



Administrative Report

Office of the Director of Human Resources

To: Robert Maisonville, Chief Administrative Officer

**From: Greg Schlosser
Director of Human Resources**

Date: January 17, 2019

Subject: Occupational Health & Safety (OH&S) Consultant

Purpose

To recommend the addition of a Corporate Occupational Health & Safety Consultant and subsequent hiring. Funding of this addition to staff is reflected in the approved 2019 Budget.

Background

The Corporation (EWSWA and Library staff included) has approximately 900 employees. The Corporation's 219 Budget includes approximately \$3 million in WSIB costs, as compared to the 2008 WSIB expenditures of \$870,000. These costs are exclusive of the cost to backfill absent employees.

Most of our EMS WSIB claims are now mental stress PTSD related, and legislation is increasingly putting more obligation and financial risk on employers to ensure a safe work place and pay significantly when injuries do occur.

Because of our persistently high WSIB costs, we have been the recipient of 3 Workwell audits since 2011. Resulting improvements have taken place in risk assessments, training, power stretchers, power lifters and industry leading proactive programs in EMS regarding PTSD. Our OH&S numbers have not however improved to where they need to be.

One of the consistent theme's, particularly in the last audit, is that our OH&S systems, processes, and policies are not consistent across the various departments of the Corporation. There are also gaps in our processes. Another key observation is a deficiency in the amount of senior management oversight. For this oversight to be effective, there needs to be a consistent manner in which OH&S systems run and are communicated.

The April 2018 approval by Council of the Internal Leadership Responsibility Policy OH&S 2018-2 and the September 2018 approval of the revised Early and Safe Return to Work Policy – 08-001 are examples of some of these more comprehensive corporate wide initiatives.

The introduction of such a fully compliant OH&S system in our diverse departmentalized organization is not achievable with our current resources. Accordingly, the 2019 Budget identified the addition of a full time position to address these compliance issues. This position is intended to provide oversight and be an expert resources for leadership in all departments as they fulfill their legislated OH&S accountabilities.

Discussion

As noted in Council orientation, a corporate task team has been established with management representatives from each of the County's departments, plus representative from EWSWA and the Essex County Library Board. Within each of the departments there is not a manager whose prime accountability is OH&S. These team members have been assigned OH&S accountabilities in addition to other functional accountabilities. This team has been working with a representative from the Public Services Health & Safety Association (PSHSA) to do a gap analysis and resulting action plan. The intention is to use the services of PSHSA as a resource until this new position is filled. Having this in-house expertise is essential to maintain the momentum and ensure the Corporation's OH&S systems continue to be effective and compliant.

The intent is for this role, as most OH&S Consultants do, to report through Human Resources.

For comparison purposes, a survey of local and other Southwestern Ontario municipalities was undertaken with respect to in-house supports for OH&S, the results of which are provided on the subsequent page. As is evident, the Corporation is lacking in resources in comparison to its peers.

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Occupational Health & Safety Consultant

Employer	Employee Population	Job Title	Job Rate
Haldimand County	926	Coordinator, Health and Safety	\$73,642
Lambton County	1250	Health and Safety Consultant	\$86,941
City of Windsor	3000	1 Manager and 5 OH&S Advisors	Advisors \$92,233
Town of Lakeshore	365	HR Generalist/H&S Specialist	\$81,050
Dufferin County	400	Health and Safety Officer	\$71,780
Huron County	750	Safety & Wellness Supervisor	\$79,225
Town of Leamington	275	HR Generalist/Health and Safety Specialist	\$79,031
County of Wellington	820	H&S Coordinator	\$82,264
Oxford County	800	H&S Coordinator	\$85,736
Elgin County	450	HR Assistant	
Grey County	917	Health & Safety Manager	\$75,166
Norfolk County	1150	Mgr., Org. Health and Wellness Programs	\$104,943
County of Brant	517	Health and Safety Specialist	\$76,058

Financial Implications

As noted, this is a new role that based on a preliminary evaluation and market survey data would be placed in the non-union pay band 5, with an annual salary range of \$68,126 to \$83,642. Wages plus associated benefits have been included in the 2019 Budget.

As noted earlier, the Corporations 2019 Budget includes approximately \$3 million in WSIB related expenditures. There are many variable that can impact that number, but a target of a 10% reduction in costs as a result of the development of this more robust OH&S system seems achievable.

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Recommendation

That the CAO present the request for the addition of an Occupational Health & Safety Consultant to County Council for approval.

Respectfully Submitted

Greg Schlosser

Originally Signed by

Greg Schlosser, Director Human Resources

Appendix	Title of Appendix
Appendix I	Job Description – OH&S Consultant



Job Description

Corporation of the County of Essex

Job Title: Corporate Health and Safety Consultant

Department: Human Resources Department

Summary of Function

Reporting to the Director, Human Resources, the Corporate Health and Safety Consultant provides expert advice and consultation to all divisional management. With responsibility for the development and maintenance of key policies and corporate programs, this role facilitates front line departmental compliance with health and safety related legislation and sound practice and works with a variety of stakeholders including; the Ministry of Labour, WSIB, Health and Safety Ontario, municipal and local networks and organizations such as the Public Sector Health and Safety Association. Leading the development of a corporate Health and Safety management systems approach this position works closely with the Director, H.R., line management with specific OH&S accountabilities, unions, all levels of management and staff to enhance the health and safety of all employees.

Corporate Health and Safety Project Management and Program Development

Task	Description	Frequency
1.	Develop project plans as the project leader for key Health and Safety programs as assigned within the H.R. annual business plan, working with management and staff to implement these plans	
2.	Develop communications, training and resource materials to support program implementation and staff and management in exercising their operational accountabilities	
3.	Develop and maintain corporate policies and procedures to ensure program maintenance and standards are in compliance with emerging legislative requirements	
4.	Oversee the periodic health and safety audit process and guide the implementation of a plan to address audit recommendations	

Task	Description	Frequency
5.	Lead the writing of various reports including the Annual Health and Safety Report to Council working to ensure metrics and statistical analysis are incorporated in the report	

Corporate Training

Task	Description	Frequency
1.	Develop an annual OH&S training plan based on assessment of corporate needs, certification requirements and operational requirements	
2.	Determine appropriate modes of training delivery, design training modules and deliver or source training sessions	
3.	Develop content and deliver Health and Safety orientation sessions for new staff and leadership in compliance with the Occupational Health and Safety Act (OHSA)	
4.	Coordinate and schedule the delivery of training in areas of responsibility with outside vendors and maintain the training database	
5.	Evaluate the effectiveness of training and ensure follow-up as necessary	

Health and Safety Leadership

Task	Description	Frequency
1.	Provide leadership and expertise to the Joint Health and Safety committees as the corporate representative and liaise with departments and union to ensure timely follow-up and compliance with the OHSA	
2.	Address issues of non-compliance and conduct investigations	
3.	Work with other H.R. and line staff and unions, to ensure complex issues are addressed appropriately	

Task	Description	Frequency
4.	Foster positive labour relations working with union representatives and management to ensure that health and safety management practices and operational policies and procedures comply with collective agreements and sound management practice working closely H.R, and line staff and unions.	
5.	As a member of the various health and safety committees ensures the committees are informed about corporate programs and initiatives and the risks associated with health and safety issues	
6.	Drive the advancement of corporate priorities by securing the assignment of adequate resources and building management understanding and commitment to the corporate health and safety management system	

Qualifications

- Post- secondary education (preferably University degree) in a related discipline or equivalent combination of education and experience
- Certified as a Canadian Registered Safety Professional (CRSP) or willing to obtain certification within a year
- 5 years progressive experience in Health and Safety including corporate policy and program development in a unionized work environment; preferably in a municipality
- Sound knowledge of and ability to interpret and apply collective agreements, the Workplace Safety and Insurance Act, Ontario Human Rights Code and related occupational health and safety legislation including WHMIS
- Excellent project management skills and ability to collaborate with various stakeholders including union representatives
- Proven training delivery, presentation and facilitation skills
- Demonstrated ability to take initiative using sound judgment to resolve problems and issues
- Effective written and verbal communications including report-writing skills and interpersonal skills, as well as a high degree of discretion when dealing with confidential information
- Proficiency in Microsoft Office (Word, Excel, Access and PowerPoint)
- A satisfactory criminal records check will be required as a condition of hire

Job Title: Corporate Health and Safety Consultant

- Valid G drivers license and access to a reliable vehicle for business use
- Some flexibility in hours of work required to support operations outside of regular business hours

Organizational Relationships

1. Director of Human Resources
2. Corporate Health and Safety Consultant

Working Conditions

- Office Environment
- Working to Deadline

Date Approved:

Supervisor's Signature:
