

Date: 2022-05-16

Subject: **Annual Review for Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention Policies**

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Report Number: Corporate Support Services-2022-549

Recommendations:

1. That the report titled: **Annual Review for Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention Policies**, to the Committee of Council Meeting of May 25, 2022 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 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Respectful Workplace, and Workplace Violence Prevention policies, C082-2021, dated March 24, 2021 be respectively rescinded.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 a workplace free of violence.
- With the introduction of the City of Brampton's Equity Office and receipt of the Anti-Black Racism (ABR) report findings and recommendations, a fulsome

review of the Respectful Workplace policy will occur later this year. The policy, procedure and process will address the ABR recommendations and ensure equity, diversity and inclusion best practice are further applied.

- The updated Respectful Workplace policy will be advanced to Council for approval on or before year-end.

Background:

The Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies were reviewed and approved by Council in 2021 (C082-2021).

These policies respectively 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
- prevent workplace violence and 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 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 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.

For the 2022 annual review cycle, the Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention policies have been reviewed and updated (refer to attached Appendices), in consultation with the:

- Joint Health and Safety Committees (JHSCs)
- Equity Office
- Corporate Policy Team
- Human Resources

Corporate Leadership has reviewed and approved these policies prior to advancing to Committee of Council for approval.

The Respectful Workplace policy however will undergo a more fulsome review in light of the introduction of the City of Brampton's Equity Office and receipt of the Anti-Black Racism (ABR) report findings and recommendations before year-end. The fulsome review will cover the policy, standard operating procedure and process document. At the conclusion of the review, an updated Respectful Workplace policy will be advanced again to Council for approval before year-end.

The annual review taken at this time addresses some of the ABR report recommendations and meets the Ministry of Labour Training, Skills and Development (MLTSD) requirement under OHSA. Key changes in this Respectful Workplace policy include:

1. inclusion of the Issue Resolution Process document
2. inclusion of the definition of investigation and how violation of policy is determined
3. expansion on the definition of reprisal

Please refer to Appendix D for a summary of key changes by policy.

Corporate Implications:

Financial Implications:

There are no new financial implications associated with 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.

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 servicing Brampton's citizens well.

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 and a workplace that is free from violence. 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.

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Attachments:

Appendix A – Occupational Health and Safety Policy

Appendix B – Respectful Workplace Policy

Appendix C – Workplace Violence Prevention Policy

Appendix D – Summary of Key Changes by Policy