



Exhibition Place

Item No. 5

FOR INFORMATION

May 6, 2014

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Occupational Health and Safety Report –1st Quarter 2014**

Summary:

As indicated in the chart below, for the three months ending March 31, 2014 there was 1 first aid incident which required on site attention by Exhibition Place staff (i.e. bandage for small cuts) and 3 recordable medical aid incidents which required attention by a physician at a hospital or doctor's office, and 1 lost time injury. This report also outlines the new procedures put in place respecting "near miss" accidents which in intended to result in reduced accidents in the future.

Financial Implications:

There are no financial implications to this report.

Decision History:

The Exhibition Place 2014 - 2016 Strategic Plan had a Safety and Security Goal *To promote safe work practices for all staff* and as a Strategy to support this Goal we will *implement programs and procedures designed to reduce instances/eliminate opportunities for injuries*.

Issue Background:

Pursuant to the *Occupation Health & Safety Act*, section 25(1) and 26(1), the Board as the employer is responsible for taking every precaution reasonable for the safety of the workers. Also, as a local board of a municipality, the Board is a Schedule II employer for the purposes of workers compensation.

Comments:

The following chart is the 2013 year end summaries with a comparison to cumulative results for 2014.

Report Type	2013	2014
First Aid	19	1
Medical Aid	26	3
Lost Time	3	1

As indicated below, for the months January, February, and March of 2014 there were: 1 first aid incidents; 3 recordable medical aid incidents; and 1 lost time injury.

Department	FIRST AID		MEDICAL		LOST TIME	
	Q1	YTD	Q1	YTD	Q1	YTD
Cleaners						
Labourers						
Plumbers						
HVAC			1	1		
Electrical			1	1		
Painters						
Carpenters						
IATSE						
Parking						
Mechanics						
Security	1	1				
Bldg. Operators			1	1	1	1
Welding						
Office Staff						
Sales/marketing						
Coordinators E/F/P						
Operations Staff						
Other						
Totals	1	1	3	3	1	1

The chart below uses the WSIB standardized method of measurement / comparison of injuries:

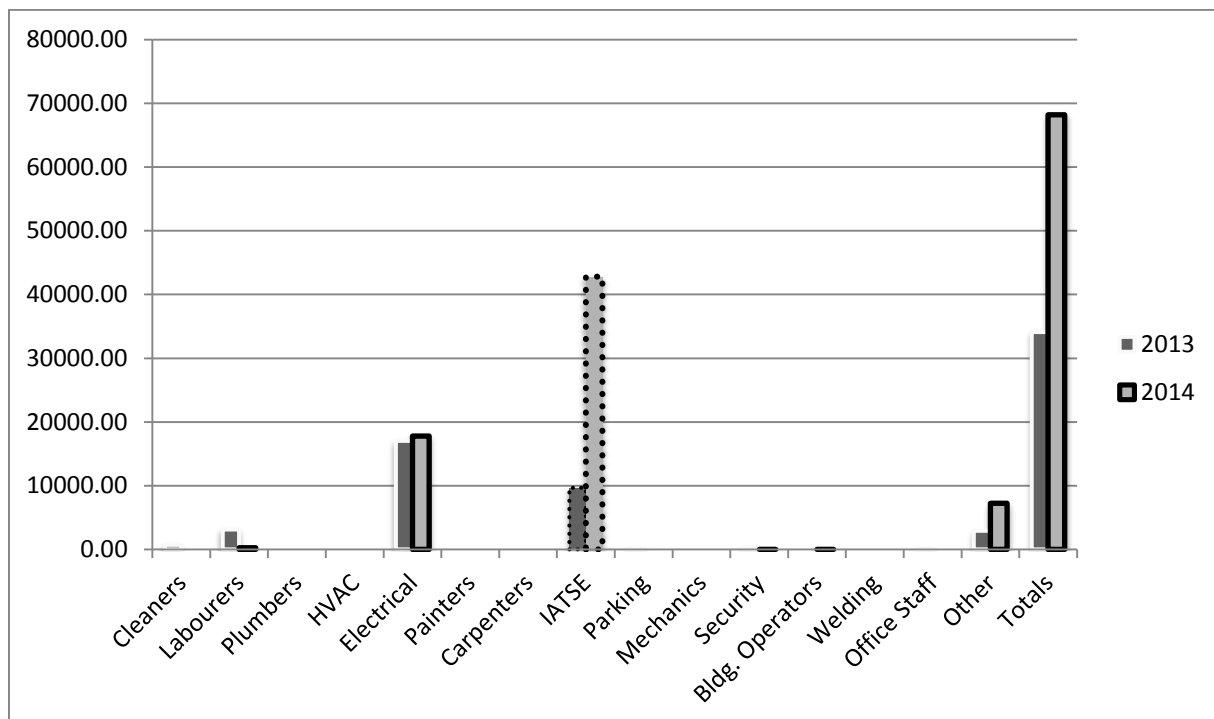
- frequency (# of lost time injuries X 200,000 / total hours worked)
- severity (# of days lost X 200,000 / total hours worked)

WSIB Comparison	# of LT claims	Frequency	Severity
2013	3	0.82	5.72
2014 to date	1	1.18	1.18

WSIB Comparison Cost

Department	WSIB 2014	WSIB 2013
Cleaners		\$725.08
Labourers	\$263.06	\$3,119.19
Plumbers		\$0
HVAC		\$0
Electrical	\$17,798.62	\$17,000.00
Painters		\$0
Carpenters		\$0
IATSE	\$42,786.47	\$9,664.95
Parking		\$184.37
Mechanics		\$0
Security	\$23.54	\$303.04
Bldg. Operators	\$65.00	\$0
Welding		\$0
Office Staff		\$160
Other	\$7,225.56	\$2,931.20
Totals	\$68,162.25	\$34,087.83

The IATSE cost is higher in the first quarter of 2014 as it includes a one -time catch up payment from October 2013 from injuries sustained form one employee who was off work. This amount was not paid determined and invoiced by WSIB until 2014 while they were conducting their case assessment.



In an effort to reduce the number of Near Miss incidents at Exhibition Place, and to help facilitate the development of corrective actions and prevent similar situations from occurring in the future, Exhibition Place will be implementing a Near Miss Procedure as outlined in the attachment.

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Procedure – Near Miss Incidents Awareness Avoidance & Recognition			
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Procedure Statement

In accordance with Exhibition Place’s Safety & Security Strategic goal of ensuring a safe and secure environment for employees, guests and for our property and assets; Exhibition Place is committed to improving safety awareness and reducing ‘near miss’ incidents across its grounds and encourages reporting of unsafe acts or conditions that, if not addressed, could cause serious injury or illness to a worker.

Application

The purpose of this procedure is to identify steps being taking by Exhibition Place to identify and avoid the occurrence of ‘Near Miss’ incidents on our grounds.

Definition

Near Miss - Classified as an unplanned event or occurrence that did not result in an injury but had the potential to do so.

Conditions

- A monthly report will be generated and communicated on the Exhibition Place Intranet and posted on the Occupational Health & Safety Notice Boards. This report will identify the ‘Near Miss’ incidents for the month. Information provided on a Near Miss Report can facilitate the development of corrective actions and prevent similar situations from occurring in the future.
- All ‘Near Miss’ Reports will be reviewed by the Management Health and Safety Committee and the Joint Occupational Health and Safety Committee.
- Each month, the ‘Near Miss’ Incidents Report will be reviewed with all hourly staff at their regularly scheduled Tool Box Talks.
- All past year ‘Near Misses’ applicable for the work area will be discussed in the orientation of new workers.
- All ‘Near Miss’ incidents will be sent to Director of the Division from which the occurrence occurred; for follow-up, remediation and closure (as applicable). A closing letter will be supplied to the employee who identified the near miss.
- A yearly trend, as well as a year to date pictorial graph will also be posted on the Occupational Health and Safety Notice boards.

When should I complete a Near Miss Report?

The following are examples of when to complete a near miss report form:

- 1) Observation or knowledge of an event that may have injured a person if someone had been present at the location while the unsafe action/event was occurring (e.g. shelf falling down, but no one in the room at the time).
- 2) Equipment failure that could have resulted in a serious injury if a person had been using the equipment or if someone had been in the immediate vicinity when the equipment failed (e.g. dislodged fan blade that could have struck a worker).
- 3) Observation of a weakness in a process or protocol that could lead to an unsafe action/condition (e.g. potential for worker's hair to become entangled on moving machine part while operating).

Who should I report a Near Miss to?

Near Misses should be reported to your supervisor, who must then forward the report to the Occupational Health & Safety Consultant. You may also choose to report to your Joint Health and Safety Committee or the Occupational Health & Safety Consultant.

Implementation

Exhibition Place, Occupational Health and Safety Consultant. Any questions regarding this procedure should be referred to the General Manager, Operations.