

**Annual Report of the  
Middlesex-London Health  
Unit’s Occupational Health  
and Safety Program**

2023



**March 22, 2024**

For information, please contact  
Occupational Health and Safety

Middlesex-London Health Unit  
110-355 Wellington St.  
London, Ontario  
N6A 3N7  
phone: 519-663-5317

email: [OHS@mlhu.on.ca](mailto:OHS@mlhu.on.ca)

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s  
Occupational Health and Safety Program

© Copyright information  
Middlesex-London Health Unit  
110-355 Wellington St.  
London, Ontario  
N6A 3N7

Annual Report of The Middlesex-London Health Unit’s Occupational Health and Safety Program 2023  
London, Ontario: Lilka Young

All rights reserved.

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s  
Occupational Health and Safety Program

## Table of Contents

---

Introduction .....	2
The Occupational Health and Safety Team.....	2
Activities and Initiatives.....	2
2023 Policy Review .....	2
Citi Plaza Security and Safety Enhancements .....	3
Employee Immunization Program .....	3
Ergonomics.....	4
Supporting a Return to The Office .....	4
Training .....	4
Anti-harassment and Anti-Discrimination All Staff Training .....	4
Standard First Aid, CPR and Basic Life Saving (BLS) Training .....	4
Verbal and Nonviolent Crisis Intervention Training .....	4
Fostering Well-being Through Leadership .....	5
Workplace Hazardous Materials Information System (WHMIS) Program Enhancements and Compliance.....	5
Employee Reported Injuries and Incidents .....	5
Workplace Safety and Insurance Board (WSIB) Reporting and Claims .....	7
Be Well Committee .....	9
Employee Wellness Programming and Initiatives .....	9
Introduction of Virtual Wellness Programming - Cyno.....	9
Employee Family and Assistance Program: Homewood Health .....	10
Joint Occupational Health and Safety Committee .....	10
JOHSC Membership Updates .....	10
Safety and Health Week.....	10
Workplace Inspections .....	11
Quarterly Meetings .....	12
Conclusion .....	12
References .....	13

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit's  
Occupational Health and Safety Program

## Introduction

---

The following report is submitted to the Board of Health and is available for all employees to review on an annual basis by the second quarter of the following year as per policy 8-010 Occupational Health and Safety as agency best practice. The information included in this report includes a summary of the activities and initiatives related to occupational health, safety and wellness that were completed over the course of 2023.

## The Occupational Health and Safety Team

Reporting to the Associate Director, Human Resources and Labour Relations, the Health and Safety Advisor with the support of a Human Resources Coordinator, Health and Safety oversees the occupational health, safety and wellness programming for MLHU. The Occupational Health and Safety team, with the support of the Joint Occupational Health and Safety Committee (JOHSC) monitor and support the Internal Responsibility System by reinforcing legislative requirements, promoting continuous quality improvement, and consulting with teams to ensure that the appropriate safety measures are in place. The team also leads the follow up for employee incident reporting, employee immunization and reports quarterly to the Senior Leadership Team.

## Activities and Initiatives

---

### 2023 Policy Review

Over the course of 2023, ten policies were reviewed, including the Workplace Violence, Occupational Health and Safety, Incident Reporting and Infection Prevention and Control policies.

The incident reporting policy in the OHS section of the administrative policy manual was reviewed and revised in 2023 to include not only Health and Safety incidents but also clinical and medication events. Through this review, a new online health and safety incident report form was developed to allow for documentation for incident investigation, follow up and corrective actions. Like the incident report form that was launched in late 2021, the new form allows for customizable notifications to leaders, which provides incident information to be shared in a timelier manner.

The Infection Prevention and Control policy underwent massive revisions to align and document current practices. Future work will be completed to recommend and develop more formal infection prevention and control training for all levels of staff based on a risk assessment.

Two new policies were developed in 2023. In collaboration with Emergency Management, a policy was developed to document and implement the procedures in place for a newly launched internal mass notification system (IMNS). The business and personal contact information for all employees, students and Board of Health Members are entered into the IMNS to support timely communications during emergency situations. In addition, a new policy focused on appropriate and safe attire and footwear was introduced, in collaboration with the Human Resources Team. This policy documents safety and attire requirements based on the type of work being performed and includes a situational assessment and risk assessment to guide leaders and employees for what is appropriate and safe attire in the workplace.

To prepare for the development of a Lone Worker Safety policy, OHS and the Manager, Privacy, Risk and Client Relations hosted a focus group with employees who work alone. Results from the focus group will inform the development of the policy and will be reviewed with focus group participants in 2024. Four policies will require review in 2024 and two new policies will be developed (Needle Safety

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s  
Occupational Health and Safety Program

and Lone Worker Safety). There are currently 16 health and safety policies in the administrative policy manual.

## Citi Plaza Security and Safety Enhancements

Following an investigation into staff safety concerns in the needle syringe program (NSP) room at Citi Plaza, the following changes were made in consultation with affected staff:

- Elimination of evening service hours;
- Installation of a secondary panic alarm;
- Installation of cabinets to provide a separation barrier in the NSP room;
- Installation of door lock to allow for secure half door;
- Installation of locker for client bags and weapons; and
- Relocation of panic alarm in NSP room.

Following an event that involved the locking of the public facing entrance doors and internal response following the activation of a panic alarm, the following recommended changes were made to bolster employee safety and security. Previously, entrance doors had to be locked from the mall corridor, potentially putting an employee at risk if there is a risk of violence outside of MLHU facilities at Citi Plaza. Interventions following this incident included:

- Adding a remote electronic lock on the front doors; and
- Updating the panic alarm protocol to clarify roles when the panic alarm is triggered.

## Employee Immunization Program

Occupational Health and Safety continues to manage the Employee Immunization Program, which includes the tracking of employee immunization status for 6 vaccinations for all staff and TB Skin Testing for select employees. During respiratory season, defined in the policy as November 1 – March 31 under the directive of the Medical Officer of Health, employees who were not up to date with their influenza and/or COVID-19 vaccines and those working in clinical environments were required to wear a medical mask.

At the end of 2023, 89% of staff were compliant with the COVID-19 vaccine reporting requirements, in that they had either reported receiving a recent dose (65%) or were exempt from/ declined receiving an additional dose of the COVID-19 vaccine (22%). Rates for influenza uptake was 68% and the compliance rate (86%) was lower in comparison to COVID-19 as indicated in Table 1.

*Table 1: 2023 Employee Immunization Uptake and Compliance Rates for COVID-19 and Influenza Vaccines*

Vaccine	Employee Uptake Rate	Employee Compliance Rate
COVID-19	65%	89%
Influenza	68%	86%

The compliance rate for submission of immunization history among new hires in 2023 continues to be 100%. The compliance rate for submission of immunizations history among current staff in 2023 was 93%. Linking employee vaccine status to job hazard analysis and confirming exposure risks among teams will continue in 2024.

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit's  
Occupational Health and Safety Program

## Ergonomics

Over the course of 2023, OHS conducted sixteen ergonomic reviews for employees, accounting for 18% of employee incident reports, up from 6% in 2022. These proactive reviews were conducted following employee questions and/or concerns about their workstations. Three employees also reported musculoskeletal injuries in relation to awkward postures, carrying equipment, and assisting a client following a fall. Ergonomics and musculoskeletal disorders continue to make for the majority of employee interactions with OHS. Proactive reviews and supports assist in mitigating risk of severe injuries requiring medical attention and/or lost time.

## Supporting a Return to The Office

Occupational Health and Safety continues to support employees returning to the office as part of the Hybrid Work policy in-office requirements through ergonomic review and consultation with leaders and employees.

To illustrate and educate employees on the various pieces of safety equipment available to them at MLHU office locations, a new safety video was filmed by Communications in collaboration with OHS. This video has been shared at the team level as well as through the virtual townhall. This video will also support and orient employees to the measures in place to summon immediate assistance, such as the panic alarm system.

## Training

### Anti-Harassment and Anti-Discrimination All Staff Training

In collaboration with Human Resources, an internal online module was introduced to educate employees on the procedures in place when a staff member experiences or witnesses harassment or discrimination. In addition to this training, supporting the Employment Systems Review, a Respect in the Workplace module was also introduced to all staff. These modules together support MLHU's legislative compliance under the OHSA and bolster MLHU's efforts for inclusivity and a supportive workplace.

### Standard First Aid, CPR and Basic Life Saving (BLS) Training

In 2023, eligibility for Standard First and CPR and Basic Life Saving (BLS) CPR training was reviewed to align with agency, medical directives, regulatory college, or legislative requirements. There are approximately 115 MLHU employees who are eligible for training. In 2023, 49 employees were certified or re-certified in BLS or Standard First Aid and CPR. Of the 115 eligible employees, 22 act as designated first aid responders to support legislative compliance for the *Workplace Safety and Insurance Act*.

### Verbal and Nonviolent Crisis Intervention Training

Offering de-escalation education to staff was a key priority in 2023 following high rates of reports of verbal aggression during the pandemic. Over the course of late 2022 and 2023, 200 (51% of active employees as of December 15, 2023) employees completed de-escalation training. The training was offered in two levels, based on level of risk for violence and type of work conducted by position (administrative positions vs. client/public facing roles). Efforts to train remaining employees will continue in 2024.

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit's  
Occupational Health and Safety Program

## Fostering Well-being Through Leadership

In response to the Employment Systems Review (ESR), five leadership sessions on fostering well-being through leadership were offered to the leadership team, those participating in the leadership development program as well as union, JOHSC and Be Well members. These sessions are specifically designed for people leaders (e.g., supervisors, managers, senior leaders, etc.) and aim to increase leaders' confidence in supporting employees who may be experiencing mental health challenges. It also provides a foundation for fostering psychological health and safety at all levels of an organization.

## Workplace Hazardous Materials Information System (WHMIS) Program Enhancements and Compliance

For the fifth year, OHS hosted a student from the Occupational Health and Safety Management Diploma program at Western Continuing Studies. During the months of May-August 2023, the practicum student assisted with the re-development and maintenance of a refresher training module for all staff to support legislative compliance and capacity building for staff knowledge as it relates to WHMIS. The agency wide product inventory and safety data sheets were also reviewed to ensure that all supporting documentation was up-to-date and accessible to all employees. At the end of 2023, an additional all-staff e-module was developed for a 2024 launch, covering materials for products stored and handled by the majority of MLHU employees. Additional product specific, team level training will be finalized and assigned to select staff in 2024.

## Employee Reported Injuries and Incidents

---

There were 85 employee incident reports submitted in 2023. The reporting rate per 100 employees for the number of incident reports submitted remained the same (21%) compared to the reporting rate per 100 in 2022. Incident reporting is regularly encouraged with staff to ensure that the MLHU is aware of the employee experience to inform and enhance OHS programming as well as to ensure the appropriate hazard controls are in place to prevent incidents from occurring. Near miss reporting continued to make up 20% of all employee incident reports.

Of the 85 employee incident reports, the most reported incidents were related to ergonomics (23% of reports), workplace violence (18%) and struck with/ caught by/ contact with (13%).

The ergonomics category includes requests for equipment and/or ergonomic consultation, such as a proactive ergonomic review following concerns about discomfort. In addition to these reports, injury reports related to musculoskeletal accounted for 4% of received incident reports. MSD-related reports, including proactive consultations and reviews were reported at a rate of 5% per 100 employees based on an employee count of 390 staff at the end of 2023, returning to a similar rate pre-pandemic, where more staff were working in the office.

Examples of workplace violence incidents, as defined at MLHU, include any situation that involves a worker in the workplace that may result in actual or potential harm/ injury, including mental stress from a violent incident. This may include reports of acts or attempts or threats of physical violence, verbal aggression/ abuse, and harassment. Interactions may be with other workers, clients, individuals with no connection to MLHU or a personal connection to a worker (i.e., intimate partner violence/domestic violence). Workplace violence reports, including those that do not meet the *Occupational Health and*

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s Occupational Health and Safety Program

Safety Act’s definition of workplace violence<sup>1</sup> were reported at a rate of 3% per 100 employees, a decrease from 7% in 2022.

Examples of contact with/ struck by incidents include when an object strikes, pinches, or contacts an employee causing injury, including pokes with sterile syringes, hitting head, dog bite, etc. These types of reports were reported at a rate of 2% per 100 employees, the same rate as 2022.

All employee incident reports are depicted in Figure 1 and 2 below.

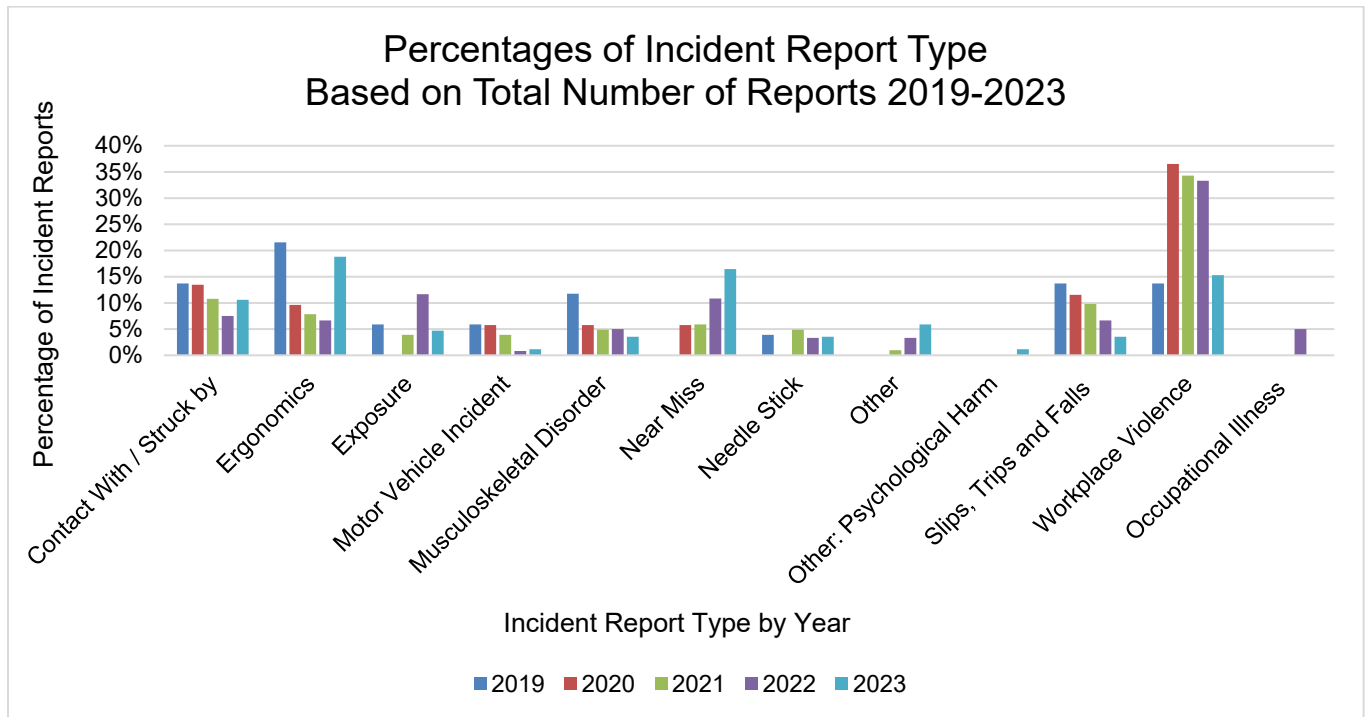


Figure 1: Percentage of Employee Incident Report Types by Total Number of Reports 2019-2023

<sup>1</sup> Workplace violence is defined in the OHSAA as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker [subsection 1(1)].



MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit's Occupational Health and Safety Program

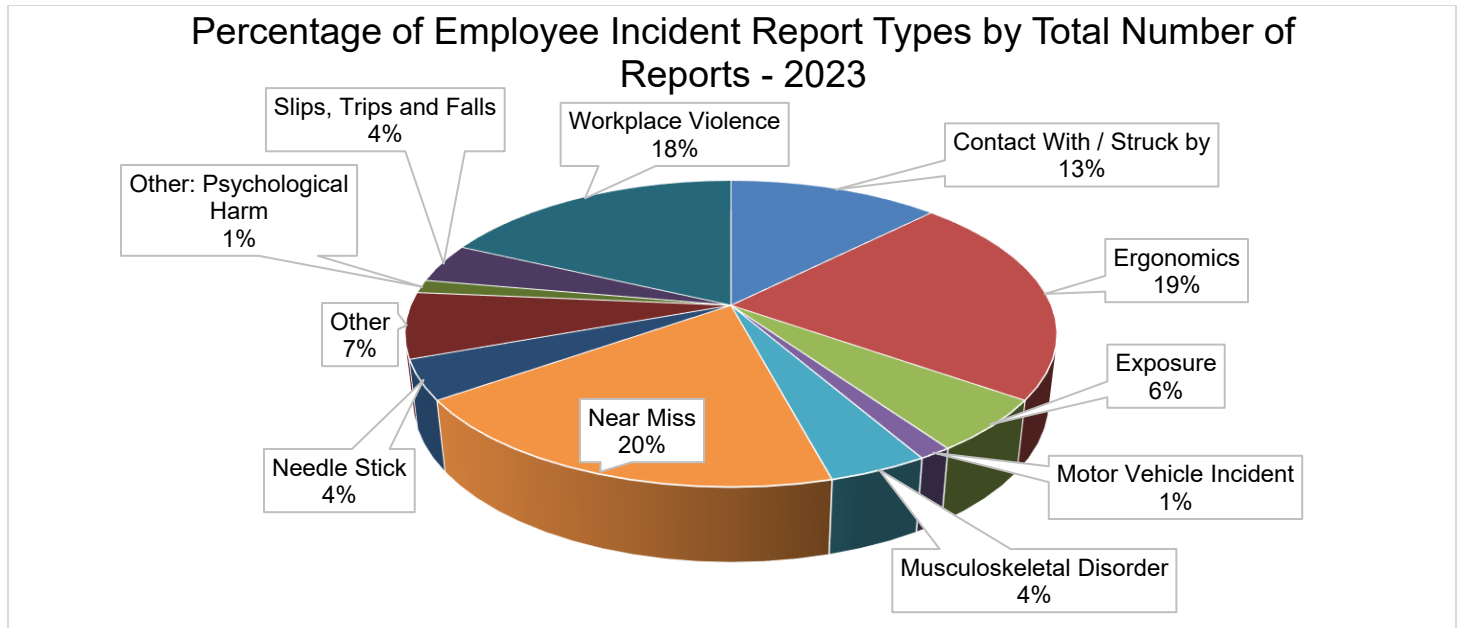


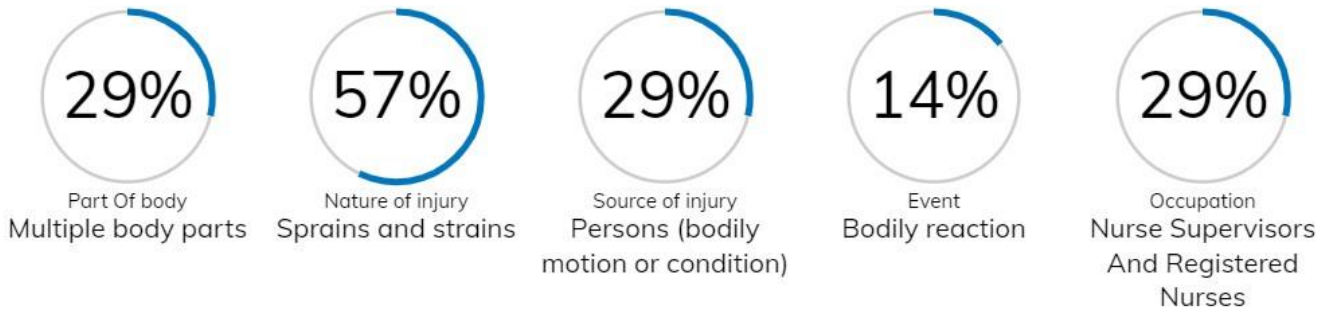
Figure 2: Percentage of Employee Incident Report Types by Total Number of Reports 2023

In addition to the 85 employee incident reports received in 2023, MLHU receives incident reports from and/or about visitors, clients, contractors, unpaid students, and volunteers. These assist in identifying and determining factors involved in non-employee incidents to ensure the appropriate corrective actions are in place when a hazard is identified to prevent further incidents from occurring. Over the course of 2023, there were 16 non-employee reported incidents related to client incidents or injuries and 13 employee reports that occurred outside of work hours and/or were not work-related. All incident reports are welcomed as it provides insight into the employee experience as well as informs the organization about possible hazards and risks.

## Workplace Safety and Insurance Board (WSIB) Reporting and Claims

According to the WSIB publicly accessible Safety Check tool (Figure 3), 57% of the MLHU's lost time injuries between 2019-2023 were sprains and strains (MSD Other) and 29% of WSIB-reported injuries were sustained by nurses. In 2023, approximately 34% of the MLHU workforce was made up of nurses.

**MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s Occupational Health and Safety Program**



WSIB generated report for MIDDLESEX-LONDON HEALTH UNIT  
 Data source: Workplace Safety and Insurance Board  
 Data maturity: As of January 31, 2024  
 This data is licensed to you under the Government of Ontario's Open Data License <https://www.ontario.ca/page/ontarios-open-data-directive#section-8> and subject to the provisions described therein.  
 Data downloaded from WSIB Safety Check tool.  
 Report downloaded on 2024-02-29 12:02:55

Figure 3: WSIB Safety Check - Leading Types of Lost Time Injuries 2019-2023

The following statistics (Figure 4 and Table 5) are accessible from the Workplace Safety and Insurance Board (WSIB) e-services Compass portal tool and provide a summary of the organization’s claim counts and the number of days lost (lost time) over the course of the year.

Of all lost time claims, zero percent of claims have continued to receive loss of earnings benefits one year post injury.

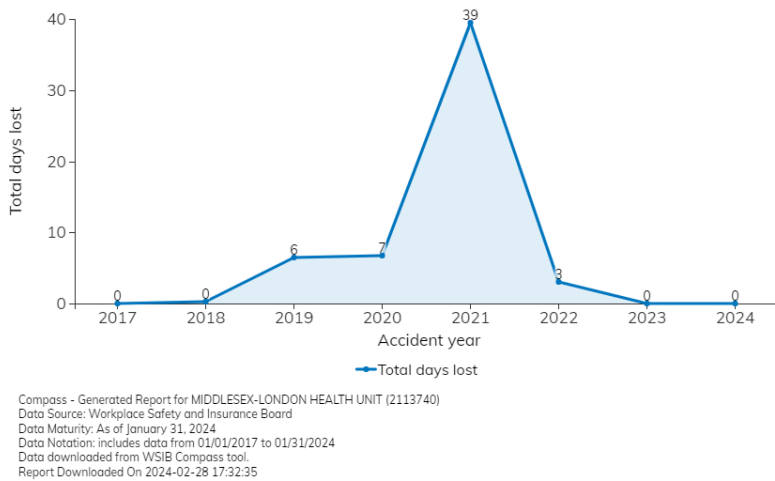


Figure 4: WSIB Summary of Lost Time (Days Lost) 2017-2023

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s  
Occupational Health and Safety Program

Over the course of 2023, eight reports (9% of employee incident reports) were submitted to WSIB. Of those eight reports, three claims, representing 3.5% of all employee incident reports (down from 12) were approved by WSIB in 2023 compared to previous years as indicated in Table 2.

Table 2: Lost time and No Lost Time Summary with WSIB Data

Category	2019	2020	2021	2022	2023
MLHU Employee Count <sup>1</sup>	308	392	814	561	390
Total Number of MLHU Employee Incident Reports	51	52	102	120	85
WSIB Lost Time Injuries Count <sup>2</sup>	1	2	1	3	0
WSIB No Lost Time Injuries Count <sup>3</sup>	7	1	6	9	3
WSIB Recordable Injuries Total	8	3	7	12	3
WSIB Year-to-date Days Lost	6.46	6.78	39.41	3	0

<sup>1</sup>The employee count reflects full-time, part-time, temporary, and casual employees, including those on leave of absence on December 15, and does not account for employees who left MLHU during the year.

<sup>2</sup>Lost time injuries as per approved WSIB claims. An LTI (Lost-Time Injury) is a serious injury that results in time off work beyond the day of the incident, a loss of wages, or a permanent disability.

<sup>3</sup>No lost time injuries as per WSIB claims. An NLTI (No Lost Time Injury) is any injury in which no time is lost from work other than on the day of the incident, but medical attention/health care is sought (this does not include first aid that is received).

MLHU continues to encourage employees to report injuries and/or incidents in a timely fashion. During follow up of incidents, employees are encouraged to seek medical attention and/or report any lost time in relation to the injury, if required. This may impact the number of reports submitted to WSIB when employees seek medical attention or take time off in relation to an injury they have sustained.

## Be Well Committee

---

### Employee Wellness Programming and Initiatives

Over the course of 2023, the Be Well Committee (also referred to as “Be Well”) continued to offer virtual and hybrid wellness programming to support the hybrid work environment. Be Well also continued to provide the monthly Be Well highlights newsletter, and weekly wellness content/ activities during virtual town hall meetings and regularly scheduled wellness workshops. In addition, the Be Well Committee also coordinates two annual all staff social/appreciation events.

Three wellness workshops were well attended by staff and covered topics such as social media and mental health, building resilience, and how to create and maintain healthy habits. In addition to these sessions, to support recovery and foster resilience from MLHU restructuring and lay offs, three change management sessions were held for both employees and leaders with information on self-care, change management, and supporting employees/ individuals through change.

Staff participation varied by event and to support the varied schedules, some were recorded and posted on the Be Well Website for employees to access when conducive to their schedule. MLHU allows employees to attend Be Well sanctioned events on worktime as part of its commitment to employee wellbeing.

#### Introduction of Virtual Wellness Programming - Cyno

A new initiative was launched in 2023, partnering with a new wellness provider, Cyno. Cyno is a virtual wellness platform that provides direct access to a variety of service providers and practitioners, such as therapists, registered dietitians, fitness professionals and much more. Programming is available in three different modes: on demand, live group programming, and one-on-one services. All permanent staff were

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit's  
Occupational Health and Safety Program

provided with 8 credits to use towards one-on-one services over the calendar year. Cyno programming was promoted via Be Well Highlights, e-mail, magic monitor screens and at town hall. Utilization continued to increase throughout the year, with approximately 35% of staff participating on the platform. Following the request for proposal process in late 2023, the contract with Cyno was extended for an additional three years with the opportunity for extension beyond the third year.

### Employee Family and Assistance Program: Homewood Health

Homewood Health's Employee and Family Assistance Program services run on an annual calendar that spans from April to March. By the third quarter, MLHU began to see lower utilization rates 13% (41 cases) in comparison to 2022 rates, which were above the contracted 20% utilization rate at 30%. The third quarter report shows a decrease of 31.67 cases in comparison to the same period in 2022 (72.67 cases). The projected annualized utilization rate for 2023-2024 is 13.02%, still well above the sector benchmark of 8.95%. MLHU employees have used a range of the programs available through the Homewood Health offerings, including clinical counselling, pro-active coaching, and online services.

In May 2022, Homewood Health launched a new tool on their online platform homeweb.ca called Pathfinder. This tool assists employees or their family members to find the resources, tools or counselling that align with their specified need through their website. To date, 37 employees have registered for this service (up 7 from 2022).

## **Joint Occupational Health and Safety Committee**

---

### **JOHSC Membership Updates**

In 2023, the following three members left the committee: Mabel Kane (ONA), Shelley Hylmbicky (ONA) and Sarah Webb (Management). With vaccination clinic locations closing, the JOHSC is working to return to a committee consisting of nine or ten members (down from 12). The current committee operates as a multi-site committee, representing all MLHU facilities and has eight worker members and two management members.

Every Joint Health and Safety Committee (JHSC) must have at least two certified members: one representing workers, and one from management. A certified member is a JOHSC member who has completed both Part One (Basic Certification) and Part Two (Workplace-specific Hazard Training) of the Joint Health and Safety Committee Certification program. In 2023, one member received certification training. Of the 10 members, eight hold JHSC Certification. The MLHU's commitment to training JOHSC members beyond the OHS requirements allows for the JOHSC to act effectively when it comes to identifying workplace hazards and advocating for employee health and safety. Those who completed the training after March 1, 2016, require refresher training every three years. Five members are due for re-certification training in 2025.

### **Safety and Health Week**

Each May, the JOHSC celebrates Safety and Health Week. In 2023, OHS and the JOHSC partnered with the Emergency Management Specialist to host a brief meet and greet coffee break that included refreshments and educational trivia. The JOHSC will continue to provide both in person and virtual education for Safety and Health Week in 2024 in partnership with Emergency Management, as both Safety and Health Week and Emergency Preparedness Week happen to fall on the same dates.

MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit’s  
Occupational Health and Safety Program

## Workplace Inspections

The JOHSC conducts monthly inspections of all MLHU locations (includes offices and vaccination clinics) to identify hazards, make recommendations to management for corrective actions, and monitor progress of corrective actions and measures undertaken. The overarching goal of the worksite inspections is to monitor and evaluate the effectiveness of the Internal Responsibility System. Over the course of 2023, 43 inspections were conducted across 4 locations, and 102 items (including new and repeated findings) were identified. The most common hazards identified are safety hazards, which includes items associated with equipment or materials, risk of slip, trips, and falls, etc. See Table 4 below for a summary of the results from the 2023 worksite inspections.

Employees are encouraged to raise concerns with their leader first; however, the JOHSC will follow up and discuss concerns raised by employees during worksite inspections. These types of concerns may require engagement of the JOHSC in discussion, consultation, monitoring or the development of recommendations to address them. Contributing factors associated with incidents/injuries, identified hazards, and near misses are expected to be resolved satisfactorily by the employee’s immediate leader, sometimes in consultation with Human Resources, Occupational Health and Safety, or Operations.

Management responses to identified hazards and observations were routinely and promptly received in writing by the applicable leader. Most hazards or operational issues were resolved expeditiously, or a plan to address them was put in place and communicated to the employees and the JOHSC within a 21-day timeframe, based on the legislative requirement for formal recommendations. At the end of 2023, one item remains outstanding due to the ongoing monitoring of the heating and cooling concerns throughout Citi Plaza.

*Table 3: Summary of Outstanding Items Identified During Worksite Inspections*

Hazard Category	Description	Year	Status
Physical	Employee concerns related to thermal comfort (both in cool and warmer temperatures) in various areas of Citi Plaza. Monitored temperatures are above 18 degrees.	2023	Continue to monitor and adjust as needed.

*Table 4: Summary of 2023 Worksite Inspections*

2023 Workplace Inspections	Citi Plaza	Strathroy Dental Clinic	Strathroy	Western Fair	Total
Number of inspections	12	7	12	12	43
<b>Types of items identified</b>					
Biological	9	1	2	3	15
Chemical	3	0	0	0	3
Compliance	1	2	10	2	15
Musculoskeletal	4	1	1	1	7
Physical	1	0	0	0	1
Psychosocial	0	0	0	0	0
Safety	33	8	10	10	61
<b>Total:</b>	<b>51</b>	<b>12</b>	<b>23</b>	<b>16</b>	<b>102</b>

Biological – includes hazards that come from living organisms.

## MIDDLESEX-LONDON HEALTH UNIT – Annual Report of The Middlesex-London Health Unit's Occupational Health and Safety Program

Chemical – includes hazards associated with chemicals / chemical use.

Compliance – includes practices or conditions that are not in compliance with relevant legislation/ regulations.

Musculoskeletal (MSD) – includes hazards that may result in Musculoskeletal Disorders.

Physical – includes hazards that come from forms of energy that can result in bodily harm.

Psychosocial – includes hazards that affect the mental and physical wellbeing of people

Safety – includes hazards associated with equipment, as well as slips, trips and falls.

Employees are encouraged to review the posted worksite inspection reports on the newly established OHS SharePoint page or on the dedicated OHS bulletin board in each MLHU location. Occupational Health and Safety information was migrated to an updated internal SharePoint site in 2023.

### Quarterly Meetings

The JOHSC is required to meet at least once every three months under the OHSA; the MLHU JOHSC conducted five meetings over the course of 2023. The JOHSC regularly discusses incident reports and statistics, worksite inspections, and program/ policy updates at each scheduled meeting. Minutes of the JOHSC meetings are made available to all staff on the OHS SharePoint page and are also posted on the OHS bulletin boards at each MLHU location, including the vaccine clinic. In addition to regular meeting agenda items, the following topics were discussed by the JOHSC in 2023:

- 2024 Communication calendar
- Needle Syringe Program (NSP) safety concerns
- Policy Review: Inclement Weather, First Aid, Appropriate and Safe Attire and Footwear, Infection Prevention and Control (IPAC), Incident Reporting
- Strathroy dental clinic opening
- Strathroy site improvements
- WHMIS
- Lone Worker Safety Policy
- Review of JOHSC Terms of Reference
- IPAC Review of clinic spaces
- Panic alarm response
- Fire Drill Outcomes

### Conclusion

---

The MLHU continues to build its safety culture through continued consultation and collaboration, open dialogue, regular communications, and education opportunities. Encouraging reporting of incidents, including near misses, concerns and injuries allows for more a proactive safety culture which is supported by regular reporting to the Senior Leadership Team (SLT). Further dedication to employee wellness, policy review, employee education, infection prevention and control, workplace violence prevention, and formal risk assessments are planned for 2024.

## References

---

Occupational Health and Safety Act R.S.O. 1990, c. O.1. <https://www.ontario.ca/laws/statute/90o01>

Workplace Safety and Insurance Board. (2024, March 20) *Safety Check*. WSIB Ontario.  
<https://safetycheck.onlineservices.wsib.on.ca/safetycheck/explore/profile/10396624>

Workplace Safety and Insurance Board. (2024, January 31) *Compass*. WSIB Ontario.  
<https://compass.onlineservices.wsib.on.ca/compass/compass>

Workplace Safety and Insurance Board. (2024, January 31) *Business Profile*. WSIB Ontario.  
<https://compass.onlineservices.wsib.on.ca/compass/compass/businessReports/profile/2113740>