

LTC's 2024 Work Program - Status
Occupational Health and Safety

Site	Ref. No.	Item	Description	Lead	Support	Target Completion 2024	Status
Annual On-Going Programs							
H/W	1	Human Resources, with external consultants assistance; performs ergonomics assessments, physical demands descriptions (PDD / PDA), design reviews, restriction reviews, training, to reduce work related musculoskeletal disorders.	2024 - continue with the completion of updating the PDDs for Bus Fleet.	Manager of Human Resources	Respective department Managers, JHSC (TBD based on projects)	Ongoing	WIP
H/W	2	Annual Training Requirements for all departments	Each department has annual or semi-annual training required to be performed (including specific to F&F - monthly safety talks - including employee injury reporting), each department will conduct compliance audits.	Each Respective Department	H&S Training Supervisor	Ongoing	Complete
H/W	3	Human Rights and Diversity, Mutual Respect in the Workplace Review	Annual Review / Update of training and delivery of same.	Director of Human Resources	Manager of HR	Ongoing	Complete
H/W	4	Mental Health Strategy	Development of 2024 Workplan items.	Manager of Human Resources	Respective Directors, Wellness Committee	Ongoing	WIP
Carryover Items from 2023							
	5	Workplace Violence Prevention Program (WVPP)					
H/W	5a	Review of WVPP & Advanced Customer Service Training Programs developed in 2015	Does training continue to meet employer expectations, best practices, and SOPs? Does it address the current environment today, etc.? How can we safely handle different, difficult, and dangerous situations? How does Operators' initial response to a problematic matter impact the outcome, conduct expected while in uniform on and off the bus. Add for 2024 - develop a module of real life scenarios to educate Operators of best practices and what can happen when not implemented.	Manager of Operations	ATU Executive, B Brooks, J Maw, S Zucic	Third Quarter	Complete
NEW for 2024							
H/W	6	Review of First Aid Requirements and enhanced staff training	Review of procedure, with the objective of providing enhanced training, including regular mock drills.	Supervisor of Operations, CS	Manager of Fleet and Facilities Administration & Training, B Brooks	First Quarter	Complete
H/W	7	Review LTC's process for Guarding Procedures	Objective to review, ensure best practice, educate and conduct refresher on process.	Manager of Fleet and Facilities Administration & Training	J Polisak	First Quarter	Complete
H/W	8	Operations review injuries relating to Slips, Trips and Fall	Objective to educate and decrease related injuries.	Manager of Operations	T Cannon	Second Quarter	Complete

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H/W	9	Review insect control on buses	Objective to review respective procedures, ensure best practice, educate and train on how to effectively manage same.	Manager of Fleet and Facilities Administration & Training	J Poliak	Second Quarter	Complete
H/W	10	Review Mobility Securement on board buses	Objective to review, ensure best practice, educate and conduct refresher on process.	Manager of Operations	S Zugcic	Third Quarter	Carryover to 2025
H/W	11	JHA for GS and Mechanics	Assess and take action as warranted regarding Class "B" Hazard: A condition or practice with the potential for serious injury or illness (resulting in serious or temporary disability).	Manager of Fleet and Facilities Administration & Training	J Poliak	Third Quarter	Complete
H/W	12	Develop a campaign on healthy habits in the workplace	Develop campaign to encourage overall health habits for all employees.	Manager of Operations	G. Gaur	Third Quarter	Complete