

**Policy Title: City Of Mississauga Health and Safety Management System (HSMS)
– Occupational Health and Safety**

Policy Number: 01-07-15

Section:	Human Resources	Subsection:	Health and Safety
Effective Date:	January 22, 2014	Last Review Date:	August, 2017
Approved by: Council	Owner Division/Contact: Health and Safety Manager, Human Resources, Corporate Services		

Policy Statement

The City of Mississauga is committed to the provision of a safe healthy work environment for its employees through the implementation, maintenance and continuous improvement of its Health and Safety Management System.

Purpose

The purpose of this policy is to outline the Health and Safety Management System (HSMS) for the City of Mississauga. The HSMS will ensure:

- That health and safety is managed in order to prevent employee work-related injury or illness
- Compliance with Ontario health and safety legislation and City by-laws
- Best practices in the field of health and safety, and
- Continuous improvement

The HSMS is based on the CSA Z1000-06 Occupational Health and Safety Management System Standard.

Scope

This policy applies to all employees, elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga.

Legislative Requirements

This policy has been developed in accordance with the following legislation:

- *Ontario Occupational Health and Safety Act (OHSA)* and the regulations passed thereunder
 - Ontario Regulations for Industrial Establishments
 - Ontario Regulations for Construction Projects
 - Ontario Regulation – Critical Injury – Defined
 - Ontario Regulation – Control of Exposure to Biological or Chemical Agents
 - Ontario Regulation – Workplace Hazardous Material Information System (WHMIS) 2015

- Ontario Regulation – Confined Spaces
- Ontario Regulation – Asbestos on Construction Projects and in Building and Repair Operations
- Ontario Regulation – Designated Substances
- *Workplace Safety and Insurance Act (WSIA)*
- Ontario Fire Code
- Ontario Building Code
- WSIA First Aid Regulation 1101
- *The Accessibility for Ontarians with Disabilities Act, 2005*

Accountability

Human Resources Division –Healthy Workplace Section

The Corporate Services Department, through its Human Resources Division, Healthy Workplace Unit, is responsible for the coordination and administration of the Health and Safety Management System, including maintenance of all HSMS documented standards and procedures and annual review of this policy.

Management Staff

All departmental commissioners, directors, managers and supervisors are accountable for carrying out their role as assigned by the HSMS standards and procedures.

Non-Management Employees

All non-management staff are accountable for carrying out their roles as assigned by the HSMS standards and procedures.

Joint Health and Safety Committees

The Joint Health and Safety Committees are established to represent employees and must adhere to their responsibilities under the *Occupational Health and Safety Act*.

Health and Safety Management System

The Corporation has adopted and implemented a HSMS model that consists of three components:

- Management System Drivers
- Required Elements
- Risk Based Standards and Procedures

Management System Drivers

The HSMS Drivers (“Drivers”) of the management system support the following activities:

- Management commitment

- Safety culture
- Risk management
- Accountability
- Setting objectives
- Communication and training, and
- Measurement and auditing

All of these activities provide the key to due diligence and continuous improvement. There are five Drivers (DR):

1. Leadership Health and Safety Policy Statement
2. Health and Safety Responsibilities and Accountability
3. Hazard Identification and Control Measures
4. Training and Communication
5. Audit/Management Review for Continuous Improvement

DR1 – Leadership Health and Safety Policy Statement

DR1 is the commitment and support of the Leadership Team through the development of a corporate health and safety program and policy statement, which are the critical ingredients to the success of the HSMS. The statement is maintained and posted in the workplace in accordance with the OHSA. The expectation is that the Leadership Team and all management staff will carry out their support role as reflected in the City's health and safety policy statement and as assigned by the HSMS.

DR2 - Health and Safety Responsibilities and Accountability

DR2 is the corporate-wide standard and procedure that assigns the key responsibilities for the HSMS to all levels of employees within the Corporation. Where applicable, these standards should be incorporated into the performance measures for all levels of employees within the Corporation.

DR3 - Hazard Identification and Control Measures

DR3 is the standard and procedure for hazard identification assessment and the methodology for the control of hazards.

DR4 – Health and Safety Training and Communication

DR4 is the standard and procedure to ensure that health and safety training is carried out for all employees in accordance with legislated requirements and communicated and documented as required.

DR5 – HSMS Audit/ Management Review for Continuous Improvement

DR5 is the standard and procedure for the internal and external auditing of the HSMS in order to identify opportunities for continuous improvement.

HSMS Required Elements

The Required Elements portion of the HSMS are required by health and safety legislation and are regarded as the basic minimum standard of any industry HSMS.

There are 15 Required Elements (RE):

1. Management and Employee Health and Safety Orientation
2. Purchasing and Change Management
3. Fire Safety Plans and Emergency Response
4. Contractor Safety Management
5. Accident/Incident Investigation and Reporting
6. Workplace Inspection Program
7. Personal Protective Equipment
8. Workplace Hazardous Materials Information System 2015
9. Work Refusal
10. First Aid Program
11. Preventative Maintenance
12. Ergonomics/ Manual Material Handling
13. Visitor Safety & Security
14. Workplace Violence and Respectful Workplace
15. WSIB Compensation Claims Management

RE1 Management and Employee Health and Safety Orientation

RE1 is the corporate standard and procedure that ensures all management and non-management employees of the Corporation receive a generic and job specific health and safety orientation upon hire, transfer or return from an extended absence.

RE2 Purchasing and Change Management

RE2 is the corporate standard and procedure that details the requirement to carry out a health and safety impact review for certain types of purchases and change orders in order to proactively identify existing or potential hazards.

RE3 - Fire Safety Plans and Emergency Response

RE3 is the corporate standard and procedure that ensures compliance with Fire Safety Plans and Emergency Response as per the requirements of the Ontario Fire Code.

RE4 - Contractor Safety Management

RE4 is the corporate standard and procedure that addresses the health, safety and liability related to the hiring of contractors.

RE5 - Accident/Incident Investigation and Reporting

RE5 is the corporate standard and procedure for the investigation and reporting (internal and external) of employee related accidents and incidents (near misses), in order to prevent a reoccurrence

RE6 - Workplace Inspection Program

RE6 is the corporate standard and procedure that establishes a framework for the development of health and safety inspections required by legislation, manufacturers of specific equipment or tools and standards such as CSA or best practices.

RE7 - Personal Protective Equipment

RE7 is the corporate standard and procedure, developed in conjunction with (DR3) Hazard Identification and Control Measures, for the requirement of personal protective equipment (PPE) that will include the provisions for use, care and maintenance of PPE identified as required.

RE8 - Workplace Hazardous Materials Information System (WHMIS) 2015

RE8 is the corporate standard and procedure for the WHMIS 2015 Program, ensuring compliance with the applicable WHMIS 2015 or controlled products Regulations.

RE9 - Work Refusal

RE9 is the corporate standard and procedure that outlines the process to be followed in the event of a work refusal related to health and safety that ensures corporate compliance with the requirements of the OHSA.

RE10 - First Aid Program

RE10 is the corporate standard and procedure that ensures first aid is managed in accordance with the WSIA First Aid Regulation 1101.

RE11 - Preventative Maintenance

RE11 is the corporate standard and procedure that ensures all departments establish a preventative maintenance program to maintain the safe operating condition of tools, machinery and equipment (motorized and non-motorized).

RE12 – Ergonomics/Manual Material Handling

RE12 is the corporate standard and procedure for identification and prevention of ergonomic hazards, including manual material handling.

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RE13 - Visitor Safety & Security

RE13 is the corporate standard and procedure for visitor safety and security at all City facilities.

RE14- Workplace Violence and Respectful Workplace

RE14 is the corporate standard and procedure that ensures compliance with the OHSA provisions related to workplace violence and respectful workplace.

RE15 WSIB Compensation Claims Management

RE15 is the corporate standard and procedure for compensation claims management, which ensures compliance with the *Workplace Safety and Insurance Act* requirements.

HSMS Risk Based Standards and Procedures

Each department/division/section is required to implement specific control measures for identified health and safety hazards (Risk Based Standards and Procedures) in order to lower the risk of employee injury/illness or property damage to the lowest practical level. (DR3 – Hazard Identification and Control Measures.)

Revision History

Reference	Description
GC-0002-2014 – 2014 01 22	
August 10, 2017	Scheduled review – housekeeping revision to add 2015 to WHMIS title.