

NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

No.	2018-F11
To	Board of Directors
Date	2018-06-21

For	DECISION
Subject/Title	
Occupational Health and Safety Annual Report for 2017-2018.	
Summary	
To inform the Board of Directors of the National Capital Commission results in regards to Occupational Health and Safety.	
Risk Summary	
Not applicable.	
Recommendation	
That the Occupational Health and Safety Annual Report results for 2017-2018 be endorsed.	

Submitted by:

Michel Houle, Executive Director and Chief Financial Officer,
Corporate Services

Name

Signature

1. Strategic Priorities

- NCC 2018-2019 to 2022-2023 Corporate Plan and Guiding Principles:
 - Organizational Excellence: Pursue organizational excellence by working collectively to achieve high standards and provide a superior client experience for Canadians and our stakeholders, while nurturing a resilient and engaged workforce.
- NCC Policy on Occupational Health and Safety (OHS); and
- Due diligence (best practices and standards).

2. Authority

- *Canada Labour Code*, Part II – Occupational Health and Safety, sections 124 and 125;
- *Canada Occupational Health and Safety Regulations*;
- Applicable provincial regulations (public health advisory form authorities, including Health Canada); and
- Charter of the Board of Directors, section 3.2.3.

3. Context

- As a Separate Employer subject to the *Canada Labour Code* – Part II, the NCC has implemented and is monitoring its OHS Program;
- The NCC has and continues to meet its obligations under OHS.

4. Options Analysis

Not applicable.

5. Financial Details

Not applicable.

6. Opportunities and Expected Results

Include in the OHS program the mental health strategy to prevent physical as well as psychological hazards in the workplace and in order to promote wellness and self-care.

Develop and offer a Mental Health essentials training to be provided on a mandatory basis.

7. Risks and Mitigation Measures

Not applicable.

Risk	Likelihood	Impact	Planned Response
	M/MH/H	M/M/E	

8. Consultations and Communications

- The NCC's Joint Occupational Health and Safety Policy Committee is informed of accidents and incidents statistics on a quarterly basis.
- The Occupational Health and Safety Annual Report for 2017-2018 was reviewed by the Executive Management Committee at its May 23, 2018 meeting.

9. Next Steps

Not applicable.

10. List of Appendices

Appendix A – Executive Summary

Appendix B – Occupational Health and Safety Annual Report for 2017-2018

11. Authors of the Submission

Michel Houle, Executive Director, Corporate Services and Chief Financial Officer

Marc Lapierre, Chief, Labour Relations

Stéphane Trudeau, Health, Safety and Wellness Advisor

Appendix A

Executive Summary

As a Separate Employer subject to the *Canada Labour Code* – Part II, the NCC has implemented and is monitoring its Occupational Health and Safety (OHS) Program.

The NCC has and continues to meet its obligations under OHS.

Requirements:

With respect to our legal requirements in this matter, the NCC must submit an annual report which shows that the organization has mechanisms in place to prevent work-related accidents and injuries and that it ensures due diligence. As such, three (3) workplace OHS committees met on a regular basis, thirty one (31) workplace inspections were conducted, training on twenty three (23) various topics were provided and lunchtime information sessions on three (3) health and wellness topics were offered by our Employee and Family Assistance Program; as well as four (4) conferences or workshops related to the Mental Health Strategy.

Accidents:

In 2017, we reported nineteen (19) accidents. An accident implies that it involves injury with or without loss of time. The leading categories of accidents were contact with a sharp or solid object, discomfort or health issue, slip and fall and material handling. Of these nineteen (19) accidents, three (3) of them resulted in loss of time totaling seven (7) days.

Incidents:

An incident is a hazardous occurrence in which there is no injury. In 2017, thirteen (13) vehicle-related incidents with minor damage were reported.

Compensation costs for Workplace Safety Insurance Board (WSIB):

The reporting of compensation costs is always a year behind due to the financial reporting structure. Costs for 2016 were \$140K. This represents a decrease from previous years. The reporting of compensation costs in 2015 was notably higher due to a single case that contributed \$45K in 2015 and \$8K in 2016. This cost is essentially due to cases of former employees who are entitled to be compensated by WSIB, until their death.



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Occupational Health and Safety Annual Report for 2017–2018

Board of Directors – June 21, 2018



Obligations

Comply with the Code and enhance a healthy and productive workplace:

- Policies, guidelines, legal requirements and best practices (2017)
 - 31 Occupational Health and Safety (OHS) committee meetings.
 - 61 new employees met for an OHS orientation.

Obligations

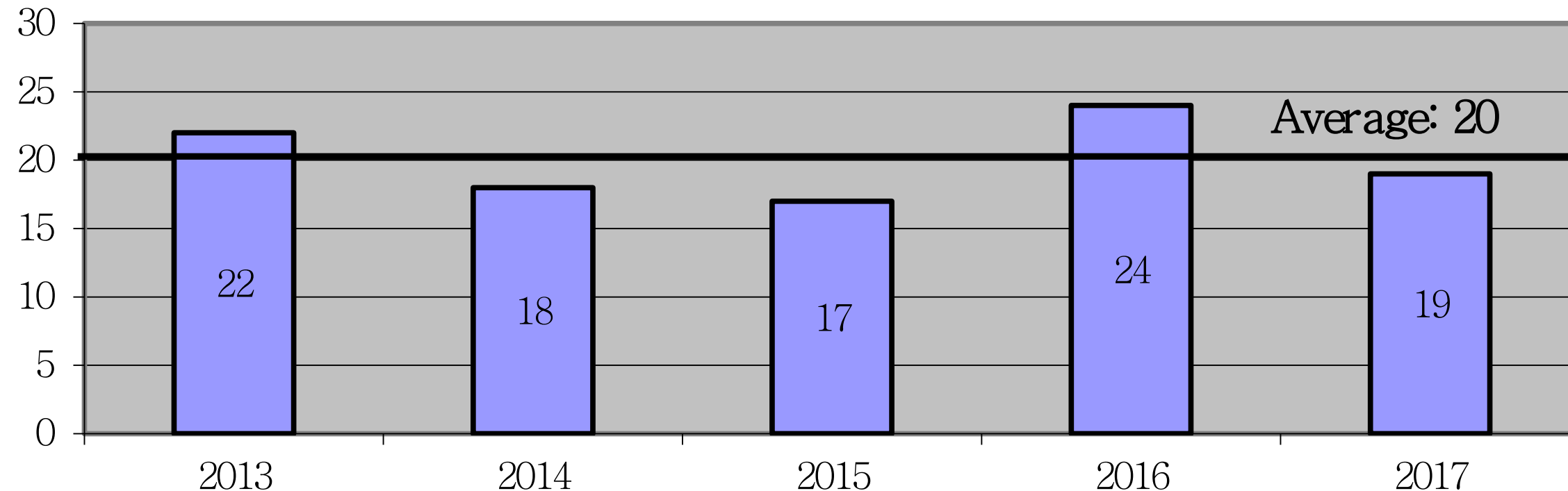
Comply with the Code and enhance a healthy and productive workplace:

- OHS training (2017–2018 fiscal year)
 - 425 employees trained on 23 different health and safety topics.
 - 4 conferences or workshops offered to 182 employees on mental health awareness topics.
 - 3 health and wellness topics addressed by the Employee and Family Assistance Program provider.

Obligations

- Monitoring of work activities / inspecting workplaces / investigating hazardous occurrences and issues / following-up with managers as well as employees to prevent work-related injuries and illnesses (2017)
 - 32 hazardous occurrences (accidents + incidents) investigated and followed-up.
 - 31 site inspections.
- Support to managers and employees upon return to work from work-related injuries (2017)
 - 1 safe and early return to work case.

Workplace Accidents (Calendar Year)

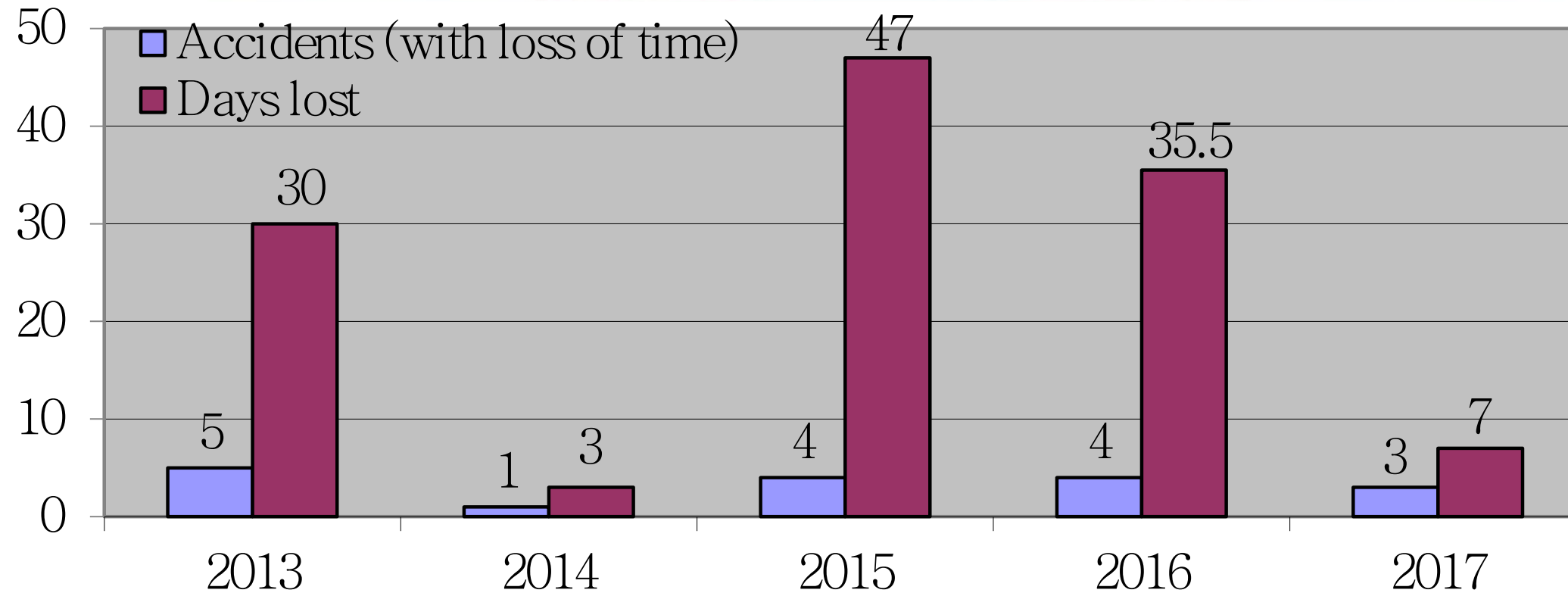


Accidents are all hazardous occurrences in which employees including terms, students, etc. would be injured or feel ill (most injuries are minor such as cuts, scratches, skin reactions, etc. In cases of doubt, employees are required to consult a doctor as a precautionary measure).

Highlights:

- Beginning in 2015, occurrences of illness at work are included. (2015=3; 2016=8; 2017=4)
- Number of accidents involving a loss of time: 2015 and 2016: 4 accidents in each year; 2017: 3 accidents.

Days Lost Due To Workplace Accidents (Calendar Year)



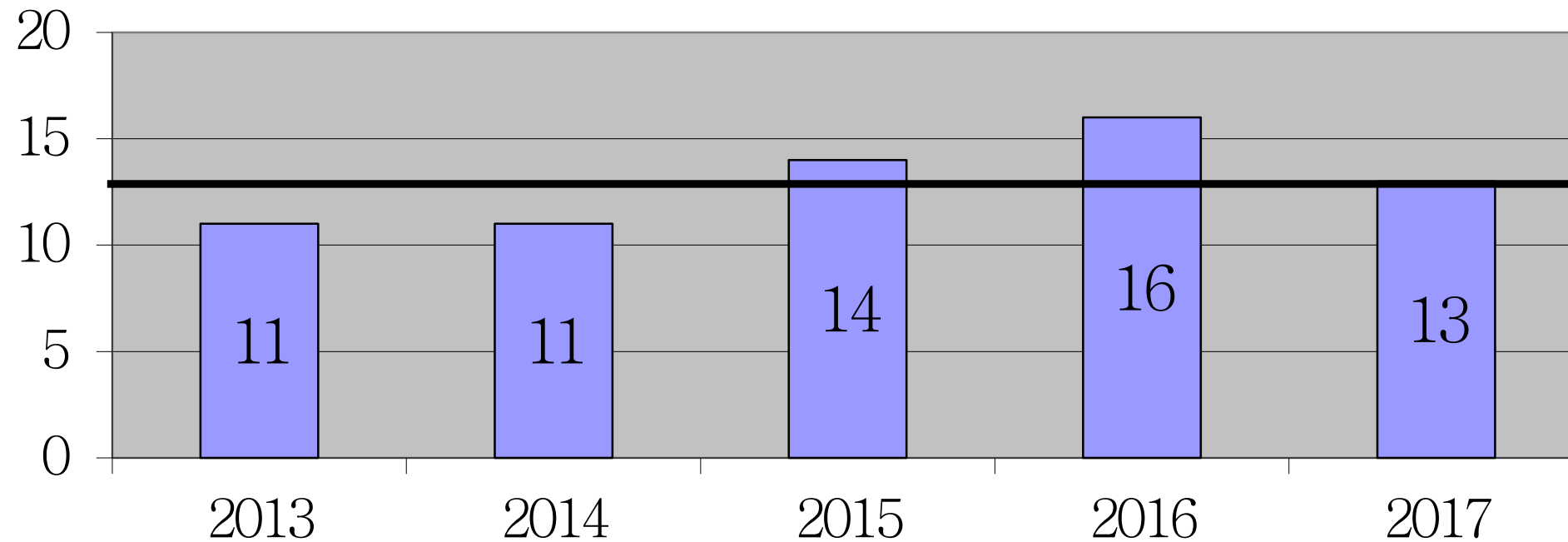
Average
Number of
accidents
with loss of
time: **3.4**

Highlights:

- The accident resulting in the most days lost in 2016 accounted for 20 days compared to 39 days in 2015;
- NCC Disabling Injury Incidence Rate* was 0.70 per 100 fulltime equivalent employees in 2017 compared to the Federal Government which was 1.85 in 2015 (most recent data).

* Disabling Injury Incidence Rate: number of disabling injuries divided by the total number of FTEs and multiplying by 100

Workplace Incidents (Calendar Year)



Average : 13

Incidents are all hazardous occurrences in which employees, including terms and students, are not injured or feel ill but they involve material damages* (mostly vehicles)

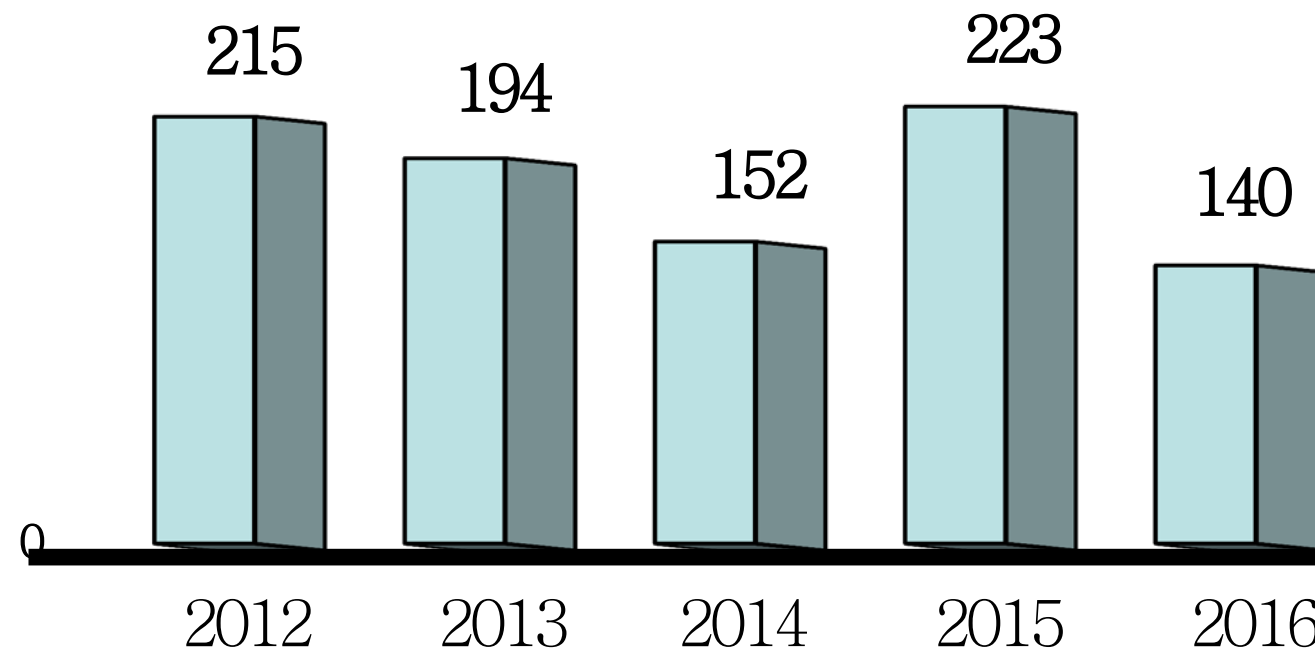
Highlights:

- There was a decrease in 2017 of minor damage on vehicle occurrences reported.

* Material damages meaning any damage on a property or a vehicle

Compensation Costs * (WSIB-CNESST) (Calendar Year)

(In thousands of dollars)



WSIB – Workplace Safety and Insurance Board (Ontario)

CNESST – Commission des normes, de l'équité, de la santé et de la sécurité du travail (Québec)

* Costs for 2017 are not yet determined

* Most of these costs are associated with former employees who had accidents before 1990 resulting in permanent disability and therefore were allowed life pension benefits.

Highlights:

- The trend is decreasing as the pension benefits are ending;
- The 2015 increase is due to a former employee with an occupational illness (\$45K) as well as medical care adjustments (\$20K).

Recommendation

That the Occupational Health and Safety Annual Report results for 2017–2018 be endorsed.



Questions and discussion



