

Date: 2023-08-11

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

Contact: Cynthia Ogbarmey-Tetteh, Director, Human Resources

Report Number: Corporate Support Services-2023-706

Recommendations:

1. That the report from Cynthia Ogbarmey-Tetteh, Director, Human Resources to the Committee of Council meeting of September 6, 2023 titled: **Annual Review of the Occupational Health and Safety, Respectful Workplace, and Workplace Violence Prevention Policies**, be received;
2. That the updated, Occupational Health and Safety, Respectful Workplace, and the 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Respectful Workplace, and Workplace Violence Prevention policies, CW 271- 2022, dated June 01, 2022 be respectively rescinded.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.

Background:

The [Occupational Health and Safety](#), [Respectful Workplace](#), and [Workplace Violence Prevention](#) policies were reviewed and approved by Committee of Council in 2022 (CW271-2022). 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, *Occupational Health and Safety Act* (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 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 June 1, 2022.

For the 2023 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 Team
- Internal Legal Counsel

As the policies are reviewed annually and are current, no significant changes have been made to them at this time. However, the standard operating procedure that supports the Respectful Workplace policy is currently undergoing review by the Human Resources Division and Equity Office to include a clear complaint and triage process. Any changes made to the standard operating procedure will inform changes to the Respectful Workplace policy that again will be advanced to Council for approval.

Corporate Implications:

Financial Implications:

There are no new financial implications associated with training programs to support the policies. Training costs are borne through the Corporate training budget in Human Resources.

Other Implications:

There are no other implications associated with this report.

Strategic Focus Area:

This report supports Government and Leadership focusing on service excellence through policy modernization that ensures equity, effectiveness, accountability and transparency.

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. 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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Reviewed by:

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Approved by:

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Approved by:

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Chief Administrative Officer

Attachments:

- Appendix A – Occupational Health and Safety Policy

- Appendix B – Respectful Workplace Policy
- Appendix C – Workplace Violence Prevention Policy