

Fourth Follow-up to the Audit of the Occupational Health and Safety Program

July 2004



Environment
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Report Clearance Steps

Follow-up process initiated	February 2004
Report completed	May 2004
Follow-up report approved by Departmental Audit and Evaluation Committee	July 22, 2004

Acronyms used in the report

AEB	Audit and Evaluation Branch
DAEC	Departmental Audit and Evaluation Committee
EC	Environment Canada
OHS	Occupational Health and Safety

New Follow-up Process

As of the May 23rd (2003) meeting of the Departmental Audit and Evaluation Committee (DAEC) a new approach to follow-ups is being taken. While the practice in the past had been for the Audit and Evaluation Branch (AEB) to conduct follow-ups, it will now be the responsibility of the relevant program managers to conduct follow-ups to recommendations resulting from audits or evaluations on their own programs. This information is provided in table format in Appendix 1 of this report. The information provided by program managers has been reviewed by the AEB and a brief context (below) will accompany their program response. This report will also outline AEB's reaction to the program response.

Context

This is the fourth follow-up that is being conducted on the Audit of the Occupational Health and Safety (OHS) Program, which was completed in 1996. The follow-up is being done to determine the adequacy, effectiveness and timeliness of management action taken to implement the recommendations made in the initial audit. Follow-ups are important, as they give senior management a crucial indicator as to the implementation rate of recommendations and adjustments made in relation to the management responses.

Current Status

The previous follow-up discovered that the program had taken steps that began to address some of the more inherent and underlying problems of the OHS program. The program was demonstrating a positive and proactive approach to addressing the recommendations made in the Audit and the subsequent follow-ups.

Four areas were identified in the previous follow-ups that were of concern for the OHS program. These included issues surrounding leadership, resourcing, performance measures, and reporting. The areas included:

- *The development of a national OHS procedures manual;*
- *The investigation of the need to define minimum resourcing requirements for OHS in the regions as a means of assuring that OHS is operating as intended across all regions.*
- *The establishment of performance measures to monitor and identify any impediments to the implementation of the OHS program; and,*
- *The formalization and establishment of standardized reporting process for national as well as regional OHS activities.*

This follow-up revealed that all four recommendations have been addressed. The table in Appendix 1 outlines the actions for each of the recommendations in detail.

Risks

Based on the recommendations made in the initial audit and the management response in Appendix 1, we have not identified any unacceptable risks.

Future Actions

All recommendations have been met; therefore, no future action is required.

Appendix 1

PROGRAM RESPONSE:

FOURTH FOLLOW-UP TO EC'S OCCUPATIONAL HEALTH AND SAFETY PROGRAM

RECOMMENDATION 1 : DEVELOPMENT OF AN OHS MANUAL			
Addressed <input checked="" type="checkbox"/> Partially Addressed <input type="checkbox"/> Not Addressed <input type="checkbox"/>			
RECOMMENDATION	MANAGEMENT RESPONSE TO DATE	ACTIONS TAKEN TO DATE	ACTION PLAN
It is recommended that an OHS procedures manual be developed by the OHS Chief by Fall 2003 in order to provide regions with a common guide for the implementation of their OHS responsibilities.	Agreed -We agree the OHS procedures manual should be done, and have already taken steps to ensure it is completed by October 2003. In the meantime, questions from the regional OHS coordinators are answered at the monthly conference calls.	The Chief, OHS, developed an Occupational Health and Safety Procedures Manual in consultation with all regions. The Manual is posted on the national web site at: http://infolane.ec.gc.ca/hr/OSH/osh_e.html	

RECOMMENDATION 2 : OHS RESOURCING REQUIREMENTS AND STATEMENTS OF CLASSIFICATION			
Addressed <input checked="" type="checkbox"/> Partially Addressed <input type="checkbox"/> Not Addressed <input type="checkbox"/>			
RECOMMENDATION	MANAGEMENT RESPONSE TO DATE	ACTIONS TAKEN TO DATE	ACTION PLAN

<p>It is recommended that the OHS Chief investigate the need to define minimum resourcing requirements for regions in order to provide assurance that the OHS program is operating as intended across all regions.</p> <p>It is recommended that statements of qualifications be developed by the OHS Chief for regional OHS coordinators in order to encourage the establishment of harmonized classification and training requirements for OHS coordinators in all regions.</p> <p>Such actions should be undertaken by Fall 2003.</p>	<p>Agreed -It is the responsibility of the RDG to look at appropriate level of resources, but as part of its functional role in Health and Safety and as part of the review of the Department HR capacity, the Director General of Human Resources agrees to review and define the minimum resourcing levels across all regions, by Fall 2003.</p> <p>A core OHS coordinator job description and classification has been developed. However as some regions combine other duties with OHS, a unique job description and job level will not be achieved for all jobs.</p>	<p>The Director General of Human Resources, in cooperation with the Regions, developed a Business Case identifying the minimum resourcing levels for OHS across all regions.</p> <p>A generic job description for Regional OHS Coordinators has been written and distributed to each region.</p>	
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RECOMMENDATION 3 : DEVELOP MEASUREMENT CRITERIA			
Addressed <input checked="" type="checkbox"/> Partially Addressed <input type="checkbox"/> Not Addressed <input type="checkbox"/>			
RECOMMENDATION	MANAGEMENT RESPONSE TO DATE	ACTIONS TAKEN TO DATE	ACTION PLAN

<p>It is recommended that the OHS program develop measurement criteria based on an accepted set of measures that:</p> <ul style="list-style-type: none">• help to monitor the programs operations;• identify where resource and training needs lie; and,• assist in the identification of any impediments to the implementation of the program. <p>Such actions should be undertaken by April 2004.</p>	<p>Agreed- A report on accidents and incidents with a trend analysis will be presented to the OHS Policy Committee in January 2003. This will serve as the basis in a first step to determine where more efforts are required in the program.</p>	<p>A report outlining statistics for accidents and injuries for the 2002 calendar year was presented at the January 14, 2003 meeting of the National joint OHS Policy Committee.</p> <p>Performance Indicators have been developed in consultation with all regions and have been posted on the national web site.</p>	
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RECOMMENDATION 4 : OHS REPORTS AS ANNUAL UPDATE FOR SENIOR MANAGEMENT			
Addressed <input checked="" type="checkbox"/> Partially Addressed <input type="checkbox"/> Not Addressed <input type="checkbox"/>			
RECOMMENDATION	MANAGEMENT RESPONSE TO DATE	ACTIONS TAKEN TO DATE	ACTION PLAN
<p>It is recommended that the OHS Chief develop the annual OHS report to be an effective annual update for senior management that properly integrates regional OHS activities and provides an update on program performance and risks associated with the OHS program.</p> <p>It is recommended that the OHS Chief establish reporting benchmarks for regional OHS activities so they can more effectively feed into the annual OHS report.</p> <p>These activities should be undertaken by April 2003.</p>	<p>Agreed -OHS is reported annually in the state of HR report, like any other Human Resources functions. This is the main report for the HR function and is presented to EMB, posted on the website and distributed to the unions. In addition a more detailed report will be provided to the OHS policy committee on an annual basis.</p> <p>The OHS Chief has established reporting benchmark for regional OHS activities after consultation with the regional OHS coordinators in November 2002.</p>	<p>Two national templates have been developed to gather regional data to produce detailed reports: one template to provide summary of accidents/incidents; and one template to provide detailed statistics of accidents/incidents. Both templates are posted on the national website at: http://info.ec.gc.ca/hr/OSH/osh_e.html</p> <p>A comparative report outlining statistics for accidents and injuries for calendar years 2002 and 2003 was presented at the May 6, 2004 meeting of the National joint OHS Policy Committee.</p>	