

Date: 2021-03-24

Subject: HR Policy Modernization: Updates to Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention Policies

Contact: Sandeep Aujla, Director, Human Resources Division

Report Number: Corporate Support Services-2021-332

Recommendations:

1. That the report from Sandeep Aujla, Director, Human Resources Division, Corporate Support Services, dated January 25, 2021, to the Committee of Council of February 03, 2021, re: **HR Policy Modernization: Updates to 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 Appendix A, Appendix B, and Appendix C, respectively, to the subject report 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Respectful Workplace and Workplace Violence Prevention policies, C424-2019, CW470-2019, dated November 20, 2019 be rescinded.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 feedback from workplace parties and subject matter experts into updated versions.
- All three (3) policies have been updated and continue to demonstrate the City's commitment to a culture of safety and civility, and a workplace free of harassment and violence.

Background:

The Occupational Health and Safety, Respectful Workplace, Workplace Violence Prevention policies were reviewed and approved by Council in 2019 (C424-2019, CW470-2019). These policies set out roles and responsibilities that:

- Establish the internal responsibility system – a partnered approach between the City, leaders and employees to ensure a safe and healthy workplace;
- Address *Ontario Human Rights Code* harassment and discrimination, OHSA workplace harassment provisions and OHSA provisions relating to sexual harassment; and
- Prevent workplace violence and to ensure 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 *Occupational Health and Safety Act* (OHSA) requires the City of Brampton to review and maintain these policies annually, and the policies are supported by Standard Operating Procedures and programs.

Current Situation:

The Occupational Health and Safety, Respectful Workplace and Workplace Violence policies provide the cornerstones for health and safety at the City.

Building on the work from 2019, and as part of modernizing Human Resources' policies, all three policies have been updated (as attached to the subject report) based on consultation with the Corporate Leadership Team, Joint Health and Safety Committees (JHSCs), and Corporate Policy Team.

Key changes to the policies:

- Included essential annual review of the policies by employees;
- Updated definition of workplace to reflect applicability of policies when working remotely;
- Added requirement to ensure employees area is able to access digitized versions of the policies; and

Required posting of the Respectful Workplace Statement of Commitment in areas accessible to the public.

Corporate Implications:

Financial Implications:

There are no new financial implications associated with implementation and administration of the policies, including training programs to support the policies. Training costs are borne through the training budget in Human Resources and/or the operating department.

Other Implications:

There are no other implications associated with this report.

Term of Council Priorities:

This report supports Brampton being a Well-Run City through continuously improving the day-to-day operations of the City through policy modernization. It also supports Brampton being a Healthy & Safe City through promoting a culture of safety and civility.

People are our focus. It takes people to move the Brampton 2040 Vision, Term of Council Priorities and our City forward. A psychologically and physically safe and healthy work environment enables a diverse, engaged and compassionate workforce that is able to do their best work in serving Brampton's citizens.

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 culture of safety and civility, and a workplace that is free from violence and harassment. In light of the global pandemic, even more critical than ever is keeping employees safe and healthy – this is part of the City of Brampton's plan to invest in our people, and to ensure safer workplaces today and in the future.

Authored by:

Reviewed by:

Omair Shahzad
Senior Manager, Talent and Organization
Development

Sandeep Aujla
Director, Human Resources
[Manager/Director]

Approved by:

Submitted by:

Michael Davidson
Commissioner, Corporate Support
Services

David Barrick
Chief Administrative Officer

Attachments:

Occupational Health and Safety Policy
Respectful Workplace Policy
Workplace Violence Prevention Policy