



EDMONTON POLICE SERVICE

REPORT TO THE EDMONTON POLICE COMMISSION

DATE: 2022 January 7

SUBJECT: 2021 Internal Occupational Health and Safety Audit

RECOMMENDATION(S):

That the Edmonton Police Commission (EPC) approve the following recommendation(s):

1. Review the attached 2021 OHS Audit Action Plan

INTRODUCTION:

The EPS participates in the Government of Alberta's Partnerships for Injury Reduction (PIR) program, which includes annual audits of our health and safety program to determine effectiveness. The information gathered in these audits assists in creating a safe work environment for EPS employees and contractors. Participation in the PIR program is a requirement of maintaining the EPS Certificate of Recognition (CoR), which allows us to receive rebates from the Workers Compensation Board.

Due to challenges regarding staffing pressures and the active pandemic, the EPS applied for, and received permission to conduct an action plan only for 2021 and not a full audit.

BACKGROUND:

EPS undergoes an annual Occupational Health and Safety (OHS) audit, the purpose of which is to evaluate our OHS management system, identify strengths, and make recommendations for continued improvements. As a participant in the Government of Alberta's Partnerships for Injury Reduction (PIR) program, EPS must perform internal audits twice during the 3 year cycle, and on the third year engage an external provider to conduct our audit in order to maintain our Certificate of Recognition (CoR). Maintaining our CoR allows access to rebates through WCB, assists in ensuring that we are compliant with OHS legislation, and allows us to determine if we are meeting or exceeding industry best practices. EPS has achieved and maintained our CoR for the last eleven years.

This year due to COVID 19 our PIR certifying body the Alberta Municipal Health and Safety Association allowed the EPS to conduct an action plan only, rather than a full

audit This required submitting our plan to AHMSA in June for approval and completing all action plan items by November 30th.

COMMENTS / DISCUSSION:

The internal OHS audit plan detailed 13 action items addressing ⁵ issued in four of the elements where concerns were identified in the previous audit.

AHMSA evaluated the documentation and progress specific to the plan and the EPS audit action plan has successfully passed the AMHSA Quality Control/Quality Assurance process.

EPS achieved an overall score of 100%. While this is higher than previous years, it is important to note that this process does not evaluate our overall performance, only the completion of the action plan. By achieving an overall score of 100%, EPS continues to maintain our CoR through to May of 2022. The EPS is scheduled to have our external audit take place in May of this year.

CONCLUSION:

The OHS section has developed an Audit Action Plan based on recommendations provided in 2020 Audit Report. The purpose of this plan is to address gaps identified in the audit, continue to improve the overall EPS occupational health and safety management system and took the place of an internal audit for 2021. This plan was evaluated by our certifying partner, AHMSA, and passed with a score of 100%, allowing us to maintain our CoR certification.

ADDITIONAL INFORMATION ATTACHED:

1. Attachment 1 - 2021 EPS OHS Audit Action Plan
2. Attachment 2 - 2021 EPS OHS Audit Action Plan Quality Assurance Form

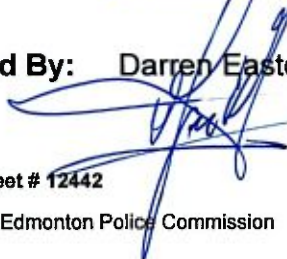
Nicole Wetsch Digitally signed by Nicole Wetsch
Date: 2022.01.13 08:58:50 -07'00'

Written By: Nicole Wetsch, Manager Occupational Health and Safety Section

Reviewed By: Donna Munro, Director, Employee and Organizational Wellness Branch



Reviewed By: Darren Eastcott, Executive Director, Human Resources Division



22 JAN 18

Approved By: Alan Murphy, Deputy Chief, Corporate Services Bureau

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Chief of Police: _____

Date: _____

[Handwritten signature]
Jan 17, 22

Edmonton Police Service One-Year Action Plan

EMPLOYER NAME: Edmonton Police Service CERTIFICATE OF RECOGNITION EXPIRY DATE: May 3, 2022

CERTIFYING PARTNER: AHMSA

YEAR: 2021

DATE ACTION PLAN SUBMITTED: May 14, 2021

Audit Element/Audit Recommendations	Action Plan Project with Milestones or Significant Activities to Complete Project	Activity Assigned To	Relative Weighing of Activity	Deliverables submitted to Certifying Partners as evidence of completion	Target Date for Completion	Action Plan Score – (Completed by Certifying Partner)
<p>Element 3: Hazard Control</p> <p>Audit Recommendation:</p> <p>A review of the Violence and Safety Policy, noted to include 1/4 required criteria, as the policy was noted to not include the responsibility to investigate, commitment to maintain confidentiality of personal information and a statement that the policy is not intended to discourage workers from exercising their rights. It is suggested the policy be reviewed and revised to include all required criteria to ensure EPS' compliance with legislated requirements. Having a complete policy with all criteria will reduce the risks of workplace violence, and also ensure EPS is in compliance with legislated requirements</p>	<ol style="list-style-type: none"> 1. Update Violence and Safety Policy to be compliant with OHS legislation 2. Create Violence in the Workplace training in line with updated policy 3. Communicate and roll out training to all of EPS 	Nicole Wetsch,	5	Provide copy of updated and approved policy	May 30, 2021	
		Jennifer Hotchkiss,	15	Provide copy of the training	June 30, 2021	
		Nicole Wetsch	5	Provide copy of communication	June 30, 2021	
		25				
<p>Element 2: Hazard Assessment</p> <p>Audit Recommendation:</p> <p>Although a majority of persons leading hazard assessments are trained to lead formal hazard assessments, it is suggested that when supervisors are assigning someone to lead the hazard assessment, they confirm that the person assigned to lead the assessment is trained.</p>	<ol style="list-style-type: none"> 1. Develop formal Hazard Assessment and Control Training mandatory for all supervisors and those leading hazard assessment 2. Communicate and roll out training to all of EPS 	OHS Section	15	Provide copy of the training	July 31, 2021	
		Melissa Polson	5	Provide copy of communication and proof of completion	August 31, 2021	
20						

Edmonton Police Service 2021 Audit Action Plan

<p>Element 7: Inspections</p> <p>Audit Recommendations:</p> <p>Ensuring that employees who are leading formal inspections are trained is important as it provides them with a good understanding of the inspection process, and links it to hazard identification and control. Training employees leading formal inspections also improves consistency in the inspection process across the organization.</p>	1. Develop formal Inspection Training that is mandatory for supervisors and those conducting inspections.	OHS Section	15	Provide copy of training	August 31, 2021
	2. Communicate and roll out training to all of EPS	Melissa Polson	5	Provide copy of communication and proof of completion	September 30, 2021
	3. Develop online method of assigning and documenting formal inspections using Cority Safety Management Software and training to support completion	OHS Section	5	Provide documentation of the process and training,	August 31, 2021
	4. Pilot online inspection system with Joint Worksite Health and Safety Committees.	OHS Section	5	Provide copies of completed	September 30, 2021
				30	
<p>Element 8: Emergency Response</p> <p>Audit Recommendations:</p> <p>The EPS has identified in its General Procedures Plan 17 potential emergencies that could occur, for example: Tomado, Fire, Flood etc.. However, the site specific "Facility Emergency Response Plans" generally only address fire, medical and bomb threats. It is important that each facility has the potential emergencies identified based on the site to ensure the response is specific and clear for the employees working there. It is suggested that a review of the potential emergencies be undertaken for each EPS facility and the FERPs be updated based on that review.</p> <p>It is suggested that the FERPs be updated to include: - Information on how emergencies will be communicated to employees including emergency communication systems (Alarms, blow horns etc.), and procedures for contacting both internal and external emergency contacts. It is suggested that the FERPs be reviewed and updated to ensure that all identified roles have documented responsibilities.</p>	1. Update the emergency response process to address deficiencies in specificity to location, communications, identification of roles, responsibilities etc. and create supporting templates.	Katja Magarin	5	Copy of the templates and program	June 30, 2021
	2. Pilot the new process and templates with selected areas.	Maya Filipovic	5	Provide completed plans for pilot areas	July 31, 2021
	3. Develop training plan and materials to train employees on new process.	Maya Filipovic	10	Provide copies of training materials	September 30, 2021
	4. Develop roll out plan to launch new process to organization	Katja Magarin	5	Provide a copy of the completed roll out plan	October 31, 2021
				25	
		Grande Total	100		Grande Total

Action Plan Quality Assurance Form (AMHSA)

Audit Reviewer: Shannon Thomas

Employer Name: Edmonton Police Service

Site: (if site specific)

WCB Account(s): 5637929

Industry Code(s): Cities (95104)

If other: _____

Contact Name: Nicole Wetsch

Contact Email: nicole.wetsch@edmontonpolice.ca

Certified Auditor: Yes Auditor Number: 21-20

Team Members: none

Audit Score: 100%

Audit Start Date: 18/5/2021 (Date proposed Action Plan was submitted)

Completed Date: 30/10/2021 (Date of last completed item in Action Plan)

Late Completion: Other - Action Plan

Extension Date: 30/5/2021 (Date employer approved for Action Plan)

Extension Granted By: Action Plan

Received by CP: 15/11/2021 (Date deliverables received by CP)

Late Receipt: Other - Action Plan

Extension Date: 15/6/2020 (Date employer approved for Action Plan)

Extension Granted By: Action Plan

Final Draft Rejected	
Rejected:	<u>No</u>
Quality Issues:	<u>No</u>
Report Duplicated:	<u>No</u>
Boilerplating:	<u>No</u>
Timelines:	<u>No</u>
Other:	_____

Final Draft Approved	
Approved:	<u>Yes</u>
Signed:	<u>Shannon Thomas</u>
Date:	<u>2022-05-01</u>
CORRS Entry:	<u>2022-05-01</u>

Review Score:	<u>100%</u>
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Required Audit Data

Employer Contact	<u>Yes</u>
Employer Phone/Fax/Email	<u>Yes</u>
Employer Address	<u>Yes</u>
WCB Accounts in Scope	<u>Yes</u>
Industry Codes in Scope	<u>Yes</u>
Lead Auditor Address	<u>Yes</u>
Lead Auditor Certified	<u>Yes</u>
Lead Auditor Signed Off	<u>Yes</u>
Auditor Phone/Fax/Email	<u>Yes</u>
Audit Team Listed	<u>Yes</u>
Audit Team Certified	<u>Yes</u>
Audit completed while operations at med/high activity	<u>Yes</u>
Required documents attached	<u>Yes</u>
Completed report has a professional appearance	<u>Yes</u>
Report format followed	<u>Yes</u>

Comments (not req.)

Thank you for the well-organized, complete submission.