

Senior Management Team

Human Resources - Update

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September 26, 2019

Human Resources Priorities

Health and Safety Policies and Programs

- Current need to update policies in order to streamline programs and processes across the TRCA to ensure legislative compliance, including:
 - creation of modified work agreements and duties form
 - updating of the accident investigation form
 - creation of division wide training tracker to ensure consistency and due diligence
 - creation and implementation of Violence Risk Assessment (VRA) Program

Health and Safety Training Requirements

- Currently setting up training to ensure compliance and due diligence across organization

Take Our Kids to Work Day (TOKTWD)

- Development and execution of TRCA's TOKTWD program – November 6, 2019

Human Resources – Challenges

Streamlining of forms, templates, and trackers

- Creation and updating of:
 - **forms** – legislated forms and documents i.e. inspection forms (i.e. pre-task check-lists)
 - **templates** – SOP templates, VRA documents and risk matrix, Terms of References, etc.
 - **trackers** – Centralized training trackers for divisions to ensure that training is provided on a timely manner to remain in compliance
 - **centralized repository** - JHSC information stored in central repository to ensure compliance and due diligence
- Development of timely curriculum for the TOKTWD program and participation from various program areas for the event

Human Resources– Required Cooperation

Collaboration in streamlining of Health and Safety processes

- As we move forward with these priorities, we will be working with teams across the TRCA to identify gaps and barriers so that corrective actions can be created and implemented.
 - Looping back to the challenges currently faced.
 - Communication of updated programs and policies
- Support and participation in the TOKTWD program event

Human Resources – Heads Up

More emphasis on utilizing teams pages for increased communication and awareness

- Upload of communications, reports, and initiatives
 - Division/Corporate tool-box safety talks
 - Dashboard reports - incident reports, lost time, critical injuries, injury by type etc.
 - Sharing of best practices from various teams and divisions
 - Monthly site inspections and development of internal forms

Implementation of safety tab on the TRCA hub to provide additional safety information for workers

- Updated Joint Health and Safety list
- Organization or division wide communication and training



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