



City of Moose Jaw Department of Safety Services 2021 New Initiatives

Safety Services Current Status & Proposal for Additional Safety Professional

This document will outline the status of the Safety Services Department as well as identified gaps in the Safety Management System. It will further demonstrate how the addition of another safety professional will further enhance compliance to the Safety Management System and to regulatory requirements.

SK Occupational Health and Safety Priority Employer Program

In March 2018, the City of Moose Jaw was deemed a "Priority Employer" by the Ministry of Labour Relations and Workplace Safety and was mandated to decrease its overall injuries by 25%.

In response, compliance improvement action plans and safety accountability matrix were developed to identify and reinforce safety responsibilities and accountabilities throughout the organization. This included auditing of quantifiable activities to create improvement strategies for identified gaps in the Safety Management System.

Additional resources will ensure the action plans and accountability matrix are implemented, complied with, and maintained in order to eliminate hazards and decrease the number of overall incidents.

Service Level Limitations

Safety Services is responsible for serving 350 employees throughout seven multi-disciplinary departments and ten branches spread across several geographical locations throughout the City. To ensure minimum regulatory compliance and employee competence, the industry standard ratio of employee to safety professional is 1:100-150. The City of Moose Jaw's current ratio is 1:350. Ever-changing standards and industry best practices adds further strain on available safety resources.

Given such a diverse service group, each with their own set of unique hazards, and ever-evolving standards, it is not possible to completely fulfill the City's regulatory and legal requirements to the highest level with the current staffing levels.

Current Time Allocations

Although the sum of all safety activities cannot possibly be measured in total by a list of projects, an average of the last three (3) years statistics were gathered and analysed to determine average time spent on these activities. Please refer to attached spreadsheet, keeping in mind that this list not exhaustive, nor takes into consideration the immeasurable number of quick conversations held with supervisors and staff to answer questions or to model behaviour.

As demonstrated, the total annual average hours of 2569.5, far exceeds the actual number of available work hours of 1413.75 (1885 hours less annual vacation, statutory holidays and scheduled days off). It is clear that the Safety Management System is systematically losing ground and will continue to do so until additional resources are allocated to the department.

At current staffing levels, approximately only 50% of the required initiatives and projects are being completed. Approximately 80% of these activities are reactionary in nature, thereby leaving very little time for prevention or proactive initiatives. Additional items and projects are being added at an increasingly obvious pace, placing further strain on the system.

Every incident also impacts time and resources outside of Safety Services. Managers, Supervisors, Directors and the City Manager all play a part in incident management. Annualized, these additional hours account for upwards of 1,000 hours spent on incidents and investigations alone – 200 @ 5 hours. The goal with a second Safety Professional would be to reduce this non-productive time by 50%. These hours do not include lost production or down time nor expenses from repairs required from a preventable incident taken into account.

Summary

An additional safety professional will allow the City to facilitate a concentrated and aggressive focus on compliance and incident management to prevent injuries, incidents, property damage and down time costs.

The return on investment of approximately \$58,000 will have exponential benefits in overall cost reduction and increased productivity.

Training

Particulars	Annual Averages	Total Hours	Description
Technical Safety Classes	65 classes x 13 hours average per class	845	Class preparation, delivery coordination, administration, maintain matrix, recording, filing.

WCB Claims

WCB Claims	21 Medical Aids x 3 hours per	63	Forms, meetings, workplace accommodations, WCB correspondence, recording, filing.
	11 Lost Time x 12 hours per	132	Forms, meetings, workplace accommodations, WCB correspondence, recording, filing.

Investigations

OHS Reportable Dangerous Occurrence	5 per year x 12 hours	60	Investigate, interviews, research solutions, recommendations, compile formal report, follow up on action plans, revise if needed, recording, filing.
Dangerous Occurrences (not reportable to OHS)	10 per year x 6 hours	60	Investigate, interviews, research solutions, recommendations, follow up on action plans, revisions, recording, filing.
Formal Work Refusals	1 per year x 8 hours	8	Investigate, interviews, research solutions, recommendations, compile report, follow up on action plans.
Conduct or assist in worker conduct investigations	12 per year x 4 hours per	48	Investigate, interviews, recommendations, follow ups.
Incidents (Injuries, MVI, Property Damage)	188 per year x 1.5 hours per	282	Form completion / entry, root cause analysis, recommendations, follow up on action plans, recording, filing. Compile statistical reports.

OHS Meetings & Inspections

OHS Inspections / Contraventions	4 per year x 30 hours	120	Attendance, recommendations for remedy, research, action plans, follow up on action plans, compile progress reports, recording, filing.
OHS Officers Reports	3 per year x 3 hours	9	Attendance, report dissemination, recording, filing.
OHC Meetings	4 per year x 6 hours	24	Prep, attendance, follow up, compile minutes, recording, filing.
OHC Inspections	4 per year x 8 hours	32	Prep, attendance, follow up, compile report, recording, filing.

Day-to-Day

Consultations / Research / Worker Safety Concerns	2 hour per day x 244 days	488	Respond to supervisors and workers inquiries and concerns
Continuing Education	Several throughout the year	80	Safety Training Courses, Seminars, Conferences, Workshops etc.
Regulatory site visits & notifications to OHS	15 per year x 1.5 hour per	22.5	Inspection of excavation sties >15' in depth.
Municipal peer support / consultations	1 hr per week	52	Consultations with other municipalities.
Administration	1 hour per day x 244 days	244	E-mails, calls, incoming and outgoing mail.

Total Average Annual Hours **2569.5**