



Report
Staff Report
The Corporation of the City of Brampton
10/23/2024

Date: 2024-09-26

Subject: **Annual Review of Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies**

Contact: Cynthia Ogbarmey-Tetteh, Director, Human Resources

Report number: Corporate Support Services-2024-794

RECOMMENDATIONS:

1. That the report from Cynthia Ogbarmey-Tetteh, Director, Human Resources to the Committee of Council Meeting of October 23, 2024, re: **Annual Review of Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies**, be received;
2. That the updated, Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies, as set out in Attachment 1, Attachment 2, and Attachment 3 respectively, be approved;
3. That staff be authorized to implement and administer the policies; and
4. That the Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies, CW 293-2023, dated September 13, 2023 be respectively rescinded.

OVERVIEW:

- The annual review of the Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies ensures compliance with the *Occupational Health and Safety Act (OHSA)* and provides the opportunity to incorporate best practice and feedback from workplace parties and subject matter experts on an ongoing basis.
- The Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies have been updated and continue to demonstrate the City's commitment to a safety culture and workplace free from harassment and violence.

- **There is no financial impact resulting from the adoption of the recommendations in this report.**

BACKGROUND:

The Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies were reviewed and approved by Committee of Council in 2023 (CW293-2023). These policies respectively set out roles and responsibilities that:

- establish the internal responsibility system – a partnered approach between the City, supervisors and employees to ensure a safe and healthy workplace;
- address *Ontario Human Rights Code* harassment and discrimination, *Occupational Health and Safety Act* (OHSA) workplace harassment provisions (including sexual harassment), and OHSA provisions relating to workplace violence; and
- prevent workplace harassment and violence for the protection of employees.

These policies demonstrate the City of Brampton’s commitment to a psychologically and physically safe and healthy work environment, a workplace free of violence and harassment, and regulatory compliance for a safe and healthy workplace.

The OHSA requires the City of Brampton to review and maintain these policies annually, and the policies are supported by standard operating procedures (programs).

CURRENT SITUATION:

The Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies provide the cornerstones for health and safety at the City. The City conducts an annual review of the policies as required under the OHSA. The current effective date on the policies is September 13, 2023.

For the 2024 annual review cycle, the Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies have been reviewed, in consultation with the:

- Joint Health and Safety Committees (JHSCs)
- Equity Office
- Corporate Policy and Standards
- Internal Legal Counsel

As the policies are reviewed annually, the standard operating procedure that supports the Respectful Workplace and Workplace Violence Prevention policies are under review and will align with the policies’ intent.

CORPORATE IMPLICATIONS:**Financial Implications:**

There is no financial impact resulting from the adoption of the recommendations in this report.

Other Implications:

There are no other implications associated with this report.

STRATEGIC FOCUS AREA:

This report aligns with the strategic focus areas of Government & Leadership, focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency in addition to Health & Well-being, focusing on citizens' belonging, health, wellness, and safety.

CONCLUSION:

The report seeks approval from Council on the Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies to demonstrate the City's commitment to fostering a healthy workplace through a safety culture. Council's approval of the policies also ensures the City's compliance with the *Occupational Health and Safety Act* that requires annual review of these policies.

Authored by:

Reviewed by:

Lisa Dunlop
Manager, Health, Safety & Wellness

Cynthia Ogbarmey-Tetteh
Director, Human Resources

Approved by:

Approved by:

Alex Milojevic
Commissioner, Corporate Support
Services

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Attachment 1 – Occupational Health and Safety Policy HRM-110 2024
- Attachment 2 – Respectful Workplace Policy HRM-150 2024
- Attachment 3 – Workplace Violence Prevention Policy HRM-120 2024