

TORONTO TRANSIT COMMISSION REPORT NO.

MEETING DATE: NOVEMBER 23, 2011

SUBJECT: TTC CORPORATE POLICY & INSTRUCTION REVIEW –
10.14.5 SAFETY, HEALTH, AND ENVIRONMENT

ACTION ITEM

RECOMMENDATION

It is recommended that the Commission approve Corporate Policy & Instruction 10.14.5 - *Safety, Health, and Environment* and rescind Corporate Policy & Instruction 10.12 - *Environment*.

FUNDING

Captured in the Operating and Capital budgets.

BACKGROUND

At its meeting on February 9, 2005, the Commission commenced a review process of the TTC's Corporate Policy Manual.

DISCUSSION

The Corporate Policy & Instruction 10.14.5 - *Safety, Health, and Environment* for 2012 was approved in principle by the Chief General Manager at the June 29, 2011 Safety System Review Meeting.

The Corporate Policy & Instruction 10.14.5 - *Safety, Health, and Environment* for 2012 integrates the TTC's commitments to safety and the environment currently established within two separate Policies & Instructions, 10.14 - *Safety* and 10.12 - *Environment*, into one Policy & Instruction - 10.14 *Safety, Health, and Environment*.

The Corporate Policy & Instruction 10.14 is reviewed on an annual basis as required by the Ontario *Occupational Health and Safety Act*. The policy for 2012 is being sent now to the Commission for approval in order to release the updated policy in January 2012.

JUSTIFICATION

Commissioners have a duty under the Ontario *Occupational Health and Safety Act* to take all reasonable care to ensure that the TTC complies with the Act and the regulations.

November 2, 2011

13.85

Attachments: Corporate Policy & Instruction 10.14.5 - *Safety, Health, and Environment*
Corporate Policy & Instruction 10.14.4 - *Safety* with revisions shown
Corporate Policy & Instruction 10.12.2 - *Environment*

Toronto Transit Commission

POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Safety, Health, and Environment	Safety & Environment		10.14.5

1.0 RESPONSIBILITY

Chief Safety Officer

2.0 PURPOSE

2.1 The purpose of this policy is to establish:

2.1.1 TTC's commitment to protect the environment and the safety and health of employees, customers, and the public; and

2.1.2 The shared responsibility of employees and management for safety, health, and the environment at the TTC.

3.0 POLICY STATEMENT

3.1 Toronto Transit Commission's vision is to eliminate all injuries and occupational illnesses and to minimize our impact on the environment. Toronto Transit Commission is committed to protecting the environment and the safety and health of employees working for our organization, the public living in the communities in which we operate, and customers using our services. The TTC will conduct our business to systematically identify and control safety, health, and environmental risks.

4.0 RESPONSIBILITIES

4.1 Management is responsible for:

4.1.1 Complying with applicable safety and environmental legislation, appropriate industry practices and standards, and TTC policies and requirements.

4.1.2 Being a leader in promoting transit industry best practices with regard to safety, health, and the environment.

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Safety, Health, and Environment	Safety & Environment		10.14.5

- 4.1.3 Setting measurable targets for continual improvement in safety, health, and environmental performance and monitoring these targets to ensure they are met.
 - 4.1.4 Promptly identifying, assessing and eliminating or controlling risks to safety, health, and the environment through established programs and processes.
 - 4.1.5 Integrating safety, health, and environmental considerations into planning and business decisions.
 - 4.1.6 Providing all TTC employees with required training, instructions, equipment, and competent supervision to perform their duties and responsibilities in a manner that is safe, healthy and protects the environment.
 - 4.1.7 Promoting a culture in which all TTC employees share the TTC's safety, health, and environment vision.
 - 4.1.8 Striving to create an injury free and environmentally responsible workplace by reducing at-risk behaviours through encouraging employee involvement in TTC safety, health, and environmental programs.
 - 4.1.9 Managing the impact on the environment through waste management, pollution prevention, energy & resource conservation, and implementation of green procurement initiatives.
- 4.2 Employees are responsible for:
- 4.2.1 Complying with TTC safety, health, and environmental standards and practices.
 - 4.2.2 Participating in safety, health, and environmental initiatives to reduce risk.
 - 4.2.3 Identifying and reporting hazards to protect the environment and the safety and health of employees, customers, and the public.

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Safety, Health, and Environment	Safety & Environment		10.14.5

5.0 REFERENCE SOURCES

- Ontario Occupational Health and Safety Act, R.R.O 1990
- Environmental Protection Act, R.S.O 1990
- System Safety Plan

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Safety, <u>Health, and Environment</u>	Safety & <u>Environment</u>		10.14. <u>5</u>

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1.0 RESPONSIBILITY

Chief Safety Officer

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4.0 RESPONSIBILITIES

4.1 Management is responsible for:

4.1.1 Complying with applicable safety and environmental legislation, appropriate industry practices and standards, and TTC policies and requirements.

4.1.2 Being a leader in promoting transit industry best practices with regard to safety, health, and the environment.

4.1.3 Setting measurable targets for continual improvement in safety, health, and environmental performance and monitoring these targets to ensure they are met.

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Safety, <u>Health, and Environment</u>	Safety & <u>Environment</u>		10.14. <u>5</u>

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4.1.4 Promptly identifying, assessing and eliminating or controlling risks to safety, health, and the environment through established programs and processes.

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4.1.5 Integrating safety, health, and environmental considerations into planning and business decisions.

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4.1.6 Providing all TTC employees with required training, instructions, equipment, and competent supervision to perform their duties and responsibilities in a manner that is safe, healthy and protects the environment.

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4.1.7 Promoting a culture in which all TTC employees share the TTC's safety, health, and environment vision.

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4.1.8 Striving to create an injury free and environmentally responsible workplace by reducing at-risk behaviours through encouraging employee involvement in TTC safety, health, and environmental programs.

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4.1.9 Managing the impact on the environment through waste management, pollution prevention, energy & resource conservation, and implementation of green procurement initiatives.

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4.2 Employees are responsible for:

4.2.1 Complying with TTC safety, health, and environmental standards and practices.

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4.2.2 Participating in safety, health, and environmental initiatives to reduce risk.

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4.2.3 Identifying and reporting hazards to protect the environment and the safety and health of employees, customers, and the public.

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5.0 REFERENCE SOURCES

- Ontario Occupational Health and Safety Act, R.R.O 1990

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Safety, <u>Health, and Environment</u>	Safety & <u>Environment</u>		10.14. <u>5</u>

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- Environmental Protection Act, R.S.O 1990
- System Safety Plan

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Toronto Transit Commission

POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Environment	Safety	Oct 25/06	10.12.2

1.0 RESPONSIBILITY

Chief Safety Officer

2.0 PURPOSE

The Toronto Transit Commission commits to reduce the environmental impacts from our facility and vehicle operations and comply with all legal and applicable requirements.

3.0 GENERAL

To achieve this policy the Toronto Transit Commission will:

- 3.1 Develop and operate our environmental management system to a standard equivalent to the requirements of ISO 14001.
- 3.2 Comply with all environmental statutes, regulations and local by-laws.
- 3.3 Establish specific environmental performance goals through the budget process and report on achievement.
- 3.4 Integrate environmental protection consideration into future planning and decisions.
- 3.5 Ensure proper handling and disposition of wastes and employ source reduction and other pollution prevention approaches whenever practicable.
- 3.6 Train all staff to make them aware of the TTC environmental policy objectives and targets appropriate to their roles.
- 3.7 Implement quality program to ensure environmental compliance.
- 3.8 Conduct regular reviews of the environmental management system, targets, objectives and policy to ensure its currency.
- 3.9 Commit to continual development and improvement of the environmental management system.

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POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Environment	Safety	Oct 25/06	10.12.2

4.0 REFERENCE SOURCES

- Environmental Protection Act (R.S.O. 1990, c. E. 19)
- TTC Facility Environmental Management Manual

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