



Managing Health, Safety & Environment

January 2022

McINTOSH PERRY

Table of Contents

3	Introduction <ul style="list-style-type: none">PurposeScope
4	Leadership & Employee Engagement <ul style="list-style-type: none">Leadership Commitments - PoliciesRoles & ResponsibilitiesEmployee Consultation & Participation
5	Planning <ul style="list-style-type: none">Risk ManagementLegal & Other RequirementsEmergency Management
6	Implementation & Operation <ul style="list-style-type: none">Competency & AwarenessCommunicationDocumentsOperational ControlsManaging Change
7	Performance Management <ul style="list-style-type: none">Measuring Performance (KPIs)Reporting & InvestigationsEvaluation of Compliance (Audits, Inspections)Corrective & Preventative ActionsRecords Management
8	Management Review & Continual Improvement

Introduction

Managing the health and safety of our people and environmental protection is a fundamental aspect of how we manage our business in line with our Vision and our Core Values.

A Health, Safety & Environment (HSE) management system provides a common framework that connects leadership and employee engagement, planning, implementation and operation, performance management, and continual improvement and guides the business in systematically managing health and safety risks and environmental impacts.

The structure of our system is modeled on the continual improvement cycle in line with ISO 45001, the international standard for occupational health and safety management systems (see Figure 1 below).

Purpose

The purpose of this document is to describe the foundational elements of McIntosh Perry's HSE management system. Our management system has been developed with consideration to our legal requirements, business needs, client expectations and best practices. Implementation of our management system allows McIntosh Perry to:

- Reduce and eliminate injuries and illnesses
- Proactively manage HSE risk
- Comply with applicable legal and other requirements
- Continually improve our health and safety performance and environmental protections

Scope

This management system applies to McIntosh Perry employees, our subcontractors, and visitors to our workplaces.

The procedures and processes developed within the management system are designed to be scalable and flexible to manage the health, safety, and environmental needs of our business across all our operations. This includes:

People

- People Managers
- Project Managers
- Employees
- Clients
- Contractors & Subcontractors
- Visitors

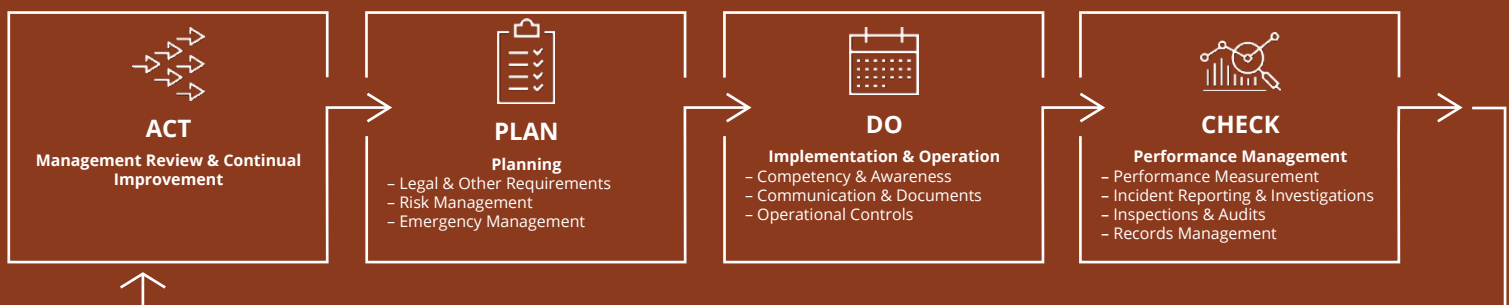
Practices

- All locations of work both in Canada and abroad
- All of our services
- All project scopes and sizes

Workplaces

- Offices
- Laboratories
- Project sites

Figure 1
Continual Improvement Cycle



Leadership & Employee Engagement

At McIntosh Perry, the Chief Operating Officer (COO) has overall responsibility for the HSE management system and reporting on its performance to the CEO and Board of Directors.

The COO demonstrates this commitment by ensuring the availability of resources essential to establish, implement, maintain, and improve the system.

The HSE Director is responsible for setting the corporate HSE vision and defining roles and responsibilities for effective HSE management.

All senior leaders are expected to promote a positive HSE culture and demonstrate their commitments to employee's health and safety and protection of the environment through the provision of time and resources to accomplish HSE objectives.

Leadership Commitments - Policies

Policies associated with our HSE management system are documented expressions of Senior Leadership's intentions and commitments. These commitments are authorized by the CEO.

Policy statements are reviewed annually and any time it is necessary to reflect significant change.

All policies are communicated to our employees during new employee orientation and are made available on our internal intranet.

Specifically, the HSE policy is displayed in all our offices and available to external parties on our public website.

Roles & Responsibilities

This element establishes the structure and associated responsibilities for the development and implementation of the HSE management system.

All roles and their associated HSE responsibilities are defined and documented within the HSE management system.

Employee Consultation & Participation

McIntosh Perry has established joint health and safety committees or health and safety representatives in each of our workplaces to ensure employees are represented.

All operational practices and procedures will undergo a documented consultation process.



Planning

Risk Management

McIntosh Perry has established and implemented procedures for the ongoing identification and control of health and safety hazards and environmental impacts. This forms the foundation of our HSE management system.

Our risk management process follows the standard risk management cycle.

This cycle is applied at the corporate level, as part of pre-project planning and again at the time of work.

All assessments are documented.

Legal & Other Requirements

The HSE Team is responsible for identifying the HSE legislation (Acts, Regulations and other) that apply to McIntosh Perry's business activities. These will be recorded in our legal and other register.

All applicable legal and other requirements will be taken into consideration as appropriate in the development, implementation, and continual improvement of the HSE management system and associated procedures and practices. This will be completed in consultation with appropriate stakeholders.

Emergency Management

All McIntosh Perry workplaces are required to develop and implement appropriate emergency preparedness and response plans based on their risk assessments.

Emergency plans are reviewed regularly to accommodate change and after drills or actual incidents to capture lessons learned.

Employees are informed of the emergency procedures at their workplace. This is achieved through a new employee and/or project specific orientations.





Implementation & Operation

Competency & Awareness

McIntosh Perry ensures that all employees are competent to complete their assigned work tasks and that they are aware of their HSE responsibilities under the law and our HSE management system.

All new employees receive HSE onboarding training and additional hazard specific training if required by their role or by project risk assessment.

Communication

McIntosh Perry has processes in place for the internal and external communication of relevant information about its HSE management system and hazards associated with our operations.

Internal communications allow for HSE information to be shared and discussed across all levels and functions of the company. This includes visitors and subcontractors to our workplaces.

Information about our HSE management system is made available to external parties upon request as well as shared on our public website.

Documents

The HSE management system is developed using a multi-level approach.

1. Policies and objectives
2. HSE management system processes/procedures
3. Hazard specific safe work practices and safe job procedures

Each of these levels have a specified format and approval process. These documents are made available to all employees and to external interested parties.

Operational Controls

Hazard and risk controls will be determined based on workplace risk assessments and legal requirement reviews. Controls will be selected following the hierarchy of controls.

Operational controls are also captured in the third level of controlled documents in the form of safe work practices and procedures.

Managing Change

When a change is proposed that involves new (or modified) equipment, processes, facilities, or activities the risk management process will be used to understand if new or modified controls are required before the change is implemented.

Performance Management

Measuring Performance (KPIs)

The requirements for monitoring the effectiveness of the EHS program and assessing EHS performance are based on established Key Performance Indicators (KPIs).

Monitoring activities include both informal and formal and allow us to understand if our risk controls are effective, if we are meeting our set objectives and following our internal HSE processes.

McIntosh Perry uses both leading and lagging KPIs to assess performance. They are reviewed and reported to leadership on at least a quarterly basis.

Reporting & Investigations

The main objective of reporting and investigating is to provide open, honest, and comprehensive information on the immediate and underlying causes of incidents so that actions can be taken to reduce the risk of reoccurrence.

McIntosh Perry has procedures and tools in place for employees to report both proactive (hazards & near misses) and reactive (incidents and injuries) events. All reports will be evaluated, and corrective or preventive actions developed and implemented as appropriate to the level of risk.

All reports with a high-risk potential severity rating will undergo a full root cause investigation.

McIntosh Perry encourages proactive reporting of hazards and near misses and investigates in a blame free environment.

Evaluation of Compliance (Audits, Inspections)

This element establishes the requirements for conducting inspections, evaluations, and audits to verify conformance with our HSE management system requirements, assure alignment with corporate procedures, determine necessary opportunities for improvement, and to report on the results of audits to management.

McIntosh Perry maintains procedures for workplace inspections and for internal audits.

Formal evaluations are planned and scheduled based on our activities, level of risk and results of previous audits/evaluations. Inspections, audits, and evaluations may be conducted at various levels throughout the organization, including corporate, office, lab, or project.

All results are recorded and shared as required.

Corrective & Preventive Actions

Corrective and preventive actions will be developed and implemented whenever there is an identified hazard or other non-conformance. These findings may be identified through many HSE activities such as workplace inspections, proactive or reactive incident reports, audits or evaluations, investigations etc.

All corrective and preventive actions will be followed through to closure and monitored for effectiveness.

Records Management

All records associated with our HSE management system will remain legible, identifiable, and traceable. Both office and project HSE records are properly reviewed, approved, distributed, and maintained in a controlled manner.



Management Review & Continual Improvement

This element establishes requirements for conducting assessments to determine if the management system is implemented and working effectively. This further establishes the need for periodic review to ensure the effective management of risks and opportunities for improvement.

The HSE Director compiles relevant information and provides to senior leadership for review. Reviews occur at planned intervals to ensure its continued adequacy, suitability, and effectiveness. The Management review is performed at least annually, and records are maintained.

Reviews include assessing opportunities for improvement and the need for changes to the HSE management system, including policies and HSE Objectives.

All relevant outputs and any resultant changes from the Management review are made available to all employees for communication and consultation.



As one of the premier engineering firms in North America, McIntosh Perry provides a full range of consulting engineering services and technical solutions that encompasses every stage of your project. We help our clients turn possibilities into reality. Our engineering services include the public infrastructure, private developers, buildings and energy market sectors.

With a heritage stretching back decades, we've grown to become a national, multi-disciplinary engineering firm that offers the highest level of client service to a wide range of private and public sector clients. Guided by our commitment to deliver successful, high-quality projects, our experience helps find an innovative solution to any challenge, regardless of the project size.





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