



EDMONTON POLICE SERVICE

REPORT TO THE EDMONTON POLICE COMMISSION

DATE: 2018 July 23

SUBJECT: 2018 Occupational Health & Safety Internal Audit Executive
Summary

RECOMMENDATION(S):

That this report be received for information.

INTRODUCTION:

This report will provide information on the completed EPS internal Occupational Health & Safety (OHS) audit. The EPS passed the OHS audit, scoring 93% overall.

The EPS participates in the Partners in Injury Reduction (PIR) Program, which includes annual audits of the EPS OHS Program. In accordance with these requirements, the EPS OHS Safety Management System must be audited annually to evaluate the program to determine the effectiveness and overall implementation. This information assists the EPS to ensure members continually work in a safe environment. The audit also ensures the EPS is eligible to maintain its Certificate of Recognition (CoR) and any WCB related rebates.

BACKGROUND:

The Edmonton Police Service obtained its Certificate of Recognition from Partnerships in Injury Reduction and AMHSA in 2007. Each year, in compliance with the Alberta Government Partners in Injury Reduction Program requirements, the EPS conducts a workplace safety audit. Information gathered during the audit helps measure the progress of the EPS Safety Program.

The internal occupational health and safety audit onsite activities were completed on April 30th, 2018. During the audit, auditors conducted 134 interviews, 16 site observation tours and extensive document reviews.

COMMENTS / DISCUSSION:

All eight elements of the EPS OHS Program were measured and the results and scores are documented in the AMHSA Audit Tool. The lowest score was 73% in Element 4, Workplace Inspections. The primary reason for the score being lower was that many work areas were not performing workplace inspections at the minimum intervals as outlined in the OHS Program Manual and that some employees had not received workplace inspection training. The audit overall confirmed that the EPS has a strong OHS program and the audit has successfully passed the AMHSA Quality Assurance/Quality Control process.

The audit score for 2018 was 93%. A minimum of 80% is required to pass, and all elements must be above 50%.

CONCLUSION:

There is a strong OHS Program implemented within EPS and employees indicated they understand the significance of occupational health and safety and the connection to their work. Senior management provides great support for OHS initiatives and remains actively involved in OHS initiatives and system development.

Based on the recommendations and information provided in the audit, the EPS OHS Section will develop and implement an Audit Action Plan. The purpose of the Audit Action Plan is to close any gaps identified in the audit and strengthen the overall Edmonton Police Service Occupational Health and Safety System.

ADDITIONAL INFORMATION ATTACHED:

- Attachment 1 - 2018 EPS OHS Executive Summary

Written By: Andy Simpson, Human Resources Division 

Reviewed By: Donna Munro, Human Resources Division 

Approved By: Linda Revell, CAO, Corporate Services Bureau 

Chief of Police: 

Date: JUL 31 2018

Executive Summary

Certifying Partner: Alberta Municipal Health and Safety Association

Organization: Edmonton Police Service
 Address: 9620-103A Avenue
 City: Edmonton
 Postal Code: T5H 0H7
 WCB Account: 5637929
 Industry Code: 95104 (Cities)

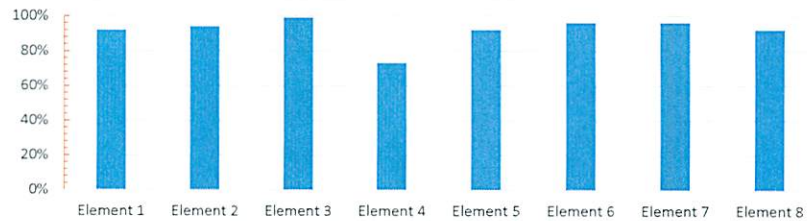
Audit Type: COR Maintenance

Lead Auditor: Andy Simpson
 Company: Edmonton Police Service
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 Certification #: 17-24

Team Auditors: Penny Shepard, Mark Parr, Nicole Wetsch

Start Date: 12/04/2018
 End Date:
 Submitted:

Element 1: 87 / 95 (92%)
 Element 2: 146 / 155 (94%)
 Element 3: 149 / 150 (99%)
 Element 4: 51 / 70 (73%)
 Element 5: 110 / 120 (92%)
 Element 6: 67 / 70 (96%)
 Element 7: 101 / 105 (96%)
 Element 8: 69 / 75 (92%)
 Total: 780 / 840 (93%)



Pass - Audit meets scoring requirements.

Introduction			EPS provides policing services to the citizens of Edmonton on a 24/7 basis, in conjunction with community partners to prevent crime and disorder. Edmonton Police Service is comprised of	
Element 1				87 / 95 (92%)
	1.06	<i>Suggestion</i>	Auditors recommend that EPS develop a training course for OHS legislation to communicate OHS responsibilities for all members. This training will assist members to understand how the OHS legislation relates to the work they do.	
	1.07	<i>Strength</i>	During interviews, supervisors and managers clearly articulated to understanding of their responsibilities for the health and safety of employees under their supervision. It was evident during the interviews that supervisors take health and safety seriously, and provide appropriate resources in support of OHS. Supervisors and managers help create a safe working environment for all EPS employees by understanding their health and safety responsibilities.	
Comments			OHS Policy is clearly defined and available to employees and contractors. Employees at all levels understood their workplace health and safety responsibilities. OHS legislation is available to all employees working at EPS.	
Element 2				146 / 155 (94%)
	2.03	<i>Strength</i>	The Hazard Assessment process was expanded to include specific health and safety hazards as related to the tasks being performed by each position. Associating the hazards to the tasks, should result in a better understanding of the relationship to the work positions perform.	
	2.09	<i>Suggestion</i>	There is no process in place for newly identified hazards from inspections, site specific hazard assessments, and incident investigations. Auditors recommend to include new hazards identified to the Hazard Assessment and Control Form. Identifying new hazards ensures that they can be evaluated and appropriately assessed.	
Comments			Within the last audit period, a review of the hazard assessment process was performed, resulting in a new form, communication, and the expansion of task/hazard association. This process review resulted in more involvement and more feedback from employees building a	
Element 3				149 / 150 (99%)
	3.01	<i>Strength</i>	There is an extensive list of controls developed, based on the associated tasks and their identified hazards. The formal hazard assessments consistently use the appropriate hierarchy of controls. When EPS is unable to eliminate the hazard, appropriate control methods are used, risk is reduced to acceptable levels within the organization.	
	3.10	<i>Strength</i>	Employees consistently identified that broken, or defective equipment, tools, and vehicles were taken out of service. Reported facility issues were prioritized and repaired. When issues were identified, they were addressed in a timely fashion. By addressing these issues, it helps to ensure that defects do not pose a risk to employees.	
Comments			EPS effectively identifies and implements control measures appropriate for known hazards. Employees were well informed of the process for maintaining and repairing equipment, vehicles, facilities, and tools.	
Element 4				51 / 70 (73%)
	4.05	<i>Strength</i>		
Comments			Facilities were observed by the auditors to be in good condition and well maintained. Completed inspection reports confirmed that issues were being appropriately addressed.	
Element 5				110 / 120 (92%)
	5.06	<i>Strength</i>		
Comments			EPS has a robust training program for all levels of the organization. This demonstrates a commitment to ensuring employees are competent and well prepared for their tasks.	
Element 6				67 / 70 (96%)
	6.07	<i>Strength</i>		
Comments			All EPS facilities, including leased, have well documented emergency response plans. EPS sworn members are trained as part of their positions to adequately respond to emergencies in the workplace.	
Element 7				101 / 105 (96%)
	7.08	<i>Strength</i>	Implementation of incident on-line reporting has assisted the supervisors in better identifying root causes. This has led to more effective and appropriate corrective actions being identified. The combination of these factors has resulted in an overall more effective investigative process which should ultimately lead to less injuries.	

Comments	7.11	<i>Suggestion</i>	While EPS consistently investigates incidents, not all employees could not confirm they were aware of the results. It is recommended that the Joint OHS Worksite Committee review and communicate incident investigation results to ensure employees are aware that incidents are investigated, causes are identified, and any deficiencies are corrected. The full implementation of the online reporting system has simplified the incident reporting process and improved the quality of investigations.	69 / 75 (92%)
	8.01	<i>Strength</i>	Employees confirmed they were receiving necessary health and safety information and that feedback provided was taken seriously. Effective communication between employees and management is integral to the success of the entire health and safety program.	
Comments	8.05	<i>Suggestion</i>	It is recommended that audit results be communicated through quarterly updates of the audit action plan posted to EPSnet. Discussion of the audit results and action plan updates should occur between supervisors and their employees. The Joint Worksite OHS Committee can provide leadership by ensuring results are communicated within their work areas and posted on safety boards. Increased understanding of the health and safety program should reinforce a personal connection to employee's roles within the health and safety system and improve safety culture. EPS has a comprehensive health and safety program that is continuously improved based on regular evaluations. This allows EPS to be well positioned to respond to the constant changing conditions in a policing environment.	
Conclusion			<p>It was evident to the auditors that EPS employees at all levels are strongly committed to the health and safety of themselves and the overall organization. The audit report confirms there was continuous improvement since the last review. While the audit report assessed the overall EPS program, employees at all levels should understand how their involvement and participation contributes to the success of the health and safety system. By focusing on the actions that each employee can take to further improve health and safety in the work environment, the EPS will solidify its position as a leader in policing.</p> <p>The auditors would like to thank the employees who participated in the audit and are grateful for the support recieved at the audit locations. A special thank you is extended to all those who assisted in planning the audit and ensuring it was successfully completed in their work areas.</p> <p>Should there be any questions the auditors would be pleased to discuss findings.</p> <p>Andy Simpson Lead Auditor</p>	