

16.0 SENIOR MANAGEMENT'S CONTINUOUS IMPROVEMENT PLAN

Objective

To establish a Health and Safety Continuous Improvement Plan to ensure that the NPSCDSB remains a safe place to work.

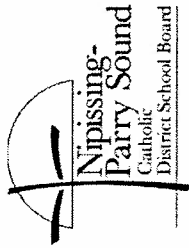
Goal

The goal will be to reduce workplace hazards and injuries to ZERO.

16.1 CONTINUOUS IMPROVEMENT PLAN PROCESS

Senior Management will prepare a Continuous Improvement Plan which will include the following items;

1. Annual review of the NPSCDSB Health and Safety Program.
2. Distribution of the Health and Safety Program to each Board facility, each Supervisor and JHSC.
3. Health and Safety Program to be posted electronically on the Board's Intranet Portal.
4. Establish a three-year plan.
5. Conduct a Board wide exercise to identify existing or potential hazards, conducting an assessment of each identified hazard and establishing a time table for correction.
6. Workplace Inspections completed by the JHSC, Director/Senior Management, Managers/Principals/Supervisors and Workers.
7. Annual review of Health and Safety Trends.
8. Review of Health and Safety Accountability by using an Appraisal process.
9. Annual review and revision to the Board Continuous Improvement Plan and associated objectives and activities to be completed by the end of September of each year (see form 16.2 Continuous Improvement Plan).



16.2 CONTINUOUS IMPROVEMENT PLAN
 (Plan to be completed by September 30th of each year)

Continuous Improvement Plan: Action Item				
Objective/Goals:		Responsibility(ies):		
Outcome:		Review periods:		
Action Steps	Develop/ Communicate/ Implement	Time Frame (include dates for progress review)	Resources (money/people/time)	Status

Through the use of the Workwell Staff Portal and Principal and Staff meetings, success will be celebrated.

Management Approval: _____ (Signature) _____ (Date)

Distribution: Management, Employee Notice Board

16.3 REVIEW OF HEALTH AND SAFETY TRENDS

Senior Management will review NPSCDSB health and safety trends on an annual basis. Management will review the patterns and take corrective action as necessary.

The Health and Safety Officer in consultation with the WSIB Claims Administrator will prepare the trends review. Once complete the Health and Safety Officer will share the trends review and will seek input from the JHSC.

The following documentation will be reviewed:

- Accident cost/frequency/severity
- Injury/illness causes
- Workplace inspections
- Injury/Incident investigations
- Hazard Reports
- Work Refusal reports
- Health and Safety recommendations from the Joint Health and Safety Committee
- WSIB injury / illness summary
- First Aids

The Health and Safety Officer will create the summary of all injuries, near misses and reviewing patterns of occurrence. The report may take into consideration: shift, injury type, time of day, type of equipment.

Suggested categories for the Trends Review are:

- the number of work accident fatalities,
- the number of lost workdays,
- the number of non-fatal cases that required medical aid without lost workdays,
- the incidence of occupational illnesses.

16.4 TRENDS REVIEW PROCESS

The annual review will be completed using the following process

Step 1: Health and Safety Officer, in consultation with the WSIB Claims Administrator will collect the data required to develop the Trend Review.

Step 2: Health and Safety Officer will consult with the JHSC and obtain comments regarding the Trends Review Report contents including:

- summary
- recommendations for management review
- graphs depicting the trends and findings
- tables representing the data used to create the graphs

- Step 3: The Health and Safety Officer will submit the Trends Review to management by September 30th of each year.
- Step 4: Management will review the Trends Review at the October management meeting. Any corrective action taken will be incorporated into the Continuous Improvement Plan.
- Step 5: The Health and Safety Officer will present management's written response to the JHSC
- Step 6: Health and Safety Officer will monitor the completion of the corrective action.

Forms / Records

All Trend reviews will be retained in the Human Resources Department for a period of no less than three years.

16.5 COMMUNICATION PROGRAM FOR HEALTH AND SAFETY INFORMATION

It is the responsibility of the Health and Safety Officer, the Joint Health and Safety Committee, Management and Supervisors to communicate health and safety information.

The following are a variety of methods that will be used to communicate health and safety information/materials:

- Meetings
- Training sessions
- Safety talks
- Senior Management communication meetings
- Advertising program
- Electronic messages
- Poster program
- Bulletin boards
- Health and Safety Portal

Frequency of Communication

Communication of health and safety information is done on an ongoing basis. At a minimum communication of health and safety information must be done at monthly staff meetings. Health and Safety will be a standing item for all staff meeting agendas.

Off the job health and safety topics could include:

- Employee Assistance Program (EAP)
- Wellness initiatives
- Vehicle safety
- Personal health and safety
- Health and safety at home
- Recreational health and safety
- Leisure health and safety