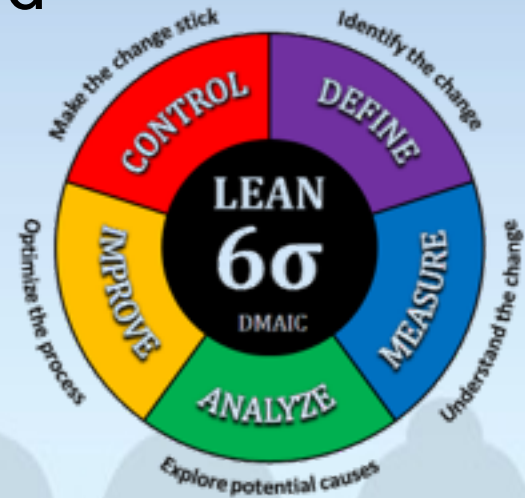


# Health and Safety LSS Projects

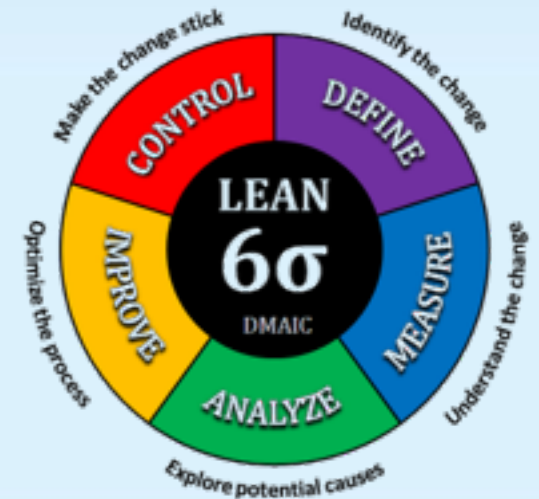
Department of Finance & Treasury Board



# Finance and Treasury Board: H&S LSS Projects

## Goal 1 – Prevent Workplace Injury

- *Prevention of Workplace Injuries* – Rochelle Fletcher
- *Improve Health and Safety Perception* – Alex Daigle



# Finance and Treasury Board: H&S LSS Projects

## Goal 2 – Claims Management

- *Reduce Lost Time* – Kim Lawrence

## Goal 3 – Prevention Strategies

- *Incident Investigation* – Sandra Lawrence



# Finance and Treasury Board:

## H&S LSS Projects

### Problem Statement

- GNB injury rates are higher than NB employer average.
- The costs related to workplace injuries continues to rise.



# Finance and Treasury Board:

## H&S LSS Projects

### Problem Statement

- Health and Safety programming elements are inconsistent across Part I GNB.



# Finance and Treasury Board: H&S LSS Projects

## What We Found

- Lack of H&S Communication
- Lack of H&S Training



# Finance and Treasury Board: H&S LSS Projects

## What We Found

- Inconsistent H&S processes across departments
- Lack of data and statistics



# Finance and Treasury Board: H&S LSS Projects

## What we found

- Challenges in submitting the Form 67 within the 3-day reporting requirement
- Lack of claims management support for people leaders





# 1. Prevention of Work Place Injuries

## Goal:



Identify tangible strategic improvement opportunities along with associated actions, control and leading change plans to improve the Health & Safety Program.



# 1. Prevention of Work Place Injuries

## Prevention Solutions

1. OHS Supervisory Training
2. Safety Talk – ‘Train the Trainer’



# 1. Prevention of Work Place Injuries

## Prevention Solutions

3. Tailgate Meetings

4. Incident Alerts

5. Post Incident Review

As the recipient of this alert, please:

1. Share the appropriate details with your team to increase awareness of injuries
  2. Identify hazards your team may encounter that could result in a similar type of injury & action appropriately
- En tant que récipient de cette alerte, veuillez SVP:
1. Partagez les détails avec votre équipe afin d'augmenter la sensibilisation aux blessures
  2. Identifiez et éliminez les dangers afin d'éviter un incident du même genre

Position Title Titre du poste		District/Branch District/Section
Lost Time Temps perdu	Hospitalization	Date and Time of Injury Date et heure de l'incident <b>AM PM</b>

# Employees injured # d'employés blessés		Injury / blessure
---	--	-------------------

### Incident description

*Summary of event. Do not include names or details that could identify the person(s) involved*

### Description de l'incident:

*Ne pas inclure de noms ou de détails qui pourraient identifier la ou les personnes impliquées dans l'incident.*

### Immediate Corrective Action

*Summary of corrective actions IF applicable at time of alert being sent considering the investigation would not have taken place yet.*

### Quelles mesures ont été prises:

*Est-ce que des mesures préventives ont été prises immédiatement survenant l'incident? Il est important à noter que l'enquête n'a pas encore commencé.*



## 2. Improving Health and Safety Perception

### Goal:



Complete a baseline analysis of the current state of the GNB health and safety perception based on the survey results.

Increase the number of jobs with a completed risk assessment and increase the percentage of action plans completed for identified hazards.



# 2. Improving Health and Safety Perception

## Hazard Identification Solutions

1. Standards for Hazard Identification & Reporting
2. Job Risk Analysis/ Safe Work Procedures

Workplace Hazard Report Form	
<b>SECTION 1: Hazard Identification - to be completed by the employee reporting hazard</b>	
Location of Hazard or Concern: _____	
Workplace Supervisor: _____	Date & Time: _____
Did the incident result in an injury? If so, report it to your supervisor and complete a workplace near-miss form.	
Describe the Hazard:     	
Suggested Action or Fix Required? Describe action taken:     	
Employee Signature: _____	Phone #: _____
<b>SECTION 2: Hazard Response - to be completed by Workplace Supervisor</b>	
Name: _____	Date & Time Received: _____
Comments:     	
Action Taken/ Action Recommended/ Resources Required:     	
Reporting Employee Notified: _____ Date: _____	
<b>Accountability</b>	<b>Risk Level</b>
Person Responsible: _____	(1) _____ + (2) _____ + (3) _____ = _____
To be completed by (date): _____	1-5 (Low), 6-10 (Moderate), 11-25 (High)
Comments:     	Task Frequency (1) 1 - yearly or less, 2 - monthly, 3 - daily Likelihood of Re-occurrence (2) 1 - Practically impossible, 2 - Very unlikely but possible, 3 - Unlikely that it could happen/be repeated Severity (3) 1 - no injury, no lost time, 2 - Moderate injury requires medical attention, lost time, 3 - Fatality or permanent disability
Date Copied to next level of Management: _____	
Date Copied to Joint Health and Safety Committee: _____	
Supervisor Signature: _____	Phone #: _____
<b>SECTION 3: Tracking - to be completed by the joint health and safety committee</b>	
Date Received: _____	Date Hazard Resolved: _____
Comments:     	



# 3. Reduction of Lost Time

## Goal:



Reduce duration of lost time in Part I, by decreasing the time it takes to process claims by 10%.



# 3. Reduction of Lost Time

## Claims Management Solutions

1. Form 67 Completion & Submission
2. Consistent Claim Tracking (across all GNB Departments)





# 4. Incident Investigation

## Goals



Improve GNB Incident Investigation processes.

Achieve 100% incident investigation for Lost Time and No Lost Time incidents





# 4. Incident Investigation

## Solutions

1. Investigator Training Program
2. Standards for Reporting & Managing incidents
3. Electronic Tracking – SharePoint Site & online form



Incident Investigations - New Item
✖

Edit

Save
 Close

Paste
 Copy
 Cut

Commit
Clipboard

### GNB Part I: Workplace incident investigations GNB partie 1: investigations d'incidents dans le milieu de travail

---

#### A. GENERAL INFORMATION / INFORMATIONS GÉNÉRALES

Reference / Référence	<input style="width: 95%;" type="text"/> <small>This is an automatically generated unique identifier for this investigation. Il s'agit d'un identificateur unique généré automatiquement pour l'enquête.</small>
Title / Titre	<input style="width: 95%;" type="text"/>
Attachments / Pièces jointes	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">@ Click here to attach a file</div> <small>Click here to attach a file. / Cliquez ici pour joindre un fichier.</small>
Incident Level / Niveau de l'incident	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;"> </span> <span>▼</span> </div> <p><b>Level 3 / Niveau 3</b></p> <p><small>Incidents including "near misses", from no injuries to minor injuries (first aid), and/or property damage only, estimated under \$5000, and/or minor loss of process.</small></p> <p><small>Incidents, comprenant « les accidents évités de justesse », ne causant aucune blessure ou causant des blessures mineures (premiers soins), causant seulement des dommages matériels d'un montant estimatif de moins de 5 000 \$ ou causant une perte mineure dans le processus.</small></p> <p><b>Level 2 / Niveau 2</b></p> <p><small>Incidents causing injuries requiring medical treatment beyond first aid and where there is a likelihood of lost time, occupational exposure to a hazardous substance and/or property damage estimated greater than \$5000 but less than \$50,000 and/or a moderate loss of process.</small></p> <p><small>Incidents causant des blessures nécessitant des soins médicaux allant au-delà des premiers soins et susceptibles de causer une perte de temps, causant une exposition professionnelle à une substance dangereuse ou des dommages matériels d'un montant estimatif entre 5 000 \$ et 50 000 \$, ou causant une perte moyenne dans le processus.</small></p> <p><b>Level 1 / Niveau 1</b></p>



# Finance and Treasury Board: H&S LSS Projects

## Goal 1 – Prevent Workplace Injury

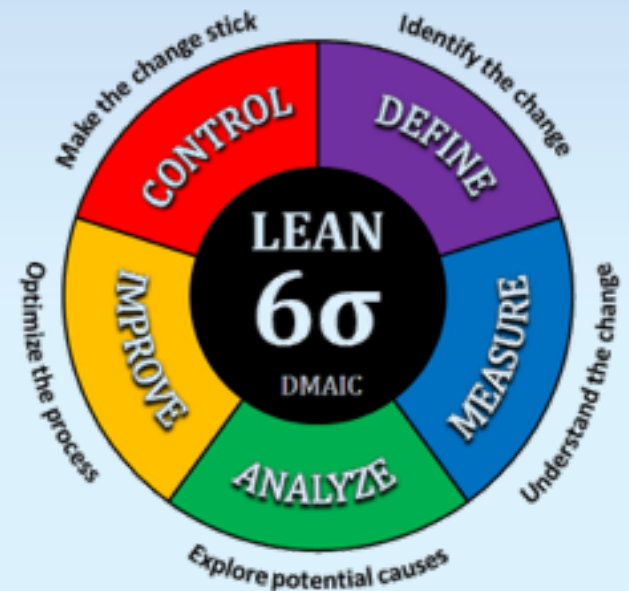
- *Prevention of Workplace Injuries*  
– Rochelle Fletcher
- *Improve Health and Safety Perception* – Alex Daigle

## Goal 2 – Claims Management

- *Reduce Lost Time* – Kim Lawrence

## Goal 3 – Prevention Strategies

- *Incident Investigation* – Sandra Lawrence



# Finance and Treasury Board: H&S LSS Projects

## Goal 1 – Prevent Workplace Injury

- *Prevention of Workplace Injuries*  
– Rochelle Fletcher
- *Improve Health and Safety Perception* – Alex Daigle

## Goal 2 – Claims Management

- *Reduce Lost Time* – Kim Lawrence

## Goal 3 – Prevention Strategies

- *Incident Investigation* – Sandra Lawrence

