



**An Integrated Approach to Management Systems
for Municipalities**

The City of Hamilton

- Environment and Occupational Health & Safety -

6th Canadian Pollution Prevention Roundtable

Quebec City

April 26, 2002

**An Integrated Environmental, Occupational Health & Safety
Management System Approach**



A. Introduction

- EMS & ISO 14000

- Municipalities & EMS

B. City of Hamilton

- An Integrated Approach to Management Systems

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What is an EMS?

- a tool that helps an organization assess and control the environmental impact of its activities, products or services

The Purpose of an EMS

- to improve performance regarding environmental issues of importance to the organization

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Environmental Management System

Definition

“The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.”

(ISO 14001)

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Environmental Management System

- Say what you do
- Do what you say
- Be prepared to prove it!!

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What are the Benefits of an EMS ?

- Improved overall environmental performance
- Enhanced environmental due diligence
- Reduced frequency and severity of environmental incidents and regulatory noncompliance
- Reduced costs, liability and risk exposure
- Increased employee involvement, morale and productivity

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What is ISO 14001?

- International standard for EMS
- Developed by delegations of business and government experts from 55 member countries, and another 16 with observer status
- ISO 14000 consist of standards and guidelines relating to management systems, and related supporting standards on terminology and specific tools, such as auditing

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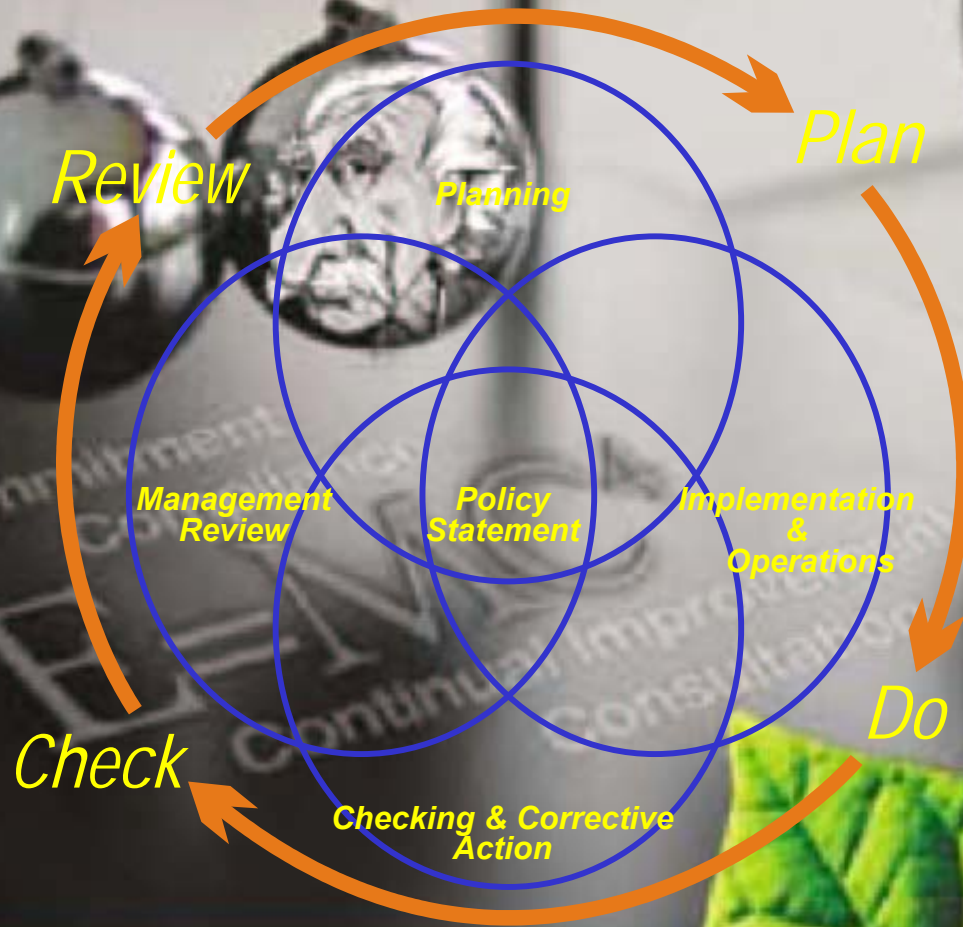
What is ISO 14001?

The ISO internationally recognized series of standards are based on the four principle elements of the Demming management system model:

- Plan
- Do
- Check
- Review

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EMS Structure



ISO 14001 Principles

An organization should:

- Define its environmental policy and ensure commitment to its EMS.
- Formulate a plan to fulfill its environmental policy.
- Develop the capabilities and support mechanisms necessary to achieve its environmental policy, objectives and targets.
- Measure, monitor and evaluate its environmental performance.
- Review and continually improve its EMS, with the objective of improving its overall environmental performance.

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The City of Hamilton's EMS will conform to the ISO 14001 standard.

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Why Are Municipalities Asking For An EMS?

- Regulatory compliance
- Customers and other stakeholders requirements
- Systematic approach to integrate with Health and Safety
- Recognition as leaders in Environmental Performance

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Municipal Trends in EMS

- Many municipalities are implementing EMS
 - some currently pursuing ISO 14001 certification
 - others developing their system based on ISO 14001, with no intention of certification
- Within Canada, level of awareness about EMS varies greatly among municipalities
- Level of interest in EMS is growing

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What is Unique About Municipal EMS?

- Mandate of a public sector organization is to enhance quality of life
- Concerns & issues from the public and other stakeholders such as ENGOs
- Tremendous overlap between jurisdictional responsibilities of departments of a municipal organization
- Limited resources for implementing an EMS
- Consistent approach for cross functional work that takes place

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Think of EMS as your Navigational Tool



Without a Navigational Tool



Why an EMS for The City of Hamilton?

- to better manage our environmental impacts within the community
- to improve our image internationally as an environmental leader
- to compliment the EMS efforts of major local companies

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Council Recommendation:

“that the phased development of a corporate-wide Environmental Management System (EMS), which identifies activities that allow the organization to maintain awareness of and control over its interactions with the environment, be endorsed”

(February, 2001)

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December 2001 Council Report Recommendation #1

That Council adopt the Corporate Environmental Policy Statement;

- The Environmental Policy Statement is the keystone of any Environmental Management System.
- An effective EMS is driven by senior level commitment to the environmental policy.

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Corporate Environmental Policy Statement

Commitment
Compliance
Continual Improvement
Consultation

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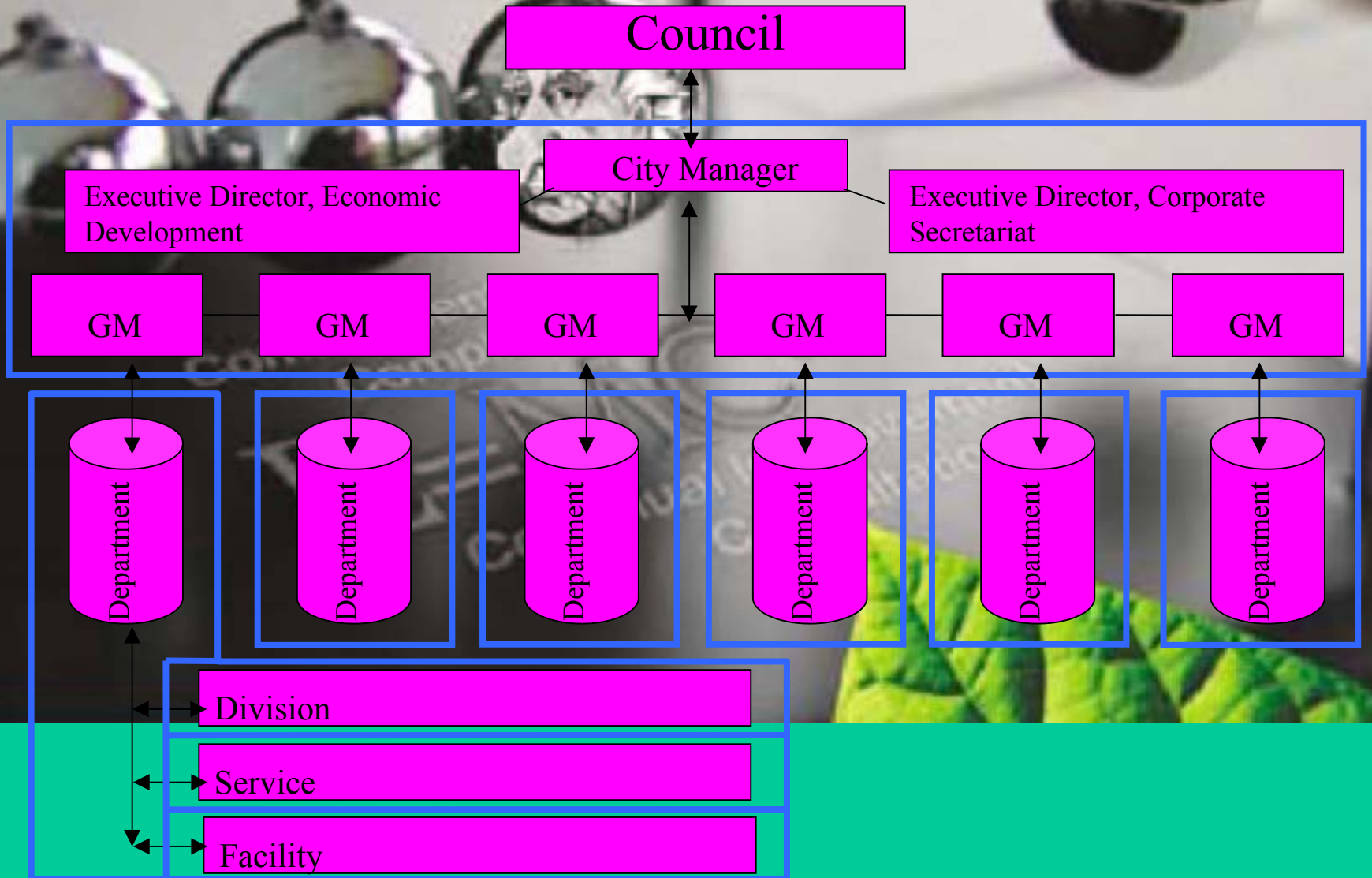
December 2001 Council Report Recommendation #2

That Council approve the revised Environmental Management System Terms of Reference;

- a) Preferred Fenceline Option
- b) 2002 Program - CMT, TOE
- c) Occupational Health & Safety (OHSAS 18001)
- d) Cost

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2a) Preferred Fenceline Option



2b) 2002 Program - CMT, TOE

- Development of draft EMS Manuals for CMT and TOE
- Additional staff training
- Community consultation
- Complete EMS Manuals for CMT and TOE

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2c) Occupational Health & Safety

Integrated Management System approach:

ISO 14001 + OHSAS 18001

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2c) Occupational Health & Safety Benefits

- Demonstrates due diligence
- Increased safety awareness
- Sustains and builds on existing safety program achievements
- Continual safety performance improvements

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2d) Cost

- Program Budget Approval - February 2002

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December 2001 Council Report

Recommendation #3

That the Community Advisory Group membership list be received by Council;

- Comprised of:
 - academia
 - local environmental groups
 - industry

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Recommendation #4

That Corporate Management Team (CMT) be charged with the development and administration of the Corporate Environmental Management System and that the Environmental Management Team provide support to CMT;

- Senior Management Commitment

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Recommendation #5

That the Community Advisory Group work with the Environmental Management Team and CMT to develop a Comprehensive Community Consultation Strategy;

- Identify significant environmental issues
- Assist in priority setting for action

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2002 Schedule

- Expression of Interest / Request for Proposal - (February - April)
- Consultant Consortium - (May)
- EMS Framework for CMT and TOE - (December)
- OH & S Framework - (December)

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Leading Edge

- The City's proposed Integrated Management System approach puts Hamilton in the forefront of municipal management system implementation
- The City is well positioned to gain more national and international recognition
- The City could be viewed as a leader in municipal environmental management

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