



SASM Certification Safety Management Systems Standard

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Overview

The following standard for safety management systems has been written to meet or exceed the requirements of:

- Saskatchewan Occupational Health and Safety Act and Regulations as well all included and/or referenced standards
- Saskatchewan Workers Compensation Act and Regulations
- CSA Z1000:2006 Standard for Safety Management Systems
- ANSI Z99 Standard for Safety Management Systems
- OHSAS 18001:1999 Standard for Safety Management Systems
- ISO 19011:2002 Standard for Safety Management Systems

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Definition of Standard Terminology

The following terminology is related to safety and health and not all terms are used in this document.

Term	Definition
Accident	An unplanned, unwanted event that results in a loss.
Act	Legislation that assigns health and safety duties and responsibilities to individuals in the province.
Administrative Control	A method of controlling employees' exposure to hazards by rules, procedures, practices, etc.
Assessment	A process for determining hazards associated with a job or activity
Audit	A periodic methodical and in-depth evaluation of an organization's safety programs/systems. Usually the audit is done to a known audit standard
Committee	An occupational health and safety committee established pursuant to the provincial health and safety legislation.
Communication	An exchange of information between or among people or groups of people which could include written, spoken, visual, or other forms of media.
Competent	Possessing knowledge, training and experience to perform a specific duty.
Contractor	A person who, pursuant to one or more contracts, directs the activities of one or more employers or self-employed persons involved in work at a workplace.
Controlled Product	A product, material or substance specified by regulations made pursuant to section 15(1)(a) of the Hazardous Products Act (Canada) as products, materials and substances included in any of the classes listed in Schedule II of that Act;
Disabling Injury	An injury that prevents a person from coming to work or doing his or her usual job duties.
Discrimination	Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit: racial and religious intolerance and discrimination.
Document	Any written item, as a book, article, or letter, esp. of a factual or informative nature.
Due Diligence	The taking of every precaution reasonable in the circumstances for the protection of the health and safety of workers.
Duty to Accommodate	The Supreme Court of Canada has ruled that an employer has a legal duty to take reasonable steps, in policies or conditions of work, to accommodate an employee's individual needs. This duty applies to all grounds of discrimination (race, religious belief, age, mental disability, physical disability, colour, gender, marital status, family status, and source of income, ancestry, place of origin or sexual orientation).
Emergency	A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
Emergency Plan	Detailed procedures for responding to an emergency, such as fire or explosion, a chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order, and minimize the effects of the disaster.

Definition of Standard Terminology (continued)

Term	Definition
Engineering Control	The physical arrangement, design or alteration of workstations, equipment, materials, production facilities or other aspects of the physical work environment, for the purpose of controlling risk;
Environment	The surrounding conditions, influences, and forces to which an employee is exposed in the workplace.
Ergonomics	An applied science that studies the interaction between people and the work environment. It focuses on matching the job to the worker.
Frequency	The measurement of how often a given incident occurs.
First Aid	The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage to helping someone who is choking or having a heart attack.
Formal	Made or done in accordance with procedures which ensure validity: a formal inspection, in a favorable sense, applies to desirable conformity with accepted procedures or practices.
Guarding	Use of any device or combination of devices designed to keep any part of a worker's body out of the danger zone of a machine during its operating cycle. This usually involves guarding the point of operation, guarding power transmission components by fixed enclosures, and/or protecting the operator and nearby workers from flying fragments.
Harassment	Any objectionable conduct, comment or display by a person that is directed to another worker and made based on race, creed, religion, colour, sex, sexual orientation, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin and constitutes a threat to the health and safety of the worker.
Hazard	The potential of any machine, equipment, process, material (including biological and chemical) or physical factor that may cause harm to people, or damage to property or the environment.
Hazard Control	The process implemented to reduce the likelihood of loss from a hazard.
Health	The condition of being sound in body, mind and spirit, and shall be interpreted in accordance with the objects and purposes of the Act.
Illness	Disease of body or mind; poor health; sickness.
Implementation	To put into effect according to, or by means of a definite plan or procedure.
Informal	Not according to the prescribed, official, or customary way or manner; irregular; unofficial: informal proceedings.
Incident	Any occurrence which resulted in or had the potential for causing an injury or occupational disease; damage to property; or loss to process.
Injuries	Harm or damage that is done or sustained by a worker.
Inspection	A deliberate, systematic, critical examination of an activity, object or process.
Investigation	The process of systematically gathering and analyzing information about an accident or incident. This is done for the purposes of identifying causes and making recommendations to prevent the accident / incident from happening again.

Definition of Standard Terminology (continued)

Term	Definition
Job	A piece of work, esp. a specific task done as part of the routine of one's occupation or for an agreed price, anything a person is expected or obliged to do; duty; responsibility
Job Hazard Analysis	A procedure performed to identify any present or potential hazards associated with any specific job or task.
Loss Control	Measures taken to prevent and reduce loss. Loss may occur through injury and illness, property damage, poor work quality, etc.
Manager	A person who has control or direction of an institution, business, etc., or of a part, division, or phase of it.
Material Safety Data Sheet - or "MSDS"	A document disclosing the information referred to in section 13(a)(i) to (v) of the Hazardous Products Act (Canada) and section 12(1) to (3) of the Controlled Products Regulations (Canada);
Minor Accident	An accident which does not require hospital attendance, but could require in-house (First Aid Kit) medical attention. (Non life threatening). Minor accident could also result in no medical injury, but consist of minor property or equipment damage.
Monitoring	The systematic measurement of Health hazards to which workers are exposed. There are two types of measurements that can be taken: biological (worker) and environmental (workplace air).
Near miss	An incident or accident which has potential for serious loss, both human, material and equipment.
Owner	In relation to any land or premises used or to be used as a workplace, includes; a) a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of the land or premises, and b) A person who acts as an agent or delegate of a person mentioned in clause (a). But does not include a person who occupies premises used as a private residence, unless that person carries on a business, profession or trade at that residence.
Orientation	An introduction, as to guide one in adjusting to new surroundings, employment, activity, or the like: New employees receive two days of orientation.
Organization	A company, operation, undertaking, establishment, enterprise, institution or association, or a part or combination thereof that has its own management. An organization may be incorporated, unincorporated, public or private.
Periodic	Recurring at intervals of time, occurring or appearing at regular intervals.
Personal Protection Equipment (PPE)	Any device worn by a worker to protect against hazards. Some examples are: respirators, gloves, ear plugs, hard hats, safety goggles and safety shoes.
Practicable	That which is reasonably capable of being done;
Practice	A standardized method for performing generic tasks or operations.
Probability	The likelihood or chance that an event will occur.

Definition of Standard Terminology (continued)

Term	Definition
Procedure	A step-by-step description of how to do a task, job, or activity properly.
Procurement	The act of getting possession of something; "he was responsible for the procurement of materials and supplies.
Quorum	The minimum number of management and worker members that the joint health and safety committee determines must be present in order to carry out its business.
Record Keeping	Keeping documentation of pertinent information regarding important stats, inventory, financial, etc.
Repetitive Muscular Strain	A problem with the muscles, tendons or nerves that happens over time due to overuse. Examples of repetitive strain injuries include: Carpal tunnel syndrome and tendonitis.
Responsibility	A particular burden of obligation upon one who is responsible: the responsibilities of authority.
Return to Work (RTW)	Usually a department at a company who's work specifies toward an employees injuries or disabilities to allow an earlier return to work.
Rights	Adherence or obedience to moral and legal principles and authority.
Risk	The probability and severity of a worker suffering an injury or health problem, or of damage occurring to property or the environment as a result of exposure to or contact with a hazard.
Root Cause	The real or underlying cause(s) of an event, Distinguished from immediate cause(s) which are usually quite apparent.
Safety	The prevention of physical injury to workers and the prevention of physical injury to other persons arising out of or in connection with activities in the workplace.
Safety Management System	A system including administrative and procedural plans for hazard identification, control and loss prevention; the process of putting them in place and maintaining and measuring their performance.
Serious Accident	An accident which requires immediate medical attention, or could be major loss to property, material, equipment and process.
Severity	The degree of harm that results from an occurrence.
Standard	A guideline, rule, principle, or model that is used as a means to compare, measure or judge performance, quality, etc.
Supervisor	A person who has charge of a workplace or authority over a worker.
Supplier	A person who supplies, sells, leases, installs or provides <ul style="list-style-type: none"> a) any tool, equipment, machine or device, or b) any biological substance or chemical substance, to be used in a workplace.
Task	A set of related steps that make up a discrete part of a job. Every job is made up of a collection of tasks. For example, answering a phone or entering data into a computer are tasks of a secretary's job.
Tool Box Meeting	An on site safety meeting, used as a opportunity to discuss existing or potential safety hazards or concerns as well as used as an opportunity to educate personal in specific safe work practices and procedures.

Definition of Standard Terminology (continued)

Term	Definition
Training	To make proficient with specialized instruction and practice.
Worker	A person or thing that works, a laborer or employee: steel workers. A person engaged in a particular field, activity, or cause; a worker in psychological research.
Workplace	Any building, site, workshop, structure, mine, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers, or self-employed persons, are engaged in work or have worked.
Workplace Inspection	A regular and careful check of a workplace or part of a workplace in order to identify health and safety hazards and to recommend corrective action. Workplace factors that have potential to cause injury or illness to employees include: equipment, materials, processes or work activities and the environment.
Work Refusal	The right of a worker to refuse to work when the worker has reason to believe that he or she would be endangered by performing that task.



Element 1: Management and Leadership

1.1 Policy Statement

Introduction:

A workplace safety and health policy is a statement of principles and general guidelines that govern safety and safe work activities.

Element Content:

The policy statement must:

1. include the safety and health philosophy of the organization;
2. show Management's commitment to prevent occupational injuries and illnesses and strive for continuous improvement;
3. provide the goals and objectives of the safety and health program;
4. be written, communicated and posted;
5. be understood by workers;
6. be clear about who is responsible and accountable;
7. identify and allocate resources for implementing the policy;
8. be dated and signed by the highest level of current Management; and
9. be revised every three years or when changes to the system are made.

1.2 Rights

Introduction:

Every employee is afforded basic rights under their respective health and safety legislation. These rights must be implemented through the Health and Safety Management System.

Element Content:

Rights must be:

1. written;
2. communicated to everybody;
3. ensure that no discriminatory or disciplinary action will be taken against any employee exercising said rights; and

4. include the following:
 - a) Everyone has the right to know of any existing or potential hazard associated with their job, and the right to know about and have protection from those hazards.
 - b) Everyone has the right to participate in the identification, reporting, and resolution of safety and health concerns, including involvement as a safety representative or safety committee member.
 - c) Everyone has the right to refuse dangerous work that is felt would endanger the safety and health of themselves or a coworker(s).

1.3 Responsibilities

Introduction:

In order to effectively manage safety and health in the workplace, responsibilities for employees need to be clearly defined, easily understood and fulfilled.

Element Content:

Responsibilities must:

1. be written for all levels of employees including management, supervisors, workers, contractors, visitors and the health and safety committee;
2. be communicated;
3. be revised as needed; and
4. include the following specifics for each level of employee.

Responsibilities of all Employees

- a) report any incident, hazardous situation or condition to the appropriate personnel;
- b) cooperate with and support the safety and health representative or committee;
- c) utilize all safeguards including training provided by the employer;
- d) work in a manner to ensure your own safety and the safety of you coworkers;
- e) cooperate with any outside agency regarding safety and health;
- f) know and comply with all applicable company safety and health policies, rules and procedures; and
- g) know and comply with all applicable safety and health legislation.

Responsibilities of the Employer and/or Senior Management

- a) provide a statement of policy relating to the Safety Management System;
- b) maintain overall control of the Safety Management System;
- c) Set the goals and objectives for the organization;
- d) ensure that all safety policies are administered and enforced;
- e) ensure that all personnel are aware of and effectively practice the policies and procedures set out in the Safety Management System;
- f) provide information, instructions, and assistance to all supervisory staff in order to protect the safety and health of all employees;
- g) establish safety and health committee in accordance with applicable legislation;
- h) provide a safe and healthy workplace including proper, well maintained tools and equipment and the personal protective equipment required to be worn either by company designation or legislative requirements;
- i) provide ongoing safety and health education and first aid programs as required;
- j) ensure a system to monitor the workplace and hold departments and/or individuals accountable for safety performance; and
- k) provide the adequate resources to achieve and maintain the objectives of the Safety Policy.

Responsibilities of Line Management and/or Supervisors

- a) ensure that goals are met for their areas of responsibility;
- b) provide instructions to employees on safe work procedures including the requirements for personal protective equipment;
- c) set a good example for others consistently directing and performing work in a safe manner;
- d) conduct regular inspections to ensure a safe and healthy environment, identify unsafe practices and conditions and ensure prompt corrective action;
- e) cooperate with others to develop safe work practices and procedures, ensure that they are routinely followed, deal consistently with safety violations by making accident prevention a priority;
- f) enforce the company safety regulations and work methods by taking disciplinary action as necessary to ensure compliance with the rules;
- g) arrange for medical treatment as required, including transportation to a doctor or hospital for injured persons;

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- h) report all incidents to the appropriate outside authorities when warranted to do so;
- i) hold regular safety meetings to review safety conditions, general safety policies, or any changes to the workplace or work procedures; and
- j) ensure that new or transferred employees receive orientation and detailed instructions before they are permitted to begin work.

Responsibilities of Contracted Workers

- a) conduct all activities or work in a way that does not endanger anyone's safety or health;
- b) know and adhere to the organizations safety program and rules, practices and procedures;
- c) ascertain what their responsibilities are in relation to the safety and health of all workers including their own, affected by their activities in the workplace;
- d) provide any information or documentation requested including but not limited to safe work procedures, proof of credentials, proof of training, verification of insurance and WCB coverage; and
- e) know and comply with all legislation applicable to the work being performed.

Responsibilities of Workers

- a) carry out work in a manner so as not to create a health and safety hazard to themselves or others;
- b) report any hazards, incidents, near misses, injuries or illnesses to their Supervisor;
- c) inspect and use the correct tools for the job, keep tools in good condition and report defects in tools and equipment;
- d) read, understand, and comply with workplace safety and health policies, safe work practices and procedures;
- e) use and maintain all required safety equipment and protective clothing;
- f) utilize all safety information gained from training or safety meetings; and
- g) assist in the identification, reduction, and control of accident and/or illness causing conditions.

Role of the Safety Committee or Representative

- a) meet regularly to discuss safety concerns;
- b) periodic inspection of the workplace;
- c) assisting in the investigation of serious incidents and work refusals;
- d) maintaining records of committee activity and communicating that information in the workplace;
- e) assisting the employer with any other safety and health concerns or requirements under the applicable legislation; and
- f) assist and cooperate with outside regulatory bodies.

Visitors

- a) comply with the organizations safety rules;
- b) be accompanied by an employee of the organization, unless oriented; and
- c) Never enter any unauthorized area or operate equipment.

1.4 Accountability and Disciplinary Procedure

Introduction:

Once an individual has been given responsibilities, there is a need for a mechanism to hold them accountable. This usually takes the form of some type of disciplinary action or procedure.

Element Content:

The accountability system and disciplinary procedure must:

- 1. have a purpose other than mere punishment;
- 2. be reasonable;
- 3. be reviewed for effectiveness;
- 4. be administered fairly, and consistently;
- 5. be written and documented;
- 6. be communicated (orientation) and constantly reinforced; and
- 7. give reason as to why the company has such a procedure.

1.5 Safety Rules

Introduction:

All companies must have a list of basic safety rules that address common hazards as part of their Safety Management System. These may stand alone or be incorporated into practices.

Element Content:

Safety rules should achieve a purpose. The rules must be:

1. realistic;
2. fair;
3. aimed at the objectives of the Safety Policy;
4. clearly communicated to everybody; and
5. consistently enforced.

1.6 Reporting and Dealing with Concerns

Introduction:

There must be a systematic method for reporting injuries, incidents, hazards and any other safety and health concern.

Element Content:

The system should:

1. be known to everyone;
2. be written;
3. ensure reporting will not lead to actions that would otherwise encourage non-reporting;
and
4. ensure reporting to legislative bodies when required.

1.7 Measurement

Introduction:

Measurement is the process of assessing an organization's efforts and tracking progress over a specific time period. Safety measurement allows the organization to identify whether their safety initiatives are effective.

Element Content:

Safety measurement must:

1. align with the organization's goals, objectives and strategies;
2. encourage safe behavior;
3. assist in improving the Safety Management System;
4. be communicated and used by all levels of the organization;
5. be specific, measurable, action oriented, realistic and time bound;
6. valid and reliable;
7. include both proactive and reactive measures; and
8. include a schedule to review measurements at intervals not exceeding one year.

Element 2: Hazard Identification and Control

2.1 Risk Assessment

Introduction:

One of the most important elements of an occupational health and safety program is an effective system to identify and control hazards. Hazards may cause accidents injuries and illnesses. The employer may not be able to anticipate and prevent every accident, injury, or illness. However the employer will take all required steps and precautions to evaluate, and identify risks or hazards for all existing tasks, or tasks with the potential for injury in their facility.

Element Content:

When identifying risks/hazards the organization shall develop a process to:

1. identify known and potential workplace hazards;
2. enable and encourage workers to bring forward concerns about hazards;
3. assess the associated risk;
4. prioritize associated workplace hazards, using the degree of risk involved as a guide;
and
5. implement measures to eliminate or control the hazards;
6. review assessments when changes have been made to processes or facilities; and
7. document activities including personnel involved, time and date of completion.

2.2 Safe Work Practices & Procedures

Introduction:

Safe work practices are the most basic rules of the work place. Generally they include mention of basic PPE, safe use of compressed air, safe manual lifting and other broader issues that affect every worker.

Safe work procedures are the step by step actions to be taken to complete a task. The Safe work procedures are work location/station and individual task specific.

Element content:

The items listed below will indicate the expectations to be met by the Safety Management System.

1. Safe work practices:
 - a) must be developed for all low risk activities;
 - b) may be stipulated by work area (i.e. factory floor, administration, etc.);
 - c) must be documented and available to the affected employee at all times; and
 - d) include rationale for the practices in the orientation.
2. Safe work procedures must be:
 - a) developed for every job or task deemed to be high risk;
 - b) reviewed regularly and in a pro-active fashion, with the inclusion of affected workers and supervisors;
 - c) The safe work procedures will include reference to:
 - I. the risks and hazards for the particular job;
 - II. how the risks and hazards have been assessed;
 - III. how the risks and hazards have been controlled;
 - IV. the persons involved in developing the procedure;
 - V. the date the procedure was developed and implemented, and at what date or degree of change in the job the procedure will be revisited;
 - d) the safe work procedures shall be documented;
 - e) available to all concerned employees; and
 - f) include reference to any specialized training that operators performing the job or task should have prior to doing the job.

2.3 Personal Protective Equipment

Introduction:

Personal Protective Equipment (PPE) is the baseline level of “at the person” hazard protection. General PPE is required by all personnel in the manufacturing environment (i.e. not in the office) for more than a casual period (i.e. more than a walk through). However the effectiveness of the PPE must be constantly appraised and the use of PPE consistently enforced.

Element contents:

The PPE element of the Safety Management System must include:

1. an indication of type of PPE required for all areas of the organization's facilities;
2. methods employed to identify required PPE; and
3. documented training on the use, selection, inspection, and, maintenance of PPE.

2.4 Ergonomic Assessments

Introduction:

Ergonomics is the process of matching the work environment to the capabilities of the employee. With the demand on workers today, organizations must look at the tasks that are performed and ensure that the environment is designed to match the job to the employee in order to prevent musculoskeletal injuries.

Element Content:

“Musculoskeletal Injury” means an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:

- a) repetitive motion
- b) forceful exertions
- c) vibration
- d) mechanical compression
- e) sustained awkward postures
- f) limitations on motion or action
- g) other ergonomic stressors

The element of ergonomics must include:

1. a review of the activities at the place of employment that may cause or aggravate musculoskeletal injuries;
2. the provision of information to each worker who may be at risk of developing musculoskeletal injury of that risk and the signs and common symptoms of any musculoskeletal injury associated with that worker's work; and

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3. the provision of effective protection for each worker who may be at risk, which may include any of the following:
 - a) provide equipment that is designed, constructed, positioned and maintained to reduce the harmful effects of an activity;
 - b) implement appropriate work practices and procedures to reduce the harmful effects of an activity;
 - c) implement work schedules that incorporate rest and recovery periods, changes in the workload or other arrangements for alternating work to reduce the harmful effects of an activity.
4. training of at risk workers about the hazards and required controls.
5. Where a worker has symptoms of musculoskeletal injury, the employer shall:
 - a) advise the worker to consult a physician or a health care professional
 - b) promptly review the activities of that worker and of other workers doing similar tasks to identify any cause of the symptoms and to take corrective measures to avoid further injuries
6. Any and all activities pertaining to ergonomic assessments and/or musculoskeletal injuries shall be performed by competent personnel, and documentation shall be placed into appropriate files.

2.5 Procurement

Introduction:

The purchase of products and equipment within the organization must be monitored to ensure that the materials being brought in will not pose significant risk to those who must work with them.

Element Content:

This process should include:

1. a process to identify and assess the hazards associated with the goods and services purchased;
2. establishment of requirements to eliminate or control these hazards; and
3. a process to ensure that purchased goods conform to the organizations safety management requirements, applicable standards and minimum legislative requirements.

Element 3: Training and Communications

3.1 Training

Introduction:

Training is the process used to achieve desirable changes in the specific attitudes and behaviors of employees. It is a critical part of any Safety Management System, as if certain behaviors are expected; they must be communicated to the workforce.

Element content:

The element of training must include:

1. identification of competencies required for all positions;
2. a procedure for training competencies;
3. a plan for completion of training;
4. documentation of attendance and course content; and
5. a plan for the evaluation of training effectiveness.

3.2 Orientations

Introduction:

It is crucial to get new employees “started off on the right foot” both when they first start with the organization but also every time they move to new job or task within the organization. The general safety orientation should be delivered by someone who has at least a minimum knowledge of the company. The job and task specific orientations should be delivered by someone experienced in the task.

Element content:

The following items outline the expectations in this area of the Safety Management System.

1. The basic level of orientation should be delivered to every new employee, an employee returning to work after a 90 day or more absence, and, reviewed at least annually with all employees. This orientation should include:
 - a) The worker’s legislated and “imbedded” rights and their concurrent responsibilities;
 - b) basic PPE;

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- c) what to do if they have a concern;
 - d) the Employer's general Safety Policy statement;
 - e) Safety rules; the accountability system;
 - f) the corporate policies on training and competencies; Return to Work Programs and employee assistance programs (if any); and
 - g) a dated "sign off" sheet to be signed by the new worker and the person delivering the orientation, and, to be retained.
2. The general orientation should also include a Pre-work Safety Tour including:
- a) the employee's work area;
 - b) a tour of the lunchroom, common areas, and, personal hygiene facilities;
 - c) location of first aid stations, fire exit / alarm locations, eyewash and emergency shower stations and muster areas;
 - d) an indication of any prohibited, restricted, and, especially hazardous locations;
 - e) an introduction to the new employee's OHS / WHS representative; and
 - f) an introduction to the new employee's direct or area Supervisor.
3. A job specific safety orientation should be delivered by someone who is experienced in the specific location / job. It shall be delivered to EVERY employee starting at a new location, or, returning to a former location after a long (90 day or more) absence from that location, regardless of job type or position and shall include:
- a) Instruction on the hazards related to the location and job, how they have been controlled, and what to look for as indicators of impending hazards for that job/location;
 - b) Instruction on the safe operating procedures for the job/location;
 - c) specific instruction on emergency shut down buttons, bars, etc., and, all safeguards for any machine/tool that the employee may be operating;
 - d) instruction regarding lock out and tag out procedure;
 - e) instruction regarding the entry of confined spaces or hazardous environments;

- f) the observation of an experienced, competent person performing the job as per the safe operating procedures;
- g) instruction on the selection, inspection, care and maintenance of any specialized PPE that the job/location may require;
- h) what to do/who to contact if they have a safety concern regarding that job location;
- i) observation the new worker performing the job and coached by a competent person; and
- j) a dated "sign off" sheet to be initialed or signed by the new worker and the person delivering the orientation/observing the work, to be filed in the worker's personnel file.

3.3 Communications

Introduction:

The safety communications system employed must be diverse and dedicated, employing both passive and active methods to reach all employees.

Element Content:

The communications system must include but is not limited to the following items:

1. The Health and Safety Committee:
 - a) populated as per the appropriate legislation with every Member receiving Committee Member training;
 - b) the committee shall meet no less than once in the first two weeks after being struck, hold three subsequent meetings at intervals not exceeding one month, and at least once every three months afterwards;
 - c) the committee shall perform formal inspections of the facility on a scheduled basis; shall provide no less than 2 members of the committee to investigate all serious accidents, dangerous occurrences and work refusals;
 - d) assist regulatory officers as required; and
 - e) post committee meeting minutes, the names of the committee members and any other information required by applicable provincial legislation on the bulletin board(s) located within the facility.

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2. Weekly Tool Box Talks:
 - a) which every Supervisor shall host no less than once per week in their respective work area(s) and which will include all employees for whom the Supervisor is responsible and invite input from them;
 - b) the meeting topics shall include general safety topics, new job procedures, discussion of recent accidents and/or near misses, inspections and other topics that may be appropriate;
 - c) someone from Management must attend one meeting for each identified Supervisor annually;
 - d) meeting minutes with a signed attendance sheet must be filed for future reference; and
 - e) Management must review the minutes of one meeting per month.

3. Safety bulletin board:
 - a) which is reserved exclusively for posting safety related items;
 - b) which is easily available and visible by all employees; and
 - c) shall be updated quarterly with the removed postings filed for future reference.

3.4 Employee Involvement

Introduction:

Employee involvement is an essential part of an effective safety management system. It ensures safety awareness in all activities that may take place inside an organization. The employees are an invaluable resource when identifying and controlling hazards, as they are the ones that most commonly face the risk.

Element content:

The element of employee involvement must include a plan for participation in health and safety activities to ensure:

1. employees are involved with the development and review of policies, practices and procedures; and

2. consultation with employees when changes are made that may affect workplace health and safety.

3.5 Document /Record Design and Control

Introduction

The element of document design and control is necessary to ensure that all of the information necessary to properly operate a Safety Management System is available in consistent, readable and, understandable fashion.

Element content:

The following items are all part of document design and control:

1. document design and approval prior to issue suitable to ensure that all potential relevant information can be readily extracted;
2. design should be periodically reviewed, updated, and, documents withdrawn as may be necessary;
3. document control must ensure that changes to, and the current revision status of documents are identified;
4. ensure that the relevant versions of applicable documents are available at the likely point(s) of use;
5. document control must ensure that documents remain both legible and readily identifiable;
6. ensure that documents of an external origin determined to be necessary are identified;
7. must prevent the continued use of obsolete or withdrawn documents;
8. the Safety Management System shall make provisions for adequate Record control to provide evidence of conformity to the SMS requirements. Procedures shall provide the controls needed for the identification, secure storage, protection, retrieval, retention, and disposition of records in accordance with applicable legislation;
9. procedures must provide workers the knowledge and ability to access applicable records while protecting the need for confidentiality; and

10. records will include but may not be limited to:

- a) records arising from the implementation of the SMS;
- b) records of incidents, accidents and near misses and the investigations thereof;
- c) records arising from legal requirements;
- d) records of workers training, exposures and health;
- e) records monitoring the working environment, and the results thereof;
- f) records of changes or improvements made to eliminate or control hazards and risks; and
- g) records of minutes arising from safety, Committee and other safety related meetings.

Element 4: Inspections

Introduction:

The element of inspections is an invaluable tool to assess the workplace for substandard conditions and acts. Inspections are also a mechanism to confirm hazard controls are adequate.

Element Content:

The element of Inspections includes developed processes to:

1. document a policy or a procedure for inspections; this includes a review of relevant information such as people, equipment, materials, and the work environment;
2. determine the work areas, equipment, and work activities that require inspection for substandard acts and conditions;
3. determine inspection requirements, including type of inspection, schedule, and assignment of personnel, and that they are congruent with legislative requirements and corporate policy based on the level of risk associated with the activity;
4. determine the completion of inspections, including accompanying documentation;
5. confirm corrective actions are identified and implemented for elements of non-compliance with legislative requirements;
6. forward inspection documentation to appropriate personnel including the workers;
7. confirm corrective actions have been taken;
8. confirm inspections are completed according to a schedule; and
9. ensure that all equipment is maintained in accordance with the manufacturer's recommendations.

Element 5: Investigations

Introduction:

The element of Investigations also combines both hazard identification and control. If an incident has taken place, there has been a failure of the safety system. Organizations will need to identify where the failure in the system occurred. The failure could lie with the initial hazard identification, within the control(s) that were selected, or within the training and communication of the hazard control to the worker. The purpose of investigations is to identify where the failure is and correct it.

Element Content:

The element of Investigations includes developed processes to:

1. establish investigation requirements, including a documented procedure that includes work refusals, accidents, incidents and near misses;
2. determine responsibilities for investigations that include all pertinent parties in the work place such as Supervisors, Management, and Occupational Health Committees;
3. determine resource allocation, including issues such as time, people and equipment, lines of responsibility, appropriate training;
4. conduct investigations and designates persons responsible for the investigation, including follow through with the investigation procedure, identifying all probable causes, and identifying corrective action;
5. complete and distribute investigation documentation and findings to all affected parties in the workplace;
6. monitor and confirm the corrective actions have been taken are adequate, and accountability exists for all workplace parties to confirm the action taken has been timely;
7. monitor investigation procedures, including determination of who will monitor the investigation procedures, and confirm the procedures meet the legislative and organization policy requirements; and
8. ensure prompt reporting to appropriate regulatory bodies when required.

Element 6: Emergencies

Introduction:

The size and complexity of an emergency response procedure should reflect the potential and existing hazards in the workplace. Whenever possible, organizations should develop an emergency response process that provides solutions to any potential or existing hazards.

Element Content:

The element of Emergencies must include:

1. a process to identify potential emergency situations;
2. a written procedure to respond to identified emergencies that includes sounding alarms, evacuation, rescue and external resources;
3. regularly scheduled drills to practice the procedure;
4. evacuation plans posted in highly visible areas;
5. a process to identify any controlled products on the site and a maximum quantity of each;
6. training for all affected employees; and
7. provision of first responders and facilities including training as required under applicable legislation.

Element 7: Return to Work

Introduction:

Injuries and illnesses can result in disabilities that affect a worker's ability to perform certain tasks. Organizations have a **duty to accommodate** workers that may have a disability, whether permanent or temporary. A return – to – work program is a documented process to manage work absences due to disabilities.

Element Content:

This element should include:

1. a written statement that indicates the intent of your program dated and signed by the highest level of Management on site;
2. a list of responsibilities for each level of the organization;
3. a process for implementation of the program;
4. documents that allow for exchange of medical information between affected parties;
5. a process that identifies tasks which a disabled individual may be able to perform; and
6. a process that will re-introduce said individuals to the work force.