



Staff Report

Report Title: Health and Safety 1st Quarter Report 2021

Prepared By: Tracey Howe, Admin Assistant Public Works

Department: Chief Administrative Officer

Date: Apr. 7, 2021

Report Number: CAO-2021-04-15

File Number:

H04 HEA 21

Attachments:

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole receives for information Report Number CAO-2021-04-15, as prepared by Tracey Howe, Administrative Assistant Public Works

Background:

The following report covers the period of January 1 – March 31, 2021.

Discussion:

COVID-19: Public Health recommendations continue to be monitored and followed with various policies and procedures in place to mitigate the health concerns.

Training: All staff participated in health and safety training during the quarter. The By-Law Relief Officer received Orientation training on February 25th.

Inspections: Regular monthly inspections were performed at Township facilities. The process for inspecting portable fire extinguishers will be revised.

Manuals: The Occupational Health & Safety Policy and Procedure manual was updated to include training forms HKHS030 – Employee Orientation, HKHS031 – CS Equipment Specific, HKHS032 – PW Equipment Specific, and HKHS033 – Admin Equipment Specific to standardize training records.

Joint Health & Safety Committees: The JHSC for regular Township staff met each month and the JHSC for the Ripley-Huron Fire Department met for a quarterly meeting.

Healthy Workplace Challenge: Nine teams of two people each participated in the 2021 Healthy Workplace Challenge from February 8th to 19th. The teams accumulated points for exercise, healthy eating, and a good night's sleep.

Financial Impacts:

To comply with the Occupational Health and Safety Act, as well as Regulations under the Act, and other Acts, and to keep workers safe on the job, health and safety is an ongoing expense included in the 2021 operating budget.

Strategic Alignment / Link:

We are an accessible community by being open and transparent.

Respectfully Submitted By:

Tracey Howe, Admin. Assistant Public Works/Health & Safety Coordinator

Approved By:

Mary Rose Walden, Chief Administrative Officer