

**Date:** 2023-02-08

**Subject:** **Health and Safety Audit Report 2022**

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**Report Number:** CAO's Office-2023-173

**Improvement Required**

**Recommendations:**

That the report titled: Health and Safety Audit Report 2022, to the Audit Committee Meeting of February 21, 2023, be received.

**Executive Summary:**

The report highlights process gaps in Health and Safety in the areas of; inspections, incidents, training and reporting statistics.

The overall audit was rated as **“Improvement Required.”**

The audit noted the following strengths relating to controls and processes around Health and Safety;

- Health and Safety responsibilities of workers, supervisors and senior leaders is formally documented and communicated across all departments.
- Provincial legislation within the Occupational Health and Safety Act (OSHA) has been integrated into policies and activities.
- Comprehensive safety/training programs are in place at the department level for Fire, Transit, Community Services and Public Works and Engineering.
- Online Talent and Learning Management System (TLMS) supports e-learning and maintains records of training certificates.
- Supervisor report of employee accident (SREA) contains proper acknowledgment and sign off by Management.

The issues and associated management action plans are detailed in the body of the audit report located in **Appendix 1: Health and Safety Audit 2022 Report.**

See **Appendix 2** and **Appendix 3** for the criteria for rating findings and audit report rating.

**Internal Audit discussed the following improvement opportunities with Health and Safety:**

Process	Finding	Rating
1. Joint Health and Safety Committee inspections	Monthly Joint Health and Safety Committee inspections are not always completed. The percentage of inspection completion ranges from 75% to 96% across the six committees with the average completion rate being 83%.	P2
2. Reporting Health and Safety Statistics	<p>There is a number of key health and safety statistics that are currently not being reported such as;</p> <p>Top 5 types of accidents            Top 5 causes of accidents            # of critical injuries            Total lost days            Ministry of Labour Orders            Number of work refusals</p>	P2
3. Health and Safety Training Courses	Required health and safety training is not always completed. City wide, the overall completion rate for the three mandatory health and safety courses was only 56% in 2022.	P2
4. Health and Safety Processes	<p>Processes for health and safety activities are not consistent across the City. Some process steps are automated while the same process in another division or department is completed manually, such as;</p> <p>a) Incident Reporting            b) Risk Assessments            c) Inspections Reporting</p>	P2
5. Standard Operating Procedures (SOP's)	Standard operating procedures are not current. Out of approximately 20 SOP's, five of them have a "Review Date" from 2012 or 2013. The other SOP's were created in 2018, however have not been reviewed since.	P2
6. Incident Data	Incident data is not always entered into the City's database for compiling incident statistics, in a timely manner.	P2

These issues and associated management action plans are discussed in more detail in **Appendix 1**. These issues are rated as per the criteria described in **Appendix 2**.

**Conclusion:**

The objective of this engagement was to evaluate the effectiveness of the City's Health and Safety framework, identify strengths and weaknesses, and provide recommendations for improvement. It was determined that all core elements of an effective health and safety framework are in place, however, improvement is required in the performing, reporting and monitoring of certain processes.

The overall report rating is determined per the audit report rating criteria explained in **Appendix 3**.

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Chief Administrative Officer

**Attachments:**

Appendix 1: Health and Safety Audit Report 2022

Appendix 2: Criteria for Evaluating Audit Findings

Appendix 3: Criteria for Audit Report Rating