



TOWNSHIP OF NORTH HURON

REPORT

Item No. 2020-01

REPORT TO: Reeve Bailey and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 13/01/2020
SUBJECT: HS-2020-01 Health and Safety Risk Assessment and Program Update Project – Pre-Budget Approval Request
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated January 13, 2020 regarding the Health and Safety Risk Assessment and Program Update Project – Pre-Budget Approval Request for information purposes;

AND FURTHER, THAT Council hereby grants pre-budget approval for a Health and Safety Risk Assessment and Program Update in the amount of \$6,000 plus applicable taxes;

AND FURTHER, THAT Council awards the Health and Safety Risk Assessment and Program Update to Public Services Health and Safety Association;

AND FURTHER, THAT the Director of Finance be directed to incorporate pre-budget approval for the Health and Safety Risk Assessment and Program Update into the 2020 budget.

EXECUTIVE SUMMARY

As reported in the Clerk's Department Activity Report dated December 2, 2019, the Clerk has been engaging in discussions with numerous health and safety consulting firms to determine the approximate costs to undertake an update to North Huron's dated health and safety policies. The policy update is required to bring North Huron's Health and Safety Program into full compliance. The scope of the project would include a gap analysis of the current policies, the addition of any new policies, and the repealing of any policies that are no longer required.

At the time of the activity report, it was explained that Council should expect a health and safety policy update project to be brought forward for Council's consideration and inclusion in the 2020 budget.

DISCUSSION

A total of three (3) proposals were solicited from health and safety consultants to perform an update to North Huron's health and safety program. Proposals were received from the following consultants:

- 4S Consulting Services Inc.;
- Dunk & Associates, Systems 24-7; and
- Public Services Health and Safety Association (PHSHA)

Each of the consultants provided North Huron with a proposal that was developed based on the scope of work that North Huron intends to have completed. The costs of all three firms are summarized as follows.

- 4S Consulting Services Inc. – **Cost: \$9,900.00 + HST annually** (minimum two-year contract required)
- Dunk & Associates, Systems 24-7 – **Cost: \$20,000 + HST annually**
- Public Services Health and Safety Association - **\$6,000 + applicable taxes** (a one-time cost).

As shown in the costs provided above, Public Services Health and Safety Association could complete the desired work for significantly less. There are two reasons for this:

1. While both 4S Consulting Services Inc. and Dunk & Associates, Systems 24-7 could perform a gap analysis of North Huron's existing health and safety policies and forms and update the required health and safety documentation, both of these consulting firms require the Township to purchase their health and safety training/management systems and professional services.

The required systems are not needed by North Huron, and would require the Township to pay an annual fee. These systems are designed to ensure that the client remains in compliance and would offer training through an online portal to all employees. At this time, North Huron offers the required training to all Township employees through other means at less cost.

2. Public Services Health and Safety Association (PSHSA) is funded by the Ontario Ministry of Labour. PSHSA works with Ontario's Public Sector employers and workers to provide training, consulting and resources to reduce workplace risks and prevent occupational injuries and illnesses. Because they are funded by a public entity, they are able to perform these services for less than private consultants.

It is important to note that the market is minimal for this type of work. PSHSA is one of only a few consultants that could update the required health and safety documentation without having to purchase a health and safety training/management system. PSHSA is also familiar with North Huron's historical health and safety documents and understands the context of the Township. For these reasons, it would be prudent to award the Health and Safety Risk Assessment and Program Update Project to the Public Services Health and Safety Association. If Council is desirous of awarding the work to PSHSA, pre-budget approval is required.

As mentioned previously, PSHSA is funded by a public entity and provides training and consulting services to Public Sector employees and workers. As a result, this firm is largely booked up for the year. However, because North Huron reached out to PSHSA well in advance, a project timeframe of February 4th-14th, 2020 has been reserved for North Huron. Due to the fact that North Huron will not have the 2020 budget adopted by February 4, 2020, pre-budget approval is being requested to allow the work to be awarded to PSHSA. If pre-budget approval is not received, PSHSA would not be able to complete the work for North Huron in 2020.

FINANCIAL IMPACT

The Health and Safety Risk Assessment and Program Update Project is required to bring North Huron's policies into compliance with the Provincial legislation. The price being offered by PHSHA is significantly lower than what was originally estimated to complete this work. However, the work will impact the 2020 budget.

FUTURE CONSIDERATIONS

Once this policy update occurs, North Huron will be in full compliance with the legislation. It is the intention of the Clerk to maintain North Huron's policies and procedures to ensure they remain up-to-date. All policies requiring approval will be brought to Council for adoption.

RELATIONSHIP TO STRATEGIC PLAN

Goal 4: North Huron is healthy and safe.



Carson Lamb, Clerk



Dwayne Evans, CAO