

Subject: Health and Safety Policy Updates**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0101;

AND THAT Council approve Policies S101-12 and S101-13 as amended;

AND THAT Council approve the following new policies: Employee Injury, Illness, and Incident Reporting and Employee Accommodation Policy.

Background:

Pursuant to Council direction in August, 2020, the Town registered for the WSIB Health and Safety Excellence program. This program is designed to help build health and safety practices and systems that reach a standard of excellence. The five topics selected are Controlling the Hazard (COVID-19), Injury, Illness and Incident Reporting, First Aid, Emergency Prevention and Preparedness, and Return to Work Program Requirements. While the Town has programs in place for each of these topics, they each needed to be enhanced in order to meet the outlined criteria and standards of the WSIB. Evidence must be submitted to the WSIB that demonstrates each topic has been implemented.

For each completed and approved topic the Town earns a rebate in the amount of 2% of its WSIB premiums for the previous year. To date, the Town has submitted and been approved for the work completed to control the hazard of COVID-19 in the workplace. Human Resources, with the assistance of the Joint Health and Safety Committee members, have made a number of updates to existing policies and procedures and will submit the remaining four topics in the coming months. The Town will receive the rebate once all five topics are approved.

Analysis:

A number of policies, procedures, and tools needed to be either created or edited to meet the program's criteria for approval. The Transitional Return to Work Policy

S101-12 has been updated to include clearly established responsibilities of the involved parties, case management processes, and a procedure for evaluating the program on an annual basis. An Employee Accommodation Policy S101-21 has also been developed, outlining the steps required to create an accommodation plan for employees who are temporarily or permanently unable to return to their regular duties following an injury or illness.

The First Aid Policy S101-13 has been updated to identify responsibilities of the employer, management, human resources and the employee in instances of first aid injuries. The policy also references a newly established first aid procedure which includes guidelines to follow in the event of an injury.

The Employee Injury, Illness and Incident Reporting Policy S101-20 has been created to ensure that all work-related incidents are adequately reported, investigated and corrected to prevent reoccurrences. The policy establishes clear expectations for the involved parties and provides requirements for each classification of injury, including appropriate reporting methods, both internally and externally.

Human Resources and the Joint Health and Safety Committee are still in the process of completing the work associated with the Emergency Prevention and Preparedness topic. A policy will be presented to Council once complete.

Financial Considerations:

The Town paid an initial sign-up fee of \$1,000 to the Public Services Health and Safety Association which is responsible for providing support through this process and the resources necessary to complete each topic successfully. Based on the 2020 WSIB premium amount of \$202,278, each completed topic will receive a rebate of \$4,046 for a total rebate of \$20,230. In addition to this direct monetary benefit, the Town has the potential to save additional dollars by creating a safer workplace and reducing the risk of WSIB claims. Improving the Town's claims experience has the potential to lower our premium rates in the future.

Alternatives Reviewed:

Alternatives were not reviewed, as the Town has committed to completing this work by August 2021.

Strategic Plan Relationship: Risk Management

Participation in the WSIB Health and Safety Excellence program demonstrates the Town of Pelham's commitment to the continual improvement of its health and safety culture and ensuring the wellbeing of staff.

Consultation:

The Payroll Clerk provided the total annual WSIB premium amount for 2020 needed to calculate the rebate to be received for each approved topic submission.

Other Pertinent Reports/Attachments:

- Transitional Return to Work Policy S101-12
- First Aid Policy S101-13
- Employee Injury, Illness and Incident Reporting Policy S101-20
- Employee Accommodation Policy S101-21

Prepared and Submitted by:

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