



**STAFF REPORT
ACTION REQUIRED**

Compliance with AODA and Health & Safety Awareness Training

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| Date: | January 27, 2016 |
| To: | City Council |
| From: | City Manager |
| Wards: | All |
| Reference Number: | |

SUMMARY

The purpose of this report is to provide Council with divisional completion rates for legislated training requirements under the Accessibility for Ontarians with Disabilities Act (AODA) and the Occupational Health & Safety Act (OHSA.)

Most Divisions have reached substantial completion rates in the legislated training requirements. The Divisions which have not reached substantial completion are working to achieve compliance. All Divisions are using the City's enterprise learning management system to track training and ensure that newly hired employees, employees who have changed positions or have returned to work from a lengthy leave receive the appropriate training.

RECOMMENDATIONS

The City Manager recommends that:

1. City Council receives this report for information.

Financial Impact

There are no financial implications associated with this report.

DECISION HISTORY

At its meeting of June 10, 2015 City Council adopted the report “Improving the Administration of Training” (AU2.6) without amendments which included the recommendation that “City Council request the City Manager to ensure compliance with legislated training requirements of the Occupational Health and Safety Act and the Accessibility for Ontarians with Disabilities Act by September 2015 and such compliance be reported to City Council.”

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.AU2.6>

ISSUE BACKGROUND

The Provincial *Occupational Health and Safety Act* and *Accessibility for Ontarians with Disabilities Act* require that employees receive training in the following areas:

1. Supervisor Health and Safety Awareness in 5 Steps (required for all staff who direct the work of others)
2. Worker Health and Safety Awareness in 4 Steps (required for all staff)
3. Accessibility for Ontarians with Disabilities Act - Ontario Human Rights Code, AODA – OHRC (required for all staff)

This report details divisional completion compliance rates of the above training courses as of January 13, 2016.

COMMENTS

The City Manager has directed all divisions to ensure that they have plans in place to achieve and maintain full compliance with the mandatory training requirements.

The City tracks completion of all legislatively required training through the City's enterprise learning management system (ELI). ELI is a system which records and tracks employee training history and also assigns and delivers an array of courses via eLearning.

The records of completion in Appendix A demonstrate that, with a few exceptions, divisions have achieved substantial compliance. Where compliance has not been achieved it is generally attributed to staff turnover, employees on approved leaves of absence, or part time employees and recreation workers who worked within the last 12 months, but may not be currently reporting to work. In divisions where employees do not have access to a computer, the training is done via tailgate sessions which takes additional time and adds complexity to the process of tracking and reporting.

Human Resources will continue to work with divisions such as Long-Term Care Homes & Services and Parks, Forestry and Recreation who have a substantial number of part-time and seasonal staff. These divisions have added complexities in training large numbers of staff.

Long-Term Care Homes & Services has a large workforce that includes a significant number of staff without regular access to computers and many part-time staff who work occasional shifts. The division has put in place a number of tactics to support completion of this required training. In addition, managers will ensure that no employee is allowed to work / execute their regular duties without first having completed their requisite OHS and AODA training.

Similarly, Parks, Forestry and Recreation's Community Recreation section has large number of new part-time and seasonal staff throughout the year. Because only 40% of their approximately 10,000 part-time/seasonal staff actively work at any given time and not on regularly scheduled shifts, it presents unique challenges to meet legislative requirements. The Division's 2016 Orientation Program will ensure training for new and returning staff. As a result, the compliance rate will improve and will be regularly monitored to ensure accuracy and legislative compliance.

CONTACTS

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SIGNATURE

Peter Wallace
City Manager

ATTACHMENTS

Appendix A – City Divisional Compliance with Legislated AODA and OHS Training Requirements