

December 1, 2016

Richard Al
Manager of Employee and Business Services
Township of North Huron
P.O. Box 90, 274 Josephine Street
Wingham, Ontario
N0G 2W0

Dear Richard,

Thank you for the opportunity to meet with you and discuss your idea for combining the North Huron and Morris-Turnberry health and safety programs. This is an interesting and innovative idea. As a follow up to the meeting held at the Morris-Turnberry Administrative offices we would like to recommend the following approach. We believe this will best serve your goal of developing and implementing an effective health and safety management system to serve both municipalities.

Phase 1

Health and Safety Program Documentation Audit

The PSHSA documentation review is based on the requirements of the Ontario *Occupational Health and Safety Act* and its regulations, the *Workplace Safety and Insurance Act*, and the Workplace Safety and Insurance Board Workwell audit. Since recent studies have shown that the psychosocial aspects of work may be as important as the physical work conditions in reducing some types of injuries, the documentation review also incorporates best practices in health and safety management.

The purpose of the health and safety documentation review is to:

1. Provide a system to objectively measure and quantify the management system being used to prevent accidents, illness and loss.
2. Identify exposures to injury, illness and loss.
3. Provide a system to guide the development of an effective health and safety management system.

To complete the documentation review, PSHSA auditors will review the internal safety management processes for both North Huron and Morris-Turnberry. The auditors will review and analyze the data to produce a prioritized action plan that will help your organization reach excellence in health and safety. The audit will also provide a good indication of how your organization would perform in an external documentation review. Upon completion of the documentation review, PSHSA staff will assist in developing an action plan for the implementation of identified opportunities for improvement.

The following documentation will be assessed during the documentation review:

1. Health and Safety Policy
2. Senior Management Commitment
3. Manager Responsibilities
4. Supervisor Responsibilities
5. Worker Responsibilities
6. Contractors Responsibilities
7. Visitors Responsibilities
8. Health and Safety Coordinator
9. Posted Documents
10. Hazard Identification and Control
11. Standards and Procedures
12. Health and Safety Representative
13. Joint Health and Safety Committee
14. Training
15. First Aid Requirements
16. Health and Safety Inspections
17. Incident/Injury Investigation
18. Early and Safe Return to Work
19. Contract Administration

PSHSA's Health and Safety documentation review will identify strengths and areas of opportunity in the way health and safety is managed in your organization, and will identify recommendations to address opportunities for improvement.

During the documentation review, we will require the following:

- Meeting room documentation review.
- An organizational chart and staff list by departments.
- Documents (As per appendix 1 of the attached document)

PSHSA will be responsible for the following:

- Conducting a review of documentation related to the health and safety management systems at both North Huron and Morris - Turnberry
- Preparing a report to be submitted in hard and soft copies (one each).
- Conducting a post-audit presentation to Senior Management, Management, Staff and the JHSC as required.
- Developing an action plan to address areas of opportunity.

PSHSA will require 3 days to review of all existing documentation and write the report.

Total cost for this documentation review is 3000.00 + HST.

Ongoing Self-Assessment Tool (optional) – to track continuous improvement

The Public Services Health and Safety Association is working to assist employers and workers with identifying gaps in health and safety programs by introducing technologies that are both efficient and easy to adopt. PSHSA's partnership with Q5 Systems introduces a software solution to meet and improve upon Health and Safety Management (HSMS) record keeping requirements. Named The Health and Safety Self-Assessment

Tool, PSHSA’s goal is to help organizations “do more with less” to increase compliance, safety and quality by offering an in-house and self-managed solution.

The Health and Safety Self-Assessment Tool allows you to continue to evaluate and monitor your organizations existing health and safety documentation. The tool can be used to strengthen your organization’s Health & Safety Management System and potentially reduce your premiums by:

- Improving your Health and Safety Management system
- Identifying gaps in your program that may contribute to increasing injuries and illnesses
- Acts as a primary safety data collection tool
- Keeps all associated regulatory requirements in one place.

The tool also identifies documentation required to assist in meeting the requirements of the Ontario Occupational Health and Safety Act (OHSA) and it’s regulations, CSA Z1000 and the Workplace Safety and Insurance Board Workwell Audit tool, as well as best practices recommended by PSHSA.

PSHSA Health and Safety Self-Assessment tool pricing.

Number of Users	Annual License Cost	Set-up Cost	Training Cost	Total Cost
1-3	\$1500	\$500	\$500	\$2500

Phase 2

Based on the results of the Documentation Review, PSHSA will work with your staff to develop a detailed action plan focused on closing the gaps in your HSMS. Immediate priorities for policy and program development (as discussed in the meeting) will be based on the opportunities for improvement identified in the documentation review.

Pricing will be based on the time required to develop programs and provide training necessary to improve your existing health and safety management system.

PSHSA pricing is 550.00/half day and 1000.00/day for consulting services, including all travel and expenses. Regular pricing applies for training services.

Thank you, again for considering Public Services Health and Safety Association for your health and safety audit.

Please feel free to contact us at any time.

Yours truly,



Bill Sisler CRSP, CHSC
Allison Whyte, CHSC, CHSO

Please note that all information provided is general in nature and may not be appropriate for particular situations or circumstances. In every case, specific and qualified advice should be sought before applying training information. Under no circumstances shall the Public Services Health and Safety Association be responsible for any damage or other losses resulting from reliance upon the information give to you, and all such liabilities are specifically disclaimed to the full extent permitted by law.

If you agree with the terms and conditions above, please sign and fax or email this form attention to Bill Sisler at bsisler@pshsa.ca or 519-331-3875.

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[CLIENT NAME]