3.3.2 Training and Communication – ***OHC*** – Safety Management System (SMS) Review

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| Agency’s Name and Logo | Element: Training and Communication | | Policy #3.3.2 |
| Sub-element: OHC | | Approved by: |
| Date: | Date Revised: |  |

***Purpose***

The purpose of this policy is to ensure that the (agency) establishes a process to review its SMS program at minimum every three years. The attached Policy Supplement describes specific responsibilities and procedures with respect to SMS Program Reviews.

***Policy***

The (agency) will review its safety program every three years or whenever there is a change of circumstance that may affect the health and safety of workers.

***Interpretation***

The Saskatchewan *Occupational Health and Safety Regulations, 2020*, section 3-11(1)(j) require agencies to review and revise the occupational health and safety program at minimum every three years or whenever there is a change that may affect the health and safety of workers.

The safety program review process will be conducted using a team approach. Workers at all levels shall participate in the safety review process. The attached Policy Supplement contains suggestions for methods that may be used for a safety program review.

***Evaluation***

This policy shall be reviewed every three years by the (agency) as part of the safety program review and/or whenever there is a change of circumstances that may affect the health and safety of workers, or a change in legislation.

*Expected Outcomes (indicators of policy impact)*

* The (agency) has adopted a method for reviewing the health and safety program.
* The (agency) reviews the health and safety program every three years or as required.

***References***

*Saskatchewan Employment Act (2019),* Section 3-20.

*Occupational Health and Safety Regulations (2020),* Sections 3-6, 3-11 and 31-14.

**Policy Supplement - 3.3.2 OHC – SMS Review: Responsibilities and Procedures**

***Responsibilities***

The employer must:

* ensure the Safety Management System is reviewed at least every three years and/or whenever there is a change of circumstances that may affect the health and safety of workers;
* in consultation with the committee, ensure that all programs, training, work practices, procedures and policies are reviewed;
* assign responsibility for conducting the safety program review;
* in consultation with the committee, determine who should be involved in the review; and
* determine the process, procedure and means of evaluation for undertaking the review.

Supervisors must:

* within the scope of the supervisors’ responsibilities, participate in the safety program review by taking the opportunity to review safe work practices and safety processes; and
* update and revise any new work procedures or safe work practices as required.

Workers must:

* report any concerns to his or her supervisor regarding the safety program in the workplace; and
* participate in the safety program review process.

***Procedure***

The review team composition could include:

* OHC co-chairpersons/representative;
* employer representation;
* worker representation;
* Labour Relations and Workplace Safety, Occupational Health and Safety (OH&S) Division; or
* other safety professionals.

The review may be conducted using a variety of evaluation processes:

Observation

* Direct observation of workers performing tasks.
* Conduct detailed workplace inspections.
* Interview workers, supervisors, and the employer.

Review Documentation

* Written safety policies and procedures.
* Safe work practices.
* Incident trends and indicators.
* Preventative maintenance records.
* OHC/Representative minutes.

Audit

* Use questionnaire and audit tools.
* Complete a SASWH self-assessment or WCB safety audit.

Final Report

* At the conclusion of the safety evaluation process write a report that details the strengths and weaknesses in the safety program. Outline strategies for improvement.

The employer and/or supervisors will review policies and procedures on an ongoing basis and whenever there are changes in the workplace, such as new procedures or new equipment.