Managers should be held accountable for health and safety. (<i>Appendix 1, questions 2-0-15 through 2-0-19</i>)		
3	Supervisors should be held accountable for health and safety (<i>Appendix 1, questions 3-0-12 and 3-0-13</i>)		
4	Workers should be held responsible for health and safety (<i>Appendix 1, questions 4-0-4, 4-0-5, 4-0-7</i>)		
5	Hazard recognition policies and procedures (<i>Appendix 1, questions 1-0-10 and 1-0-11, 8-0-1 through 8-0-8</i>)		
6	Regular workplace inspections should be performed by management. (<i>Appendix 1, questions 14-0-1 through 14-0-4, 14-0-7 through 14-0-24</i>)		
7	Develop health and safety standards and procedures (<i>Appendix 1, questions 9-0-3 through 9-0-8, 9-0-13 through 9-0-19</i>)		
8	Training should be provided to all levels of staff – from senior management to the workers (<i>Appendix 1, questions 12-0-1 through 12-0-16, 12-0-18 through 12-0-23</i>)		
9	Detailed accident/incident investigation procedures should be developed (<i>Appendix 1, 15-0-2 through 15-0-5, 15-0-7 through 15-0-11, 15-0-15</i>)		
10	Policies should be set out to ensure contractor responsibilities (<i>Appendix questions 18-0-2 through 18-0-8, 18-0-10 and 18-0-11</i>)		

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