Minutes – Executive Policy Committee – September 17, 2014

AUDIT COMMITTEE

Minute No. 547 Workplace Safety Audit – November 2013

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee, in its capacity as the Audit Committee, concurred in the recommendation of the Winnipeg Public Services, as amended, and recommended to Council:

1. That the Workplace Safety Audit dated November 2013 be received as information.

2. That an Annual Report be submitted to Council within 6 months of the previous year-end.

DECISION MAKING HISTORY:

Moved by Deputy Mayor Swandel,

That the recommendation of the Winnipeg Public Service be concurred in, with the following amendment:

- Add Recommendation 2:

  "2. That an Annual Report be submitted to Council within 6 months of the previous year-end."

and forwarded to Council.

Carried

Audit Department Report
Workplace Safety Audit – November 2013

The audit of *Workplace Safety* was added to the 2011-2014 Audit Plan at the request of the Director of CSS and was endorsed by Council.

Why audit Workplace Safety:

1. 103,790 lost hours to workplace safety incidents in 2012
2. $9.0 million in Workers Compensation costs in 2012 (32% increase from 2011)
3. Strain and sprains are the largest type of injury representing 67% of total injuries in 2011
4. City's Loss Time Injury Frequency rate was 7.4 in 2012 and has been stable over last 5 years – City's rate is 38% higher than the Province of Manitoba as calculated by Workers Compensation Board despite City's efforts and increased focus on workplace safety

What did we audit:

The audit focused on two main objectives:

1. To determine the effectiveness and efficiency of the workplace safety program at the organizational and departmental level.
2. To determine the adequacy and completeness of the workplace safety performance information.

The audit covered the period January 1, 2008 to December 31, 2012.

What was working well:

1. City at both the organizational level and departmental level have developed and implemented components of a comprehensive safety program.
2. The Administrative Standard HR-010 Organizational Safety Governance (Administrative Standard HR-010) provides the governance framework for the workplace safety program for the City.

Areas for improvement:

1. The roles and responsibilities outlined in the Administrative Standard HR-010 and the protocols and procedures need to be better communicated
2. A complete set of minimum safety standards needs to be established. These minimum safety standards should address qualifications, training and the monitoring and reporting of compliance with the Act.
3. The oversight role, at both the organizational and departmental level, needs to be expanded and strengthened to ensure the established minimum safety standards are being met.
4. The current performance information is not adequate to monitor the City's compliance with the Workplace Safety and Health Act and effectiveness of the organizational and departmental safety programs.

What are the key recommendations:

1. Ensure Administrative Standard HR-010 is re-communicated to all organization and departmental leaders with emphasis put on the respective roles and responsibilities and further defining the expectations for oversight
2. Establish a more comprehensive set of minimum safety standards for the organizational safety program to be implemented in all departments to monitor compliance with the Workplace Safety and Health Act.
3. Establish minimum standards for the type of information to be collected and reported, guidance for data integrity and reporting mechanisms to ensure the right staff receive the right information at the right interval to allow the departments and the organization to proactively manage the performance and cost of the safety programs throughout the City.
4. Require regular reporting of safety performance information by the departmental human resource leaders to the Organizational Safety Branch. Departmental human resource leaders should work with departmental safety resources, where applicable, and their Department Heads to ensure organizational safety initiatives are implemented and performance information reported to demonstrate the departments' compliance with the Workplace Safety and Health Act.

Audit Department Report
Workplace Safety Audit – November 2013

Policy

The report is being submitted in accordance with the City Organization By-law 7100/97 section 19(d)(iv) that the Audit Committee will "Receive and review audit reports, and table such reports with its recommendations at a regular meeting of Executive Policy Committee."

Recommendation:

That the Executive Policy Committee, in its capacity as the Audit Committee, receive as information the Workplace Safety Audit dated November 2013.

Attachment – Workplace Safety Audit November 2013



Workplace Safety Audit