Safety Enhancement Program Request Form

Purpose

This request form will document the request and approval for funding of specific, one-time, fixed cost expenditure from the Safety Enhancement Program, supporting employee-related occupational health and safety enhancement initiatives.

Reference: Safety Enhancement Program Administrative Policy A-HRS-04.16

Application Process

Dept Sponsor	Dept Director	JHSEC	HR Director	Council
• initiates request form	• reviews & supports request	• reviews & intiallly approves request	• reviews & approves request	• approves reserve withdrawl

Request Details

Initiative Title:	Intelex Incident Reporting App
Sponsor Name and Position:	Denise Isbister
Department:	HR – Corporate Initiative
Date of Request:	April 10, 2017
Funding Request Amount:	$12,000

1. **Briefly describe the initiative/project which the funds will support (i.e. training, equipment, software/hardware etc.) and that meet the Safety Enhancement Program Administrative Policy A-HRS-04.16.**

   The City uses the Intelex electronic safety system to manage safety data including incident reporting. A new option is available that will allow an employee to enter an incident from their smart phone, attach pictures and submit in a matter of moments.

   We expect as it becomes easier to report incidents, we will see an increase in reporting including near misses. Near misses are one of the best opportunities to catch and correct something before it results in a workplace illness or injury.

2. **Supporting details. Identify the safety hazards within a Hazard Identification Assessment Control document (HIAC) the initiative will be designed to control and attach a copy. Indentify how this will support corporate and/or cross-departmental safety needs. Describe why this is a safety priority. Provide any supporting data to justify the need for this initiative.**
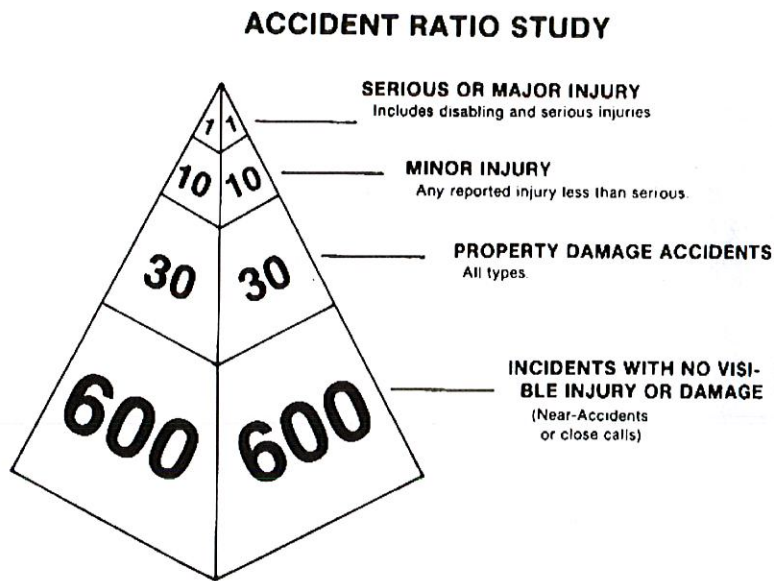
   The hazards associated with positions or tasks vary across the organization and are captured within each separate position hazard assessment.

Although near misses do not result in workplace illness or injury, an incident investigation is required. The goal of incident investigation is to examine the details of an incident, determine root and/or underlying causes and determine if a corrective action is required. The City continues to struggle to get near misses reported.

City Near Miss Reporting

2014: 29
2015: 19
2016: 26

A standard accident theory below indicates for every disabling or serious near miss, there are typically 600 near misses that have occurred. We know that based on our current disabling injury statistics many near misses are unreported. Having an incident reporting app would offer this ease of reporting.

ACCIDENT RATIO STUDY

SERIOUS OR MAJOR INJURY
Includes disabling and serious injuries

MINOR INJURY
Any reported injury less than serious.

PROPERTY DAMAGE ACCIDENTS
All types.

INCIDENTS WITH NO VISI-
BLE INJURY OR DAMAGE
(Near-Accidents
or close calls)

Although the City has consistently remained better than our industry (Cities) average over the last 5+ years, we have incurred the following incidents serious enough to result in loss time from work.

2014: 11 WCB Loss Time Claims
2015: 9 WCB Loss Time Claims
2016: 20 WCB Loss Time Claims

We do not know exactly why near misses are not being reported but based on feedback through various Joint Health and Safety Committee member some of the following reasons have been communicated:

- Too busy with other priorities and paperwork takes time to complete
- People were busy with other tasks and forgot to report it

3. **Explain the scope of impact (i.e. how many people/who will be affected by this initiative? How many/which departments will be affected?)**

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The scope of impact stretches across all departments of the organization and its staff of over 1,100 permanent and casual staff.

4. **How does this initiative align to Council Priorities?** Check all that apply and explain.

	Council Priority / Link:	Explain/Define link
☐	1. Cultivate Economic Prosperity	
☐	2. Cultivate a Historic, Creative and Active Community	
☐	3. Cultivate a Green Community	
☐	4. Cultivate Excellence in Government	
☐	5. Cultivate Sustainable Infrastructure and Services	
■	6. Cultivate a Safety Healthy and Inclusive Community	As per the City Incident Reporting Policy A-HRS-04.04 the City

5. **Detail the key milestones on the proposed implementation timeline.**

Work Steps & Deliverables:	Projected Date:
1. Configure Intelex Incident Reporting App	September 1, 2017
2. Upload Intelex Incident Reporting App	November1, 2017
3. Train department super-users	December 1, 2017
4.	
5.	

6. **Detail a breakdown of costs, if applicable.**

Itemization:	Projected Cost:
1. Intelex App and licensing	$12, 000
2.	
3.	
TOTAL:	$12, 000

7. **Identify the primary stakeholders responsible for the implementation/program elements. (i.e. scheduling training, procuring product or services, installing new equipment, etc)**

Position Title:	Name:	Responsibility:
H&S Compliance Specialist	Denise Isbister	Configuration and implementation
T&D Specialist	Laura Bragg	Provide corporate oversight for training & development
Manager of Applications Services – IT	Jason Wywal	Provide corporate IT oversight

Signatures and Tracking

DENISE ISBISTER — HR

Denise Isbister (signature)

Department Sponsor   Date   APRIL 10 /2017

Michelle Bonnici (signature)

Department Director   Date   May 3/17

DENISE ISBISTER

Denise Isbister (signature)

Joint Health & Safety Sub-committee Chair   Date   APRIL 10 /2017

Attach meeting minutes from Joint Health and Safety Enhancement Committee (JHSEC) that approves and endorses the allocation of funds from the Safety Enhancement Program to the above stated request.

Michelle Bonnici (signature)

Human Resources Director   Date   July 12/17