

Health and Safety Tip Sheet for TMU Leaders

Promoting and sustaining a culture of safety and wellbeing

Strong leaders recognize that solid health and safety performance and employee wellbeing drives results. They promote a culture of safety and wellbeing in their organizations, and integrate preventative measures into strategies, processes and performance measures.

This checklist is a general guide on actions you can take to create a culture of safety and wellbeing, in addition to fulfilling your role and responsibilities as a leader. It also serves as a tool to help you measure whether you have taken all reasonable steps and precautions to protect the safety and wellbeing of employees.

Workplace health and safety

- Do you understand and fulfill your duties set out in Ontario's Occupational Health and Safety Act?
- Do you perform a risk assessment that includes physical and psychological safety and wellbeing when new processes or activities are introduced into the workplace?
- Do you regularly inspect workplace areas under your responsibility to identify any unsafe conditions or activities, in addition to formal work inspections scheduled by the JHSC?
- Do you provide, and/or verify completion of, training on specific hazards in the employee's area, during on-boarding and at regular intervals?
- Do you provide safe written practices and ensure employees understand how to follow them?
- Do you promptly respond to identified hazards and apply appropriate control measures?
- Do you escalate health and safety issues to your leadership team when additional resources and/or decisions are required?
- Do you ensure existing controls are maintained in good working conditions?
- Do you document and keep records of all the work you do to ensure workplace health and safety? (e.g. meeting minutes, sign up sheets, copies of completed forms, other meeting notes)

Regarding communication of hazards to employees, do you:

- Conduct safety talks during team meetings?
- Post signage to identify hazards?
- Share reported near misses, incidents, and injuries?
- Discuss minutes from Joint Health and Safety meetings?
- Review workplace inspection results?
- Do you encourage employees to report concerns, near misses and hazards?

Creating and sustaining a culture of safety and wellbeing

- Do you lead by example and role model the behaviours you'd like to see in your team?
- Do you regularly show concern and care for your employees' wellbeing, and refer the to resources that may be helpful in supporting them?
- Do you provide clear direction and connect how their work contributes to the organization?
- Do you insist on civility in all interactions involving your team members? Do you quickly address matters of incivility?
- Do you provide opportunities for and encourage the growth and development of your employees?
- Do you thank or otherwise recognize employees for bringing forward concerns and ideas around improving safety and wellbeing in the workplace?
- Do you recognize and appreciate your employees in a fair and timely manner?
- Do you involve employees in the process of finding solutions?
- Do you manage workload within your team, to enable the successful completion of goals, tasks and responsibilities and provide the support and resources they require to do that?
- Do you advocate for your team's safety and wellbeing as part of leadership meetings and decision-making processes?
- Do you take the time to get to know what motivates each of your employees?
- Do you support the need for balance in the demands of work, family and personal life?
- Do you provide a psychologically safe environment where employees feel able to ask questions, seek feedback, disagree, report mistakes or problems or propose a new idea without fearing negative consequences?

Additional resources

MHCC: 13 Factors Addressing Mental Health in the Workplace:

<https://www.mentalhealthcommission.ca/English/13-factors-addressing-mental-health-workplace>

OHCOW: Preventing Mental Harm in the Workplace:

https://www.ohcow.on.ca/edit/files/events/mayday2021/mini_mit_lrg_final.pdf

PSHSA: Improve Your Health and Safety Culture:

<https://www.pshsa.ca/consulting/consulting/econsulting/improve-your-health-safety-culture>

TMU Human Resources: Wellbeing at Work

<https://www.torontomu.ca/human-resources/work-life/wellbeing-at-work/>

TMU Workplace Wellbeing Services:

<https://www.torontomu.ca/human-resources/contact/workplace-wellbeing/>

WSPS Resource Hub:

<https://www.wsps.ca/resource-hub>