

Category: Human Resources

**Title:** Occupational Health and Safety Policy

Policy Number: HRM-110

Approved by: C141-2018, CW204-2018

Administered by: Human Resources, Health, Safety, and Wellness

Effective: May 30, 2018

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## 1. Background

This policy provides the framework for occupational health and safety at The Corporation of the City of Brampton (“the City”). The City is committed to the safety, health, and well-being of staff. It is understood that staff have a vital role and contribute to a culture of safety. The City will fully comply with the *Occupational Health and Safety Act* (OHSA), with consideration of best practices.

## 2. Purpose

The purpose of this policy is to:

- express the City’s commitment to occupational health and safety
- foster the internal responsibility system and establish responsibilities of supervisors and employees
- comply with the OHSA and OHSA regulations, standard operating (SOPs), and programs

## 3. Application and Scope

This policy applies to:

- Supervisors
- Employees (includes service contractors, students, volunteers)

## 4. Outcomes

- 4.1 The City will provide a safe and healthy work environment for staff.
- 4.2 Staff will comply with the OHSA and OHSA regulations, SOPs, and programs.
- 4.3 The City will continually improve its health and safety performance by proactively managing risks to prevent illness and injury.

## **5. Principles**

### **5.1 Safety Culture**

In an organization with a positive health and safety mindset, staff share common values, practices, attitudes, and perceptions that influence behaviour that make health and safety a priority. They anticipate unsafe acts and conditions and correct them before any potential harm is done. They engage in injury and illness prevention. Most of all, they all take ownership of health and safety issues.

### **5.2 Strong and Active Leadership**

Supervisors recognize employees have the right to work in a safe and healthy environment. Supervisors take an active role to demonstrate that they take health and safety seriously, and embed health and safety in every aspect of the workplace. Strong leadership and a firm commitment to continuously improving health and safety performance are the foundations of a strong safety culture.

### **5.3 Internal Responsibility System (IRS)**

Staff have a direct responsibility for health and safety as an essential part of their job. Each staff member takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both individually and co-operatively with others.

## **6. Policy Statements**

### **6.1 Complying with Legislation**

Compliance with the OHSA and OHSR regulations with a focus on best practices is understood and expected from all staff. Staff have responsibilities, duties, and obligations to ensure a safe and healthy workplace.

### **6.2 Complying with Corporate Policies, SOPs, and Programs**

Compliance with relevant corporate policies, SOPs, and programs that support a safe and healthy workplace is understood and expected from staff.

### **6.3 Ensuring Competent Supervision**

Having a competent supervisor is critical to keeping employees healthy and safe. They must be able to apply sound leadership techniques, and have the knowledge, training, and experience to organize the work and its performance, be familiar with the OHSA and OHSR regulations, policies, SOPs, and programs that apply to the work, and have knowledge of any potential or actual danger to safety in the workplace.

## **6.4 Identifying and Controlling Hazards**

A process of hazard identification and risk assessment is implemented in the activities at all work sites, driving robust planning, organization and control measures. Employees report hazards to supervisors who in turn determine and ensure they implement action needed to control the unsafe acts and conditions.

## **6.5 Developing SOPs, and Programs Aimed at Prevention and Protection**

Efforts are focused on prevention to protect employees from injury and illness. SOPs and programs aim to help workplaces be planned and designed to be safe and healthy.

## **6.6 Promoting Health and Safety**

Supervisors promote safe and healthy best practices in the workplace, aided by various workplace parties. They engage employees and encourage everyone to contribute positively to health and safety performance, promoting a safety culture. Information about health and safety SOPs and programs are made readily available to employees.

## **6.7 Partnering and Consulting with Workplace Parties**

Partnering and consulting with workplace parties takes place during the development, implementation and review of policies, SOPs, and programs.

## **6.8 Providing Education and Training**

Education and training are vital components to ensure staff understand and meet their health and safety responsibilities. Supervisors must be aware of the importance of establishing and providing training on policies, SOPs and programs. Employees actively participate in training so they are aware of the risks related to the work they perform and measures to work safely.

## **6.9 Measuring and Monitoring Progress**

Health and safety performance is monitored, measured, and reported on a regular basis. Incidents are investigated in order to identify basic root causes, implement corrective measures, and share lessons learned in order to prevent recurrences.

# **7. Roles and Responsibilities**

## **7.1 Corporate Leadership will:**

- a. Ensure an Occupational Health and Safety Policy is prepared and reviewed at least annually and ensure a program is developed and maintained to implement the policy

## 7.2 Corporate Leadership and Directors will:

- a. Provide leadership in creating and maintaining a safe and healthy work environment
- b. Appoint supervisors who are competent persons, and ensure they are held accountable for complying with the OSHA and OSHA regulations, policies, SOPs and programs for ensuring a healthy and safe workplace
- c. Provide the resources to develop, implement, support and enforce the policies, SOPs, and programs
- d. Take every precaution reasonable in the circumstances for the protection of an employee

## 7.3 Managers and Supervisors will:

- a. Provide leadership in creating and maintaining a safe and healthy work environment
- b. Appoint supervisors who are competent persons, and ensure they are held accountable for the OSHA and OSHA regulations, policies, SOPs and programs for ensuring a safe and healthy work environment
- c. Ensure a copy of this policy is posted in a conspicuous location in the workplace for employees
- d. Provide information, written instruction as needed, training, and supervision to protect employee health and safety
- e. Ensure hazards specific to the work performed are identified, assessed, communicated and controlled
- f. Advise employees of the existence of any potential or actual danger to their safety or health of which the supervisor is aware
- g. Ensure that employees are wearing the necessary equipment, clothing and protective equipment and ensure it is maintained in good condition
- h. Monitor, enforce, and maintain records regarding employees' compliance with the OSHA and OSHA regulations, policies, SOPs and programs
- i. Take every precaution reasonable in the circumstances for the protection of an employee

## 7.4 Employees will:

- a. Understand and work in compliance with the OSHA and OSHA regulations, policies, SOPs and programs
- b. Use or wear the equipment, protective devices or clothing required by their supervisor
- c. Work and act in a way that will not endanger themselves or anyone else
- d. Report hazards or any contraventions of the OSHA and OSHA regulations, policies, SOPs, and programs to their supervisor
- e. Report all workplace incidents immediately to their supervisor
- f. Not remove or make ineffective any protective device required by the OSHA regulations and SOPs

## 7.5 Human Resources Division is responsible to:

- a. Prepare and maintain the Occupational Health and Safety Policy and program in consultation with workplace parties, as needed
- b. Conduct a review, at least annually, to ensure this policy meets the requirements of the OHSA

## 8. Monitoring and Compliance

Supervisors must monitor their employees' compliance with the policy on an ongoing basis.

Operating departments must keep records to verify compliance with this policy in case of periodic audits by the Human Resources Division.

### 8.1 Consequences of non-compliance

Failure to adhere to the items contained in the policy may result in regulatory action and/or criminal charges, and immediate disciplinary action up to and including dismissal.

## 9. Definitions

### 9.1 'Competent Person' means a person who,

- (a) is qualified because of knowledge, training and experience to organize the work and its performance,
- (b) is familiar with the OHSA and OHS regulations that apply to the work, and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace

### 9.2 'Corporate Leadership' means Chief Administrative Officer and Department Heads.

### 9.3 'Department Heads' means Council appointed Commissioners, head of a department, or officer as Department Head including Transit General Manager and Fire Chief.

### 9.4 'Employee' means any of the following:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.

3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
  4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.
- 9.5 'Incident' means an undesired event which could or does result in injury, illness, or damage to people, equipment, or the work environment. Includes the following:
- Fatality
  - Critical Injury
  - Disabling Injury
  - Serious Injuries (Transit MJHSC and Corporate MJHSC only)
  - Occupational Illness
  - Workplace Violence
  - First Aid Injury
  - Property Damage
  - Near Miss
- 9.6 'Joint Health and Safety Committee' means a committee composed of employee and supervisor representatives, mutually committed to improving health and safety conditions in the workplace.
- 9.7 'OHSA' means *Occupational Health and Safety Act*.
- 9.8 'Record' means records that document business transactions, decisions and activities, such as investigation notes, training records, etc.
- 9.9 'SOP' means standard operating procedure.
- 9.10 'Staff' means supervisors and employees.
- 9.11 'Supervisor' means a person who has charge of a workplace or authority over an employee and can include, but is not limited to, Corporate Leadership, Director, Manager, Supervisor and Foreperson.
- 9.12 'Workplace' means any land, premises, location or thing at, upon, in or near which a worker works.
- 9.13 'Workplace Parties' may include supervisors, employees, joint health and safety committees, and unions.

## 10. References and Resources

### External references

- [Occupational Health and Safety Act](#)
- [O. Reg. 381/15 Noise](#)
- [O. Reg. 297/13 Occupational Health And Safety Awareness And Training](#)
- [O. Reg. 490/09 Designated Substances](#)
- [O. Reg. 474/07 Needle Safety](#)
- [O. Reg. 632/05 Confined Spaces](#)
- [O. Reg. 278/05 Designated Substance - Asbestos On Construction Projects And In Buildings And Repair Operations](#)
- [O. Reg. 385/96 Joint Health And Safety Committees - Exemption From Requirements](#)
- [O. Reg. 714/94 Firefighters - Protective Equipment](#)
- [O. Reg. 213/91 Construction Projects](#)
- [R.R.O. 1990, Reg. 860 Workplace Hazardous Materials Information System \(WHMIS\)](#)
- [R.R.O. 1990, Reg. 851 Industrial Establishments](#)
- [R.R.O. 1990, Reg. 833 Control Of Exposure To Biological Or Chemical Agents](#)

### References to related bylaws, Council policies, and administrative directives

- [Workplace Violence Policy](#)
- [Respectful Workplace Policy](#)

### References to related corporate-wide SOPs, forms, and resources

- [Confined Space Entry](#)
- [Eye Protection](#)
- [First Aid](#)
- [Head Protection](#)
- [Hot Work](#)
- [Incident Notification and Investigation](#)
- [Locates](#)
- [Lockout/Tagout](#)
- [Machine Guarding](#)
- [Multi-workplace Joint Health and Safety Committee Terms of Reference](#)
- [Pre-Start Health and Safety Review](#)
- [Protective Footwear](#)
- [Refusing Unsafe Work](#)
- [Reporting and Resolving Health and Safety Hazards](#)
- [Smoke-Free Workplace](#)
- [Trenching and Excavating](#)
- [WHMIS](#)
- [Workplace Inspections](#)

## Revision History

Date	Description
2018/05/30	Approved; Replaces Corporate Health and Safety Policy (12.1.1)
2019/05/30	Next Scheduled Review