

REPORT

Oakville Public Library Board

May 15, 2025

FROM: Oakville Public Library

DATE: May 6, 2025

SUBJECT: Health and Safety Report – May 15, 2025

RECOMMENDATION:

That the Health and Safety report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- There were two incidents to report for the month of April 2025.
- To date, Oakville Public Library (OPL) is reporting similar staff injuries/incidents to 2023 during in the same reporting period.
- OPL will continue to monitor staff injuries/incidents to identify trends and to maintain a safe and healthy workplace.

BACKGROUND:

OPL had two incidents to report for the month of April 2025. The reporting period is from January 1 – April 30 for each of the years indicated below.

Both incidents were classified as minor first aid. No correlation in the type of incidents. The incidents were reviewed by management and corrective actions took place to prevent future incidents.

Staff Injuries			
	2023	2024	2025
No Time Loss	3	1	4
Time Loss	0	0	0
Total Injuries for the Reporting Period	3	1	4
Annual Total Injuries*	16	7	4

**Total annual injuries for 2025 are based on year-to-date (reporting period).*

Joint Health & Safety Committee

The Joint Health & Safety Committee (JHSC) meets regularly to identify potential health and safety issues and bring them to the employer's attention and kept informed of health and safety developments in the workplace by the employer. The JHSC met on April 17, 2025. The JHSC committee reviewed the Terms of Reference for the and made updates to align with the Ministry of Labour's requirements. In addition, the JHSC members had a roundtable discussion which allowed for updates on individual locations including the recent renovations at Iroquois Ridge.

Site inspections are completed at each branch site by the JHSC committee member in conjunction with a leader on-site. The monthly workplace site inspections are to identify hazards within the worksite. If a hazard is identified, OPL JHSC will notify Facilities which will complete any corrective actions that may need to take place.

All site inspections were completed for the month of April 2025.

The next Joint Health & Safety Committee monthly meeting will be held on virtually on May 29, 2025.

APPENDICES:

N/A

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