	Approved by: ACC
	Authorizer: Director, Safety and Security
	Effective Date: May 10, 2010
Procedure Title: Continuous Improvement Plan and Safety Trends Review Process	

1.0 **PROCEDURE STATEMENT**

It is the policy of Conestoga College (Conestoga) to improve the health and safety program on a continuous basis through regular reviews of health and safety trends and goal setting.

2.0 **SCOPE**

This procedure applies to the Occupational Safety Office and the Academic Coordinating Committee at Conestoga.

3.0 **RESPONSIBILITIES**

3.1 **OCCUPATIONAL SAFETY OFFICE:**

The Occupational Safety Office will:

- create a continuous improvement plan annually for the fiscal year calendar of March until April,
- communicate the continuous plan with the Joint Occupational Health and Safety Committees (JOHSCs) and Health and Safety Representatives annually,
- communicate the annual Continuous Improvement Plan with the Academic Coordinating Committee (ACC) in March and provide status reviews in September and January,
- track occupational safety trends and provide a statistical report to the appropriate Board of Governors sub-committee in the fall and to the Academic Coordinating Committee in October and February.

3.2 **ACADEMIC COORDINATING COMMITTEE (ACC):**


The Academic Coordinating Committee will:

- review and approve the occupational safety continuous improvement plan in March and review the progress of the action items in September and January,
- review the Occupational Safety Trends report in October and February.

4.0 **CONTINUOUS IMPROVEMENT PLAN DEVELOPMENT AND REVIEW PROCEDURE**

4.1 **CONTINUOUS IMPROVEMENT PLAN DEVELOPMENT**

- The Occupational Safety Office will develop an annual continuous improvement plan. The plan will include specific goals, target dates, assigned responsibility and requested resources.
- The plan will be developed by reviewing the following suggested information:
 - a) Injury/illness statistics
 - b) Changes in applicable legislation
 - c) Workplace inspections
 - d) Government agency issued orders
 - e) Safety concern reports
 - f) Recommendations from the Joint Occupational Health and Safety Committees and Health and Safety Representatives
- The plan will be reviewed and approved by ACC in March of each year.
- The approved Continuous Improvement Plan will be provided to the JOHSCs and

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Health and Safety Representatives as well as posted on the Occupational Safety bulletin boards and web page.

4.2 **CONTINUOUS IMPROVEMENT PLAN PROGRESS REVIEW**

- The Occupational Safety Office will track the progress of action items.
- A progress report of the action items will be provided to the ACC in September and January for review.

5.0 **SAFETY TRENDS REVIEW PROCEDURE**

- The Occupational Safety Office will prepare the Occupational Safety Trends Review for the appropriate Board of Governors sub-committee and the ACC in the fall of each year and again for the ACC in February of each year.
- The following documentation will be reviewed when developing the Occupational Safety Trends Review:
 - a) Employee and student Injury/illness incidents
 - b) Workplace inspections
 - c) Safety Concern Reports
 - d) Work Refusal Reports
 - e) Recommendations from the Joint Occupational Safety Committees and Health and Safety Representatives
 - f) WSIB Injury/illness summary
 - g) Training records
- The Occupational Safety Trends Review will provide information on the following suggested categories:
 - a) Employee, student and other (visitors, recreation centre users, contractors) reported injuries/illnesses, including; critical, lost time and medical aid.
 - b) Common injury and accident types
 - c) Ministry of Labour investigations and orders issued
 - d) Training completed and planned
- The Occupational Safety Trends Review will be posted on Occupational Safety bulletin boards after review by the ACC.

6.0 **RELATED DOCUMENTS**

- OSF-001 Health and Safety Policy
- Annual Continuous Improvement Plan
- Occupational Safety Trends Review Reports

7.0 **REVISION HISTORY**

Revision Date	Summary of Changes
May 10, 2010	New procedure
June 16, 2010	Policies and Procedures Committee - Approved
June 18, 2010	Academic Coordinating Committee - Approved