

Category: Human Resources

**Occupational Health and Safety Policy**

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Approved by: Council Resolution # TBD – TBD  
Administered by: Human Resources  
Effective Date: TBD

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## 1. Background

The [Occupational Health and Safety Act \(OHSA\)](#) requires employers to prepare and complete an annual review of a written occupational health and safety policy. The policy must be implemented through an occupational health and safety program.

At the City of Brampton (the City), these requirements are achieved through the annual review of this Occupational Health and Safety Policy, and the development, implementation and maintenance, of related standard operating procedures (SOPs) and programs.

## 2. Purpose

The purpose of this Council Policy is to:

- 2.1 Establish expectations for occupational health and safety and outline the responsibilities of Workplace parties;
- 2.2 Provide overarching guidance for the development, implementation, and maintenance of the SOPs and programs, which operationalize this policy.

## 3. Application and Scope

This Council Policy applies to:

- Workers (including but not limited to employees, service contractors, students and Volunteers); and,
- Members of Council.

## 4. Outcomes

- 4.1 A healthy and safe Workplace where Workers are protected from physical and psychological harm.
- 4.2 Increased awareness and understanding of the responsibilities of Workplace parties, as they relate to occupational health and safety.
- 4.3 A culture of identifying Workplace Hazards and implementing control measures to prevent Workplace injury and illness.
- 4.4 Legislative compliance with the *OHSA* and other relevant legislation.

## 5. Policy Statements

- 5.1 The City is committed to maintaining a physically and psychologically healthy and safe Workplace, and will take proactive measures to assess, and minimize the risks of Workplace Hazards. This includes a commitment to the continuous improvement of the occupational health and safety program.

- 5.2 Workers have a right to work in a safe and healthy work environment, to know about Hazards, to participate in identifying and resolving health and safety issues, and to refuse unsafe work.
- 5.3 All Workplace parties share responsibility for the health and safety of the Workplace. This shared accountability is called the Internal Responsibility System and forms the foundation of the *OHSA*.
- 5.4 Training, instruction, and supervision will be provided to ensure Workers and People Leaders can fulfill their health and safety responsibilities.
- 5.5 The City will support its Joint Health and Safety Committees (JHSCs) in fulfilling their legislated functions. The JHSCs play a key role in monitoring and evaluating the effectiveness of the Internal Responsibility System across City Workplaces.
- 5.6 All individuals have the right to report violations of the *OHSA* without fear of reprisal. No Worker shall be subject to threatened or actual dismissal, discipline, suspension, intimidation, coercion, or penalty for fulfilling their rights and responsibilities under the *OHSA*.
- 5.7 Work areas pursuing the Certificate of Recognition (COR®) will set and review OHS objectives for the continual improvement of the occupational health and safety management system and occupational health and safety performance.

## **6. Roles and Responsibilities**

### **6.1 The City**

- 6.1.1 Take every precaution reasonable in the circumstances for the protection of a Worker.
- 6.1.2 Ensure that equipment, materials, and protective devices are, provided as prescribed, maintained in good condition, and, used as prescribed.
- 6.1.3 Provide information, instruction, and supervision to protect Worker health and safety.
- 6.1.4 Ensure that a Competent Person is appointed as a People Leader.
- 6.1.5 Develop and implement policies and programs (i.e. SOPs, programs) in accordance with the *OHSA*.
- 6.1.6 Post a copy of this policy, the *OHSA* and other required information on the City's Health, Safety and Wellness Bulletin Boards.
- 6.1.7 Prepare and review at least annually a written occupational health and safety policy and a program (i.e. SOPs, programs) to implement it.
- 6.1.8 Comply with all applicable occupational health and safety legal and other requirements.
- 6.1.9 Cooperate with JHSCs.
- 6.1.10 Provide training to Workers as required.

## 6.2 Human Resources (HR)

- 6.2.1 Operationalize the City's legal obligations as they relate to occupational health and safety through the development, implementation, and maintenance of the City's corporate SOPs and programs. This includes providing guidance, subject matter expertise, and strategic advice to support consistent and effective application across the City.

## 6.3 People Leaders

- 6.3.1 Ensure a Worker works in compliance with governing legislation and internal corporate and/or divisional policies, administrative directives, SOPs, programs, etc.
- 6.3.2 Ensure that any equipment, protective device, or clothing is used or worn as required.
- 6.3.3 Advise Workers of any potential or actual health and safety dangers.
- 6.3.4 Provide written instructions and ensure safe work procedures are followed.
- 6.3.5 Take every precaution reasonable in the circumstances for the protection of a Worker.

## 6.4 Workers

- 6.4.1 Work in compliance with governing legislation and internal corporate and/or divisional policies, administrative directives, SOPs and programs, etc.
- 6.4.2 Use or wear any required equipment, protective devices, or clothing.
- 6.4.3 Report any known Workplace Hazard or violation of the Act to the employer or People Leader.
- 6.4.4 Not remove or make ineffective any protective device or equipment.
- 6.4.5 Not operate or work with any equipment or in any way that may endanger themselves or others.

## 6.5 Joint Health and Safety Committees (JHSCs)

- 6.5.1 Monitor and evaluate the City's Internal Responsibility System in accordance with the *OHSA* by:
  - Adhering to their respective Terms of Reference
  - Identifying and evaluating Workplace Hazards.
  - Conducting monthly Workplace inspections.
  - Making recommendations to the City to improve health and safety.
  - Consulting on Workplace testing (e.g., of air quality, noise).
  - Participating in work refusals and bi-lateral work stoppages.

- Investigating critical injuries or fatalities

## 7. Monitoring and Compliance

7.1 Responsibility for monitoring adherence to this policy and its associated SOPs is a shared responsibility between the City, Human Resources, People Leaders and the JHSCs.

A comprehensive review of the policy will be conducted at least annually to ensure continued effectiveness and compliance with applicable legislation, in consultation and co-operation with various Workplace parties. Associated SOPs/programs will typically be reviewed every three years, unless otherwise necessary or prescribed.

### 7.2 Consequences of non-compliance

Breaches of this policy undermine the City's goal of fostering a respectful and inclusive Workplace by causing harm to individuals and negatively affecting morale and productivity. Such breaches may lead to increased stress, decreased engagement, and, potential Workplace injury or illness

7.2.1 Failure to follow this Council Policy by City staff (Workers / People Leaders) may result in, but is not limited to corrective action and disciplinary action.

## 8. Definitions

*Legislative definitions are subject to any updates or amendments to the legislation and should be interpreted in accordance with the most current version of the legislation.*

- 8.1 **Competent Person (OHSA)** - 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 the regulations that apply to the work; and, (c) has knowledge of any potential or actual danger to health or safety in the Workplace.
- 8.2 **Hazard** – means a condition or practice with the potential for causing injury/illness and/or damage to equipment, property, material or the environment.
- 8.3 **Incident** – means an occurrence that results or could have resulted in injury / illness and / or damage to equipment property, material, or the environment. Incident types, listed from highest severity to lowest, include: fatality, critical injury, lost time, health care, first aid, Incident only (no injury) and near miss.
- 8.4 **Internal Responsibility System** – means that everyone has a role to play in keeping workplaces safe and healthy.
- 8.5 **Members of Council** - refers to any elected or appointed official on Council, including the Mayor.

- 8.6 **Supervisor (OHSA) [Referred to in this document as People Leader]** - means a person who has charge of a Workplace or authority over a Worker.
- 8.7 **Volunteer** – means a person who performs tasks and / or services without compensation or expectation of compensation.
- 8.8 **Worker (OHSA)** – means, a person who performs work or supplies services for monetary compensation; 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; 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, career college, or other post-secondary institution; and, such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.
- 8.9 **Workplace (OHSA)** – means any land, premises, location or thing at, upon, in or near which a Worker works.

## 9. References and Resources

This Council Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available.

### 9.1 External references

- [Occupational Health and Safety Act and Regulations](#)
- [Workplace Safety and Insurance Act and Regulations](#)

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

- [Respectful Workplace Policy HRM-150](#)
- [Workplace Violence Prevention Policy HRM-120](#)
- [Code of Conduct for Members of Council](#)

### 9.3 References to related corporate-wide procedures, forms, and resources

#### SOPs/Programs

- [Addressing Harassment and Discrimination SOP](#)
- [Asbestos in the Workplace Program](#)
- [Confined Space Entry](#)
- [First Aid](#)
- [Hot Work](#)
- [Incident Notification and Investigation](#)
- [Job Hazard Analysis](#)
- [Locates](#)
- [Lockout/Tagout](#)

- [Machine Guarding](#)
- [Pre-Start Health and Safety Review](#)
- [Preventing and Addressing Workplace Violence SOP](#)
- [Protective Footwear](#)
- [Refusing Unsafe Work](#)
- [Reporting and Resolving Health and Safety Hazards](#)
- [Smoke-Free Workplace](#)
- [Trenching and Excavating](#)
- [Working at Heights Program](#)
- [Workplace Hazardous Materials Information System \(WHMIS\)](#)

Forms

- [Workplace Incident Report Agilepoint Form](#)
- [Supervisor's Report of Employee Accident Form](#)
- [Fire Workplace Injury/Illness Agilepoint Form](#)
- [Workplace Health & Safety Inspection Agilepoint Form](#)

Other

- [Joint Health and Safety Committee Community Site](#)

## 10. Revision History

Date	Description
2018/05/30	Approved; Replaces Corporate Health and Safety Policy (12.1.1)
2019/11/20	Scheduled Review. Revisions made to make the policy easier to understand and emphasize joint responsibility in the Workplace and clarify responsibilities. Amendments approved by Council Resolution No. CW470-2019, C424-2019.
2021/01/20	Scheduled Review. Administrative amendments made to the policy. Amendments approved by Council Resolution No. C082-2021
2022/05/23	Scheduled Review. Administrative amendments made to the Policy. Amendments approved by Committee of Council Resolution CW271-2022. Language on establishing objectives updated to satisfy Certificate of Recognition (COR) Audit. Workplace definition to reflect physical and virtual work environments. Links reviewed and updated.
2023/09/13	Scheduled Review. Administrative amendments made to the Policy. Amendments approved by Council Resolution No. CW293-2023

Date	Description
2024/10/23	Scheduled Review. Administrative amendments made to the Policy. Amendments approved by Council Resolution No. CW382-2024
TBD	Scheduled Review. Removed <i>Principles</i> to strengthen <i>Policy Statements</i> and avoid duplication. Reassigned Senior Leader duties to the City (OHSA-Alignment). Clarified Human Resources' operational role. Expanded <i>Monitoring and Compliance</i> to include broader consequences. Aligned legislated definitions with governing legislation. Added definitions of Hazard and Internal Responsibility System.
TBD	Next Scheduled Review