



September 22, 2011

MEMORANDUM

TO: Chair and Members of the Commission

FROM: Commissioner Shami Sandhu
Chair, Governance Committee

SUBJECT: Edmonton Police Service External/Internal
Occupational Health Safety (OHS) Audits

The attached report was presented to the Governance Committee at its July 26, 2011 meeting, and is being provided to the Commission for information.

At the meeting, Acting Deputy Chief Chris Kellett advised that internal and external audits are conducted by the Service, alternately, each year.

It was agreed by the Committee that a report on the internal and external audits will be provided to the Governance Committee at the end of the year each is conducted.



Commissioner Shami Sandhu,
Chair
Governance Committee

Attachment



EPS External/Internal OHS Audits

- Evaluate the EPS OH&S management system against a known standards (legislation, policies, best practices)
- Identify strengths and areas for improvement

SCORING

- Must achieve a minimum 80% overall to pass with a minimum of 50% in each element.
- Scoring based on documentation review, interviews and auditor observations



2011 Internal EPS OHS Audit Results

- **Element 1 - Organizational Commitment: 92%**
- **Element 2 - Hazard Assessment: 95%**
- **Element 3 - Hazard Control: 99%**
- **Element 4 - Formal Workplace Inspections: 75%**
- **Element 5 - Orientation & Training: 88%**
- **Element 6 - Emergency Response Planning: 82%**
- **Element 7 - Incident Investigations: 68%**
- **Element 8 - Program Administration: 88%**

****EPS OHS Audit Score: 87%***



Audit Findings (General)

Overall Strengths:

- **Management Team is committed to providing all employees a safe area to work in**
- **High level of knowledge and involvement by employees in the EPS OHS Management System**
- **Excellent safety training provided for sworn members**



Audit Findings (General)

Suggestions for Improvement:

- **Ensure workplace inspections meet frequency targets and increase worker participation in inspections**
- **Increase OHS communication to non-sworn employees**
- **Improve incident investigation process to include root cause analysis**



Next Steps

- **EPS OHS Audit Action Plan being developed**
- **Action Plan will identify corrective actions based on auditor recommendations**
- **Quarterly reviews of Action Plan to ensure full implementation**



Statistical Information

- **YTD Lost times are even compared to 2010 and lost time days have decreased by 30% lowering our severity rate.**
- **YTD lowered total incidents by 8% over last year.**
- **EPS is paying 20% less than industry standard on WCB premiums.**
- **EPS has increased it's claims reporting performance from 55% to 80% YTD.**