

## **Health and Safety Trends Review Policy Township of Springwater**

Approved: July 12, 2010  
Effective: July 12, 2010  
Next Review: July 2011

Department: All Departments  
Subject: Health & Safety, trends  
review  
Policy Number: A09 -HE

### **A. Policy Statement**

It is the intent of the Township of Springwater to review the causes of injuries and make changes to eliminate future injuries.

### **B. Purpose**

The purpose of the Health and Safety Trends Review Policy is to review health and safety trend on an annual basis.

### **C. Scope**

This policy applies to all employees of the Township including part-time firefighters, temporary workers (supplied labour) and contractors.

### **D. General**

This Policy shall be administered by all departments

This Policy shall be referred to as the 'Health and Safety Trends Review Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

### **E. Authority**

The authority for the Health and Safety Trends Review Policy shall be by the endorsement of the Township of Springwater's Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

**ATTACHMENT A**  
**PROCEDURES FOR THE HEALTH AND SAFETY TRENDS REVIEW POLICY**

A. General

The following documentation will be reviewed when developing the safety trends review for the municipality:

- Injury illnesses in causes
- Workplace inspections
- Injury and incident investigation
- Hazard reporting
- Work refusal incidents
- Health and safety recommendations from the Joint Health and Safety Committee
- WSIB illness injury summaries

Managers will create a report that will summarize all of the injuries, near misses, and review patterns of occurrence. The report will take into consideration the department, the shift, the injury type, time of day and type of equipment that was involved in the incident.

B. Categories

Categories for Trends Review could include, but are not limited to:

- The number of work days lost
- The number of non-fatal cases that required medical attention without lost work days
- The incidence of occupational illnesses

C. Annual Review

The annual review will be completed using the following processes:

1. A health and safety co-chair will collect the data required to develop the trends report
2. Work with the designated Joint Health and Safety Committee member to review the data and develop the trends report for management review. This report should contain a table of contents, summary, recommendations for management review, visual aids that depict the trends and findings as well as the data used to create these aids.
3. Submit the trends report to management by April 30<sup>th</sup> of each year

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4. Managers will review the trends report in May and make a formal reply (in writing) to the Joint Health and Safety Committee regarding corrective actions that they will be taking
5. Health and safety co-chair will present management's response to the Joint Health and Safety Committee within 21 days of management's response
6. Health and safety co-chair will monitor the completion of the corrective actions being taken by the department

All reviews will be filed within the Health and Safety Program Binder.

**ATTACHMENT B  
ROLES AND RESPONSIBILITIES**

A. Management

Management will review health and safety trends on an annual basis making recommendations for the reduction of injuries and / or incidents.

B. Joint Health and Safety Committee

The Joint Health and Safety Committee Management Co-Chair will obtain statistics from WSIB and internal accident reports to prepare information for review by management and the Joint Health and Safety Committee.

The Joint Health and Safety Committee will review health and safety trends on an annual basis making recommendations for the reduction of injuries, incidents and / or illnesses.