FOUNDATIONAL PILLARS

Safety Management System Assessment

Final Assessment Report

MISSION: ZERO

wcb | Saskatchewan Workers' Compensation Board

Foundational Pillars Safety Management System

Assessment Information

Date of Assessment: Location(s):

Type of Assessment:

Employer Information

Legal Name:
Address:
City:
Province:
Postal Code:

Employer Contact:
Phone Number:
Email:

Firm Numbers/Rate Codes:

Assessor Information

Assessment Lead:

Team Members:

Company: Saskatchewan Workers' Compensation Board

Phone Number:
Email:

Address:
City:
Province:
Postal Code:

Contents

The information/training provided is not a substitute for nor does it take precedence over *The Workers' Compensation Act*. This form does not take the place of or take precedence over Occupational Health and Safety (OHS) legislation. This form may be used to complement or supplement your OHS obligations but in no way replaces any obligations that exist under OHS legislation. Should you choose to use this form, WorkSafe Saskatchewan assumes no responsibility or liability for any outcomes that may arise from its use. All employers and workers should be familiar with *The Workers' Compensation Act, The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations*. This form should be adapted to meet the particular requirements of your workplace.

Purpose of the Foundational Pillars Safety Management System Assessment

The foundational pillars (FP) safety management system assessment (SMSA) is designed to measure the strengths and opportunities for improvement in six key areas:

1. Management and Leadership
2. Hazard Identification, Risk Assessment and Control
3. Training and Communications
4. Inspections
5. Investigations
6. Emergency Response

This report is designed to provide an employer with objective results on the condition of their safety management system as compared to the Saskatchewan 'Joint Industry Committee Standards for Health and Safety Programs' and generally accepted best practices in safety management.

The purpose of the report is to enable the employer to take corrective action for the recommendations listed within to further strengthen their safety management system and reduce or eliminate injuries in their workplace(s) as they work to achieve *Mission Zero.*

More information on the foundational pillars, including sample templates and applicable legislation, can be found through the WorkSafe Saskatchewan website located at: www.worksafesask.ca.

General

All questions in the assessment tool are marked and scored. Specific scoring techniques are outlined below. All questions are marked based on specific verification criteria and validation notes. Once all assessment tool questions have been scored each sub-element is totaled. Those total scores are then transferred to the summary score sheet and a total score for the assessment is given.

The comments section of the applicable assessment tool sub-element page will explain why points were or were not awarded for each question. Any question where full points have not been awarded will have a recommendation in the recommendations/opportunities for improvement section of the applicable assessment tool sub-element page.

Scoring

All or Nothing (A/N) - Full points are awarded when the question has been verified with the specified documented evidence, observable evidence and/or interview confirmation. No partial points are given for this type of question. For A/N questions verified through records, observations and/or interviews, a positive verification is required by 100% of the established sampling size.

Percentage (PER) - Points are awarded by dividing the number of confirmed interview responses by the total sample size, and then multiplied by the question score value.

Part or Whole (P/W) - This type of question is broken into smaller sub-questions, each with a corresponding question type [A/N or PER] and score value in brackets. Sub-question points are totaled to give an overall score for the question.

Assessor Judgment (A/J) - Points are awarded based on the judgment of the assessor and may range from zero to full points.

Verification

The verification techniques are comprised of Documentation (D), Observation (O) and Interview (I).

Questions requiring documented evidence will be verified by reviewing documentation presented to the assessors by the employer being assessed. Directive documents must be implemented for at least 12 months prior to the date of the assessment to be considered. Records must be maintained for at least the 12 months prior to the assessment to be considered. The number of records reviewed is based on established assessment sampling standards.

Questions requiring observable evidence will be verified by the assessors during the worksite observation. The number of observations is based on established assessment sampling standards.

Questions requiring confirmation by interviewees will be verified by a positive response to interview questions. The number of management, supervisors and workers interviewed is based on established assessment sampling standards. All interviews are confidential and names of interviewees will not be included with the assessment report that is presented to the employer.

There are verification criteria for each sub-element question at the beginning of each sub-element. The definitions for the terminology used in both the sub-element questions and verification criteria can be found at the back of this tool.

Final Mark

The assessment tool is considered complete when all questions have been verified, scored and the sub-element scores are totaled. The final mark will be used as a marker for a baseline against measuring future improvements. In order to pass the assessment, the overall minimum score is 80% and each individual sub-element must receive a minimum score of 50%.

Abbreviations

Act – *The Saskatchewan Employment Act*

ANSI - American National Standards Institute

CLCII – Canada Labour Code, Part II

CSA – Canadian Standards Association

EMT - Emergency Medical Technician

FP – Foundational Pillars

ISO - International Organization for Standardization

JIC – Joint Industry Committee

Ministry – Occupational Health and Safety Division, Ministry of Labour Relations and Workplace Safety

OHC – Occupational Health Committee

OHS – Occupational Health and Safety

PPE – Personal Protective Equipment

Regulations – *The Occupational Health and Safety Regulations, 2020*

SDS – Safety Data Sheet

SMS – Safety Management System

SMSA – Safety Management System Assessment

WCB – Saskatchewan Workers' Compensation Board

WHMIS - Workplace Hazardous Materials Information System

WorkSafe – WorkSafe Saskatchewan

Foundational Pillars SMSA Summary Score Sheet

Section		Possible Points	Baseline Assessment Points	Limited Scope Assessment Points	Maintenance Assessment Points	Percentage Achieved
1	MANAGEMENT and LEADERSHIP	250				
1.1	Safety Commitment (Policy Statement, Responsibilities, Accountabilities, Basic Workers' Rights)	100	0	0	0	0%
1.2	Measurement and Safety Performance (Safety Goals & Measurement, Safety Performance)	150	0	0	0	0%
2	HAZARD IDENTIFICATION, RISK ASSESSMENT and CONTROL	500				
2.1	Hazard Identification and Risk Assessment	200	0	0	0	0%
2.2	Hazard Controls	250	0	0	0	0%
2.3	Procurement of Goods and Services	50	0	0	0	0%
3	TRAINING and COMMUNICATIONS	450				
3.1	Orientations	150	0	0	0	0%
3.2	Training	200	0	0	0	0%
3.3	Communications (Occupational Health & Safety Committee, Safety Talk / Toolbox Meetings)	100	0	0	0	0%
4	INSPECTIONS	300				
4.1	Inspections (Inspections, Preventative Maintenance)	300	0	0	0	0%
5	INVESTIGATIONS	300				
5.1	Investigations (Incident Reporting, Incident Investigations)	300	0	0	0	0%
6	EMERGENCY RESPONSE	200				
6.1	Emergency Response	200	0	0	0	0%

Points to Achieve 80% Overall Score	Total Possible Points	Total Points Baseline Assessment	Total Points Limited Scope Assessment	Total Points Maintenance Assessment
1600	2000	0	0	0
		Baseline Score Achieved	Limited Scope Score Achieved	Maintenance Score Achieved
		0.0%	0.0%	0.0%

Limited Scope Assessment Scoring

- Any sub-elements not assessed as part of the limited scope assessment will be awarded the points awarded for the baseline or maintenance assessment
- Any sub elements assessed as part of the limited scope assessment will be awarded points as assessed during the limited scope assessment
- The limited scope assessment score will be calculated using the awarded points

1.1 Safety Commitment - Verification Criteria		
1.1.1	Documentation	Verification requires that there is a written corporate health and safety policy that: (a) Has the signature of the highest level of management for the employer (b) Is dated within three years of the SMS assessment (c) Contains a statement that refers to the employer's commitment to provide a safe and healthy workplace
1.1.2	Documentation	Verification requires that the employer has documented general safety responsibilities for management, supervisors and workers.
1.1.3	Interview All	For full points, verification requires 100% of interviewees can recite at least three general safety responsibilities for their position as outlined in 1.1.2 or three of their OHS legislated general responsibilities.
1.1.4	Documentation	Verification requires that the employer has records that demonstrate accountability processes are used to hold all levels of employees accountable for their safety related actions.
1.1.5	Interview All	For full points, verification requires 100% of interviewees can recite all three legislated workers' rights.

Element 1.0 Management and Leadership
Sub-element 1.1 Safety Commitment

1.1	Safety Commitment			Verification			Points
Safety Management System Verification		Scoring		D	O	I	Awarded
Policy Statement							
1.1.1	Is there a written corporate health and safety policy that:	P/W	15				
(a)	Is signed by current senior management?	A/N (5)					
(b)	Is dated with the last 3 years?	A/N (5)					
(c)	Includes the employer's commitment to safety?	A/N (5)					
Responsibilities							
1.1.2	Has the employer clearly defined general safety responsibilities for:	P/W	15				
(a)	Management?	A/N (5)					
(b)	Supervisors?	A/N (5)					
(c)	Workers?	A/N (5)					
1.1.3	Do employees know their safety responsibilities?	P/W	30				
(a)	Management	PER (10)					
(b)	Supervisors	PER (10)					
(c)	Workers	PER (10)					
Accountabilities							
1.1.4	Does the employer hold all levels of employees accountable for their safety related actions?	A/N	30				
Basic Workers' Rights							
1.1.5	Do employees know their OHS legislated rights?	PER	10				
	Total possible points:		100				

Comments:

Recommendations/Opportunities for Improvement:

1.2 Measurement and Safety Performance - Verification Criteria		
1.2.1	Documentation	Verification requires that documentation indicates the employer has set SMART *(specific, measurable, attainable, relevant and timely)* goals for the safety management system.
1.2.2	Documentation	Verification requires that the employer uses leading indicators to measure progression towards achieving SMART safety goals. No points can be awarded for 1.2.2 if no points were awarded for 1.2.1
1.2.3	Documentation	Verification requires that the employer uses lagging indicators to measure progression towards achieving SMART safety goals. No points can be awarded for 1.2.3 if no points were awarded for 1.2.1
1.2.4	Interview All	For full points, verification requires 100% of interviewees can recite at least one safety goal the employer measures/tracks as outlined in 1.2.1. No points can be awarded for 1.2.4 if no points were awarded for 1.2.1
1.2.5	Documentation	Verification requires that records indicate the employer's SMART safety goals as outlined in 1.2.1 were reviewed for effectiveness by management at least once in the 12 months prior to the SMS assessment. No points can be awarded for 1.2.5 if no points were awarded for 1.2.1
1.2.6	Documentation	Verification requires performance evaluation records for all levels of employees *(management, supervisors and workers)* that include a safety performance measure(s).
1.2.7	Documentation	Verification requires that records indicate the safety measure(s) used on performance evaluations as outlined in 1.2.6 were reviewed by management for effectiveness at least once in the 12 months prior to the SMS assessment. No points can be awarded for 1.2.7 if no points were awarded for 1.2.6

Sub-element 1.2 Measurement and Safety Performance

1.2	Measurement and Safety Performance			Verification			Points
Safety Management System Verification		Scoring		D	O	I	Awarded
Safety Goals and Measurement							
1.2.1	Has the employer established SMART safety goals?	A/N	30				
1.2.2	Are leading indicators used to measure progression toward achieving safety goals?	A/N	20				
1.2.3	Are lagging indicators used to measure progression toward achieving safety goals?	A/N	10				
1.2.4	Do employees know the safety goals?	PER	10				
1.2.5	Are the safety goals reviewed for effectiveness at least annually?	A/N	15				
Safety Performance							
1.2.6	Do employee performance evaluations include a safety measure(s)?	A/N	50				
1.2.7	Are the safety measures used in employee performance evaluations reviewed at least annually for effectiveness?	A/N	15				
Total possible points:			150				

Comments:

Recommendations/Opportunities for Improvement:

2.1 Hazard Identification and Risk Assessment - Verification Criteria		
2.1.1	Documentation	Verification requires that the employer has a risk assessment method.
2.1.2	Documentation	Verification requires that the employer has a hazard identification, assessment and control directive document(s) that specifies a hierarchy of hazard controls to be used when identifying hazard controls.
2.1.3	Documentation	Verification requires that the employer has a hazard identification, assessment and control directive document(s) that references prioritizing hazards according to risk.
2.1.4	Documentation	Verification requires that the employer has a hazard identification, assessment and control directive document(s) that requires hazard assessments to be created and/or evaluated whenever changes are made to existing operational processes. For example, new equipment, different materials or automations.
2.1.5	Documentation	For full points, verification requires that hazard assessment records assign a degree of risk to identified hazards using a risk assessment method and identify hazard controls. Points are awarded based on the analysis of the number, types and quality of hazard assessments completed in relation to the number and magnitude of hazards.
2.1.6	Interview All	For full points, verification requires 100% of interviewees confirm hazard assessments are updated when there is a change to operational processes.
2.1.7	Documentation	Verification requires that records indicate workers are involved in the creation and/or evaluation of hazard assessments.
2.1.8	Documentation	Verification requires that records indicate the employer uses only one method of risk assessment. Risk assessment would be expected on records where hazards are identified and controls are expected to be implemented.
2.1.9	Documentation	Verification requires that the employer has a hazard reporting directive document.
2.1.10	Interview All	For full points, verification requires 100% of interviewees can recite the employer's hazard reporting process.
2.1.11	Documentation	Verification requires that documentation *(directive documents, records, databases and/or spreadsheets)* indicates the employer has a process or processes for addressing identified hazards. Hazards identified could result from completed hazard assessments, hazard reports, inspections and/or incident investigations.

Element 2.0 Hazard Identification, Risk Assessment and Control
Sub-element 2.1 Hazard Identification and Risk Assessment

2.1	Hazard Identification and Risk Assessment						
Safety Management System Verification		**Scoring**		**Verification**			**Points Awarded**
				D	O	I	
2.1.1	Does the employer have a method to assess degree of risk?	A/N	5				
2.1.2	Does the employer have a hazard identification, assessment and control directive document(s) that specifies a hierarchy of hazard controls to be used when identifying hazard controls?	A/N	10				
2.1.3	Does the employer have a hazard identification, assessment and control directive document(s) that references prioritizing hazards according to risk?	A/N	10				
2.1.4	Does the employer have a hazard identification, assessment and control directive document(s) that requires hazard assessments to be created and/or evaluated whenever changes are made to existing operational processes?	A/N	10				
2.1.5	Has the employer completed hazard assessments?	A/J	70				
2.1.6	Does the employer create and/or evaluate hazard assessments when there is a change in operational processes?	PER	10				
2.1.7	Are workers involved in the creation and/or evaluation of hazard assessments?	A/N	20				
2.1.8	Is the risk assessment method used consistently throughout the employer's SMS?	A/N	10				
2.1.9	Does the employer have a hazard reporting directive document?	A/N	5				
2.1.10	Do employees know how to report hazards?	PER	10				
2.1.11	Does the employer have a process for addressing identified hazards?	A/N	40				
	Total possible points:		200				

Comments:

Recommendations/Opportunities for Improvement:

2.2 Hazard Controls - Verification Criteria		
2.2.1	Documentation	For full points, verification requires written safe work procedures to control the hazards associated with the activities the workplace undertakes, are based on hazard assessments or the employer's operational processes.
2.2.2	Observation	For full points, verification requires observation of employees that are in compliance with the employer's safe work procedures. Randomly selected employees at the worksite may be questioned on how to complete specific tasks if observation is not possible. Scoring for 2.2.2 is linked to scoring for 2.2.1.
2.2.3	Documentation	Verification requires records that indicate workers or the OHC were involved or consulted in the development and/or review of safe work procedures.
2.2.4	Documentation	Verification requires that the employer has written safety rules and/or safe work practices to control hazards. The safety rules and/or safe work practices must, in the judgment of the assessor, match the activities of the employer.
2.2.5	Observation	For full points, verification requires observation of employees that are in compliance with the employer's safety rules and/or safe work practices as outlined in 2.2.4. No points can be awarded for 2.2.5 if no points were awarded for 2.2.4.
2.2.6	Documentation	Verification requires that the employer has a documented list/inventory of all chemical substances used, produced, handled, disposed of and stored in the workplace.
2.2.7	Documentation	Verification requires that the employer has a current SDS for WHMIS controlled products used, produced, handled, disposed of or stored in the workplace.
2.2.8	Observation	Verification requires observation of hazardous products controlled as per SDS requirements, which includes: (a) Employees are able to produce SDSs (b) Products are labelled correctly (c) Required PPE is readily available and in good condition (d) Required first aid equipment is provided and readily accessible

Sub-element 2.2 Hazard Controls

2.2	Hazard Controls							
	Safety Management System Verification	Scoring		Verification			Points Awarded	
				D	O	I		
Safe Work Procedures								
2.2.1	Has the employer developed safe work procedures to control hazards?	A/J	70					
2.2.2	Do employees comply with the employer's documented safe work procedures?	A/J	70					
2.2.3	Are workers involved in the development and/or review of the employer's safe work procedures?	A/N	30					
Safety Rules and Safe Work Practices								
2.2.4	Has the employer developed safety rules and/or safe work practices to control hazards?	A/N	10					
2.2.5	Do employees comply with the employer's documented safety rules and/or safe work practices?	A/J	20					
Hazardous Products								
2.2.6	Does the employer maintain a list of all chemical substances used, produced, handled, disposed of and stored in the workplace?	A/N	5					
2.2.7	Does the employer maintain a current SDS for all WHMIS controlled products used, produced, handled, disposed of and stored in the workplace?	A/N	5					
2.2.8	Are SDS requirements of hazardous products met, which include:	P/W	40					
(a)	Employees are able to produce SDSs?	A/N (10)						
(b)	Products are labelled correctly?	A/N (10)						
(c)	Required PPE is readily available and in good condition?	A/N (10)						
(d)	Required first aid equipment is provided and readily accessible?	A/N (10)						
	Total possible points:	250						

Comments:

Recommendations/Opportunities for Improvement:

2.3 Procurement of Goods & Services - Verification Criteria		
2.3.1	Documentation	Verification requires that documented policies or procedures are used to ensure employee health and safety is considered by those purchasing goods within the organization.
2.3.2	Documentation	Verification requires that directive documents specify safety standards that meet or exceed regulatory *(OHS, CLCII, WHMIS, etc.)* or industry safety standards *(CSA, ISO, ANSI, etc.)* for goods, including equipment and personal protective equipment (PPE).
2.3.3	Documentation	Verification requires that records confirm purchased goods meet the safety standards, as outlined in 2.3.2.
2.3.4	Documentation	Verification requires that documented policies or procedures are used to ensure employee health and safety is considered by those contracting services for the organization.
2.3.5	Documentation	Verification requires that directive documents or records define the general safety responsibilities of contractors.
2.3.6	Documentation	Verification requires that records indicate general safety responsibilities as outlined in 2.3.5 are communicated to contractors.

Sub-element 2.3 Procurement of Goods and Services

2.3	Procurement of Goods and Services						
Safety Management System Verification		Scoring		Verification			Points Awarded
				D	O	I	
Procurement of Goods							
2.3.1	Does the employer have documented policies or procedures to ensure employee health and safety is considered by those purchasing goods within the organization?	A/N	5				
2.3.2	Has the employer established selection standards/criteria to ensure that purchased goods meet applicable regulatory/industry safety standards?	A/N	10				
2.3.3	Are goods purchased according to the employer's selection standards/criteria?	A/N	10				
Procurement of Services							
2.3.4	Does the employer have documented policies or procedures to ensure employee health and safety is considered by those contracting services for the organization?	A/N	5				
2.3.5	Are safety responsibilities clearly defined for contractors?	A/N	10				
2.3.6	Are the safety responsibilities communicated to contractors?	A/N	10				
Total possible points:			50				

Comments:

Recommendations/Opportunities for Improvement:

3.1 Orientations - Verification Criteria		
For this sub-element, new employee orientation records do not have to be from the 12 months prior to SMS assessment to be considered.		
3.1.1	Documentation	Verification requires that records, such as completed new employee general safety orientation checklists, indicate new employees receive a general safety orientation when they begin work at a place of employment.
3.1.2	Documentation	Verification requires that records, such as completed new employee general safety orientation checklists, indicate the following are covered during new employee general safety orientations: (a) The corporate health and safety policy (b) The three legislated workers' rights (c) Employee general safety responsibilities (d) Employee accountability for safety (e) Hazard reporting processes (f) Incident reporting processes
3.1.3	Documentation	Verification requires that records, such as completed new employee general safety orientation checklists or site-specific orientation checklists, indicate the new employee safety orientation covers the employer's emergency response plans/procedures.
3.1.4	Documentation	Verification requires that records, such as completed new employee general safety orientation checklists, site-specific orientation checklists, or job-specific orientation checklists; indicate the new employee safety orientation includes a worksite tour that covers: (a) Where the emergency equipment, including first aid supplies, is located (b) Where the fire exits are located and where the muster point is (c) What areas are restricted/prohibited (d) Where the safety bulletin board is located
3.1.5	Documentation	Verification requires that records, such as completed new employee safety orientation checklists, or orientation materials or directive documents indicate the new employee safety orientation covers who the OHC members are, or if applicable who the occupational health and safety representative is.
3.1.6	Documentation	Verification requires that records indicate supervisors have confirmed that all employees under their direction have completed all required new employee safety orientations.
3.1.7	Documentation	Verification requires that records indicate there is an annual review of the new employee safety orientation topics/materials with all employees.

Element 3.0 Training and Communications
Sub-element 3.1 Orientations

3.1	Orientations						
Safety Management System Verification		**Scoring**		**Verification**			**Points Awarded**
				D	**O**	**I**	
3.1.1	Do new employees receive a general safety orientation when they begin work?	A/N	10				
3.1.2	Does the new employee general safety orientation cover:	P/W	50				
(a)	The corporate health and safety policy?	A/N (5)					
(b)	The three legislated workers' rights?	A/N (10)					
(c)	Employee general safety responsibilities?	A/N (10)					
(d)	Employee accountability for safety?	A/N (5)					
(e)	Hazard reporting processes?	A/N (10)					
(f)	Incident reporting processes?	A/N (10)					
3.1.3	Does the new employee safety orientation cover the employer's emergency response plans/procedures?	A/N	10				
3.1.4	Does the new employee safety orientation include a worksite tour that covers:	P/W	35				
(a)	Where the emergency equipment, including first aid supplies, is located?	A/N (10)					
(b)	Where the fire exits are located and where the muster point is?	A/N (10)					
(c)	What areas are restricted/prohibited?	A/N (10)					
(d)	Where the safety bulletin board is located?	A/N (5)					
3.1.5	Does the new employee safety orientation cover who the OHC members are?	A/N	5				
3.1.6	Do supervisors confirm employees under their direction have completed all required new employee safety orientations?	A/N	20				
3.1.7	Are the new employee safety orientation topics/materials reviewed annually with all employees?	A/N	20				
	Total possible points:	150					0

Comments:

Recommendations/Opportunities for Improvement:

3.2 Training - Verification Criteria		
For this sub-element, employee instruction, training and recertification training records do not have to be from the 12 months prior to SMS assessment to be considered.		
3.2.1	Documentation	Verification requires that the employer has identified and documented the instruction and training necessary for workers to perform jobs/tasks safely and in compliance with OHS legislation. The instruction and training must, in the judgment of the assessor, match the activities of the employer. *Train means to give information and explanation to a worker with respect to a particular subject‑matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject‑matter* (the Act)
3.2.2	Documentation	Verification requires that records indicate that prior to starting a job or task, or when they are moved from work activity or worksite to another that differs with respect to hazards, facilities or procedure; employees have completed: (a) Applicable training required by OHS legislation identified under 3.2.1 that is not covered under 3.2.3 *(Generic WHMIS)*, 3.2.4 *(Site-specific WHMIS)* 3.2.5 *(OHS Supervisory Responsibilities)*, 3.2.6 *(OHC Co-chairs)*, 3.2.7 *(First Aid)*, 3.2.8 *(Emergency Response Roles and Responsibilities)* (b) Instruction or training on applicable safe work practices and procedures from the employer's safety management system identified under 3.2.1 that were not covered under 3.2.2(a) (c) Instruction on how to use, store, maintain and recognize limitations of basic PPE required by the employer's safety management system identified under 3.2.1. No points can be awarded for 3.2.2(a-c) if no points were awarded for 3.2.1
3.2.3	Documentation	Verification requires that records indicate employees have received generic WHMIS education
3.2.4	Documentation	Verification requires that records indicate employees have received site-specific WHMIS education
3.2.5	Documentation	Verification requires that records indicate supervisors have received training for their OHS supervisory responsibilities. *A supervisor is defined as a person who is authorized by the employer to oversee or direct the work of the employer's workers* (the Act)
3.2.6	Documentation	Verification requires that records indicate both OHC co-chairs have received training as to the duties and functions of OHCs.
3.2.7	Documentation	Verification requires first aid certificates that confirm an adequate number and type *(class)* of first aid providers to meet OHS legislative requirements (Section 5-5 of the Regulations)
3.2.8	Documentation	Verification requires that records indicate designated employees have received training for their specific emergency response roles and responsibilities. The emergency response training provided must be based on the employer's emergency response plans as outlined in 6.1.2.
3.2.9	Documentation	Verification requires that the employer has identified and documented the training that requires recertification.
3.2.10	Documentation	Verification requires that records indicate employees have received recertification training as outlined in 3.2.9. No points can be awarded for 3.2.10 if no points were awarded for 3.2.9
3.2.11	Documentation	Verification requires that records indicate supervisors have confirmed that all employees under their direction have completed all required safety instruction and training.

Sub-element 3.2 Training

3.2	Training						
Safety Management System Verification		Scoring		Verification			Points Awarded
				D	O	I	
3.2.1	Has the employer identified the instruction and training necessary for workers to perform jobs/tasks safely and in compliance with OHS legislation?	A/N	30				
3.2.2	Do new and transferring employees receive the following training prior to starting a job or task:	P/W	60				
(a)	Training required by OHS legislation?	A/N (30)					
(b)	Instruction or training on safe work practices and procedures from the employer's safety management system?	A/N (20)					
(c)	Instruction on how to use, store, maintain and recognize limitations of basic PPE required by the employer's safety management system?	A/N (10)					
3.2.3	Do new employees receive generic WHMIS education?	A/N	10				
3.2.4	Do new and transferring employees receive site-specific WHMIS training?	A/N	20				
3.2.5	Have supervisors been trained for their OHS supervisory responsibilities?	A/N	20				
3.2.6	Have the OHC co-chairs received training respecting the duties and functions of a committee?	A/N	10				
3.2.7	Are sufficient employees trained in first aid?	A/N	20				
3.2.8	Are designated employees trained for specific emergency roles and responsibilities?	A/N	5				
3.2.9	Has the employer identified training that requires recertification?	A/N	5				
3.2.10	Does the employer ensure workers receive recertification training?	A/N	10				
3.2.11	Do supervisors confirm employees under their direction have completed all required safety instruction and training?	A/N	10				
Total possible points:		200					0

Comments:

Recommendations/Opportunities for Improvement:

3.3 Communications - Verification Criteria		
3.3.1	Documentation	Verification requires that occupational health committee (OHC) meeting minutes are maintained and that the OHC is structured as required by OHS legislation.
	Interview All	Interview verification requires interviewees to confirm that the employer has an OHC.
3.3.2	Documentation	Verification requires that OHC meeting minutes indicate the OHC has met at least quarterly and quorum is achieved for the 12 months prior to the SMS assessment. If the employer requirements state the OHC is to meet more frequently, verification requires the OHC met, as required by the employer.
3.3.3	Documentation	Verification requires that employee issues/concerns brought to the OHC are recorded in OHC meeting minutes.
3.3.4	Documentation	Verification required that there are records of OHC inspections as per Section 3-17 of the Regulations
	Interview All	Interview verification requires interviewees to confirm that the employer's OHC conducts worksite inspections.
3.3.5	Documentation	Verification requires that OHC inspection results are recorded in OHC meeting minutes.
3.3.6	Documentation	Verification requires that incident investigation results are recorded in OHC meeting minutes.
3.3.7	Interview All	Verification requires interviewees can name at least one current OHC member or can identify where the OHC names are posted.
3.3.8	Documentation	Verification requires that records indicate management responds to the OHC's recommendations.
	Observation	Verification requires observation of the hazard controls recommended by the OHC are implemented.
3.3.9	Observation	Verification requires observation of a safety bulletin board that Is updated at least quarterly and is situated in a high traffic common employee area that displays: (a) OHC meeting minutes (b) The names of the OHC members (c) Information from the Ministry (d) Other safety related items (e) The health and safety policy (f) OHS legislated workers' rights
3.3.10	Documentation	Verification requires that records indicate that the employer holds safety talks/tool box meetings where: (a) Safety is the main topic covered during safety talks/tool box meetings. (b) There are opportunities for employees to ask questions and/or provide input
3.3.11	Documentation	Verification requires that records indicate the employer records attendance at safety talks/tool box meetings.
3.3.12	Documentation	Verification requires that directive documents or records indicate the employer has a schedule for safety talks/tool box meetings.
3.3.13	Documentation	Verification requires that records indicate safety talks/tool box meetings occur as per the employer's schedule, as outlined in 3.3.12. No points can be awarded for 3.3.13 if no points were awarded for 3.3.12.

Sub-element 3.3 Communications

3.3	Communications						
	Safety Management System Verification	Scoring		Verification			Points Awarded
				D	O	I	
Occupational Health Committee (OHC)							
3.3.1	Is there an OHC?	A/N	5				
3.3.2	Does the OHC meet at least quarterly or more often as per the employer's requirements?	A/N	5				
3.3.3	Are employee concerns recorded in OHC meeting minutes?	A/N	5				
3.3.4	Does the OHC conduct inspections?	A/N	5				
3.3.5	Are OHC inspection results recorded in OHC meeting minutes?	A/N	5				
3.3.6	Are investigation results recorded in OHC meeting minutes?	A/N	5				
3.3.7	Do employees know the name of a current OHC member?	PER	10				
3.3.8	Does management respond to and implement recommendations from the OHC?	A/N	20				
3.3.9	Does the employer have a current and visible safety bulletin board that displays:	P/W	15				
(a)	OHC meeting minutes?	A/N (3)					
(b)	The names of the OHC members?	A/N (2)					
(c)	Information from the Ministry?	A/N (3)					
(d)	Other safety related items?	A/N (2)					
(e)	The health and safety policy?	A/N (2)					
(f)	OHS legislated workers' rights?	A/N (3)					
Safety Talk / Toolbox Meetings							
3.3.10	Does the employer hold safety talks/tool box meetings where:	P/W	10				
(a)	Safety is the main topic?	A/N (5)					
(b)	There is an opportunity for employees to ask questions and/or provide input?	A/N (5)					
3.3.11	Does the employer record attendance at safety talks/tool box meetings?	A/N	5				
3.3.12	Does the employer have a schedule for safety talks/tool box meetings?	A/N	5				
3.3.13	Do safety talks/tool box meetings occur as per the employer's schedule?	A/N	5				
	Total possible points:	100					0

Comments:

Recommendations/Opportunities for Improvement:

4.1 Inspections - Verification Criteria		
4.1.1	Documentation	Verification requires that inspection directive document(s) and/or record(s) indicate the employer has: (a) Identified the types of inspections required by the employer's operations and by OHS legislation. (b) Assigned personnel to conduct each type of inspection. (c) Established a schedule for completing all types of inspections. The types of inspections, the assignment of personnel for inspections, and the inspection schedules, must, in the judgement of the assessor, match the activities of the employer and be in compliance with Section 3-12 of the Regulations and any other applicable OHS legislation.
4.1.2	Documentation	Verification requires inspection records such as completed checklists that indicate the designated personnel complete the types of inspections according to schedule outlined under 4.1.1. No points can be awarded for 4.1.2 if no points were awarded for 4.1.1 (a-c).
4.1.3	Documentation	Verification requires that completed inspection checklists are employer/site specific.
4.1.4	Documentation	Verification requires that completed inspection checklists specify: (a) The areas/sites to be inspected. (b) The equipment to be inspected. (c) The activities to be inspected.
4.1.5	Observation	For full points, verification requires observation that deficiencies identified on inspection records have been addressed. No points can be awarded for 4.1.5 if no points were awarded for 4.1.1.
4.1.6	Interview All	For full points, verification requires 100% of interviewees confirm that the employer communicates inspection results to affected employees.
4.1.7	Documentation	Verification requires that there is a preventative maintenance schedule(s). The schedule(s), in the judgement of the assessor, must be based on manufacturer's specifications, internal standards and generally accepted preventative maintenance practices for the employer's industry.
4.1.8	Documentation	Verification requires that preventative maintenance records indicate equipment is maintained as per the employer's schedule.

Element 4.0 Inspections

Sub-element 4.1 Inspections

4.1	Inspections						
Safety Management System Verification		**Scoring**		**Verification**			**Points Awarded**
				D	O	I	
Inspections							
4.1.1	Does the employer have occupational health and safety inspection processes that:	P/W	60				
(a)	Specify the types of inspections that will be conducted?	A/N (20)					
(b)	Assign personnel to conduct each type of inspection?	A/N (20)					
(c)	Set out a schedule for all types of inspections?	A/N (20)					
4.1.2	Are inspections completed as per the employer's inspection processes?	A/J	75				
4.1.3	Are inspection checklists employer/site specific?	A/N	10				
4.1.4	Do the inspection checklists specify:	P/W	30				
(a)	The areas/sites to be inspected?	A/N (10)					
(b)	The equipment to be inspected?	A/N (10)					
(c)	The activities to be inspected?	A/N (10)					
4.1.5	Are deficiencies identified during inspections addressed?	A/J	40				
4.1.6	Are inspection results communicated to affected employees?	PER	10				
Preventative Maintenance							
4.1.7	Is there a preventative maintenance schedule?	A/N	35				
4.1.8	Is equipment maintained according to the employer's preventative maintenance schedule?	A/N	40				
	Total possible points:		300				0

Comments:

Recommendations/Opportunities for Improvement:

5.1 Investigations - Verification Criteria		
5.1.1	Documentation	Verification requires that a directive document(s) indicate there are reporting procedures for the following types of incidents: (a) Serious accidents (Section 2-2 of the Regulations) (b) Dangerous occurrences (Section 2-3 of the Regulations) (c) Medical aid incidents (as defined by the Saskatchewan Workers' Compensation Act) (d) First aid incidents (e) Property/equipment damage incidents (f) Near miss incidents
5.1.2	Interview All	For full points, verification requires 100% of interviewees can recite the employer's incident reporting policy/procedure.
5.1.3	Documentation	Verification requires that a directive document(s) outlines the OHS legislated reporting requirements for serious accidents (Section 2-2 of the Regulations) and dangerous occurrences (Section 2-3 of the Regulations). The directive document(s) must indicate the types of incidents *(as defined by Sections 2-2 and 2-3 of the Regulations)* that must be reported to the Ministry and who is responsible for reporting to the Ministry.
5.1.4	Documentation	Verification requires that records indicate (a) first aid incidents, (b) near miss incidents and (c) medical aid incidents *(as defined by the Saskatchewan Workers' Compensation Act)* are reported. Only records that align with the incident reporting procedures reviewed under 5.1.1 for first aid incidents, near miss incidents and medical aid incidents will be considered.
5.1.5	Documentation	Verification requires that a directive document(s) indicate there are incident investigation procedures for the following types of incidents: (a) Certain accidents (Section 3-18 of the Regulations) (b) Dangerous occurrences (Section 3-20 of the Regulations) (c) Work refusals (Section 3-31 of the Act) (d) Medical aid incidents (e) Other incidents that may have a high risk potential The directive document(s) must assign responsibilities for conducting investigations. For incidents (a-c), verification requires that directive documents reference the OHC co-chairs' OHS legislated investigative duties and that the procedures meet OHS legislated requirements.
5.1.6	Documentation	For full points, verification requires that records indicate incidents are investigated to identify root causes and corrective actions that address root causes. Points can only be awarded if In the judgement of the assessors: ▪ The root causes identified are appropriate for the incident. ▪ The corrective actions identified address the root causes of the incident. Only records that align with the incident investigation procedures reviewed under 5.1.5 will be considered.
5.1.7	Observation	For full points, verification requires observation of corrective actions for root causes identified on investigation records have been implemented. Scoring for 5.1.7 is linked to scoring for 5.1.6. No points can be awarded for 5.1.7 if no points were awarded for 5.1.6.
5.1.8	Documentation	Verification requires that completed incident investigation records from 5.1.6 use the employer's current standard investigation form(s).
5.1.9	Documentation	Verification requires that records indicate that investigation results are reviewed by management.
5.1.10	Interview All	For full points, verification requires 100% of interviewees confirm that the employer communicates investigation results to affected employees.

Element 5.0 Investigations

Sub-element 5.1 Investigations

5.1	Investigations						
	Safety Management System Verification	**Scoring**		**Verification**			**Points Awarded**
				D	O	I	
Incident Reporting							
5.1.1	Does the employer have a documented incident reporting procedure for:	P/W	30				
(a)	Serious accidents (Section 2-2 of the Regulations)?	A/N (5)					
(b)	Dangerous occurrences (Section 2-3 of the Regulations)?	A/N (5)					
(c)	Medical aid incidents *(as defined by the Saskatchewan Workers' Compensation Act)*?	A/N (5)					
(d)	First aid incidents	A/N (5)					
(e)	Property/equipment damage incidents?	A/N (5)					
(f)	Near miss incidents?	A/N (5)					
5.1.2	Do employees know how to report incidents?	PER	10				
5.1.3	Does the employer have a documented procedure for reporting incidents to the Ministry	A/N	10				
5.1.4	Are incident reports completed for:	P/W	30				
(a)	First aid incidents?	A/N (10)					
(b)	Near miss incidents?	A/N (10)					
(c)	Medical aid incidents *(as defined by the Saskatchewan Workers' Compensation Act)*?	A/N (10)					
Incident Investigations							
5.1.5	Does the employer have a documented incident investigation procedure for:	P/W	50				
(a)	Certain accidents (Section 3-18 of the Regulations)?	A/N (10)					
(b)	Dangerous occurrences (Section 3-20 of the Regulations)?	A/N (10)					
(c)	Work refusals (Section 3-31 of the Act)?	A/N (10)					
(d)	Medical aid incidents (as defined by the Saskatchewan Workers' Compensation Act)?	A/N (10)					
(e)	Other incidents that may have a high risk potential?	A/N (10)					
5.1.6	Does the employer investigate incidents to identify root causes and corrective actions to address root causes?	A/J	70				
5.1.7	Are corrective actions for root causes of incidents implemented?	A/J	60				
5.1.8	Is a standardized incident investigation form used?	A/N	5				
5.1.9	Are investigations reviewed by management?	A/N	25				
5.1.10	Are investigation results communicated to affected employees?	PER	10				
	Total possible points:	300					0

Comments:

Recommendations/Opportunities for Improvement:

6.1 Emergency Response - Verification Criteria		
6.1.1	Documentation	For full points, verification requires that documentation indicates the employer has identified potential emergencies. The emergencies must, in the judgement of the assessor, be appropriate for the employer's operations and location. Examples may include, but are not limited to fire, bomb threat, chemical spill or severe weather.
6.1.2	Documentation	For full points, verification requires that there are emergency response plans for each of the potential emergencies, as identified in 6.1.1. The emergency response plans should, when applicable, include provisions for: – Sounding the alarm – Directing emergency response efforts – Provisions for evacuation or sheltering-in-place – Accessing external resources and/ or initiating rescue operations – Attending to casualties
6.1.3	Interview All	For full points, verification requires 100% of interviewees confirm the employer has an emergency response plan for fire.
6.1.4	Interview All	For full points, verification requires 100% of interviewees can identify the evacuation muster point(s).
6.1.5	Documentation	Verification requires that records indicate fire drills are being conducted at least annually.
6.1.6	Documentation	Verification requires that records indicate fire drill results are evaluated and recommendations made to management to correct any deficiencies.
6.1.7	Observation	Verification requires observation of evacuation plans posted in highly visible areas.
6.1.8	Interview All	For full points, verification requires 100% of interviewees confirm the employer has an emergency response plans for events excluding fire.
6.1.9	Observation	Verification requires observation of first aid supplies and equipment in compliance with *The Occupational Health and Safety Regulations, 2020*.

Element 6.0 Emergency Response

Sub-element 6.1 Emergency Response

6.1	Emergency Response						
Safety Management System Verification		**Scoring**		**Verification**			**Points Awarded**
				D	O	I	
6.1.1	Has the employer identified potential emergencies that could pose a risk at the worksite?	A/J	20				
6.1.2	Does the employer have emergency response plans for the identified potential emergencies?	A/J	40				
6.1.3	Are employees aware of the employer's fire emergency response plan?	PER	20				
6.1.4	Do employees know where the evacuation muster point(s) is located?	PER	20				
6.1.5	Are fire drills held annually?	A/N	20				
6.1.6	Are fire drills evaluated?	A/N	30				
6.1.7	Are evacuation plans posted in highly visible areas?	A/N	10				
6.1.8	Are employees aware of the employer's emergency response plans for events excluding fire?	PER	20				
6.1.9	Is there sufficient first aid supplies and equipment?	A/N	20				
Total possible points:		200					0

Comments:

Recommendations/Opportunities for Improvement:

Interview Questions

1.1.3	All	Tell me 3 safety responsibilities you have.
1.1.5	All	Tell me the 3 basic rights all workers have under OHS legislation.
1.2.4	All	What are the safety goals for this organization?
2.1.6	All	When there is a change to equipment, processes or work, are hazard assessments completed or evaluated?
2.1.10	All	What is the process to report hazards?
3.3.1	All	Does your workplace have an occupational health committee (OHC)?
3.3.4	All	Does the OHC perform inspections?
3.3.7	All	Can you tell me the name of a current OHC member or tell me where you would find out who is a member of the OHC?
4.1.6	All	Are inspection results communicated to affected employees?
5.1.2	All	What is the process used to report incidents?
5.1.10	All	Are incident investigation results communicated to affected employees?
6.1.3	All	Is there an emergency response plan for fires?
6.1.4	All	Where is your muster point?
6.1.8	All	Can you give me an example of another emergency response plan your employer has.

Observation Questions

2.2.2	Do employees comply with the employer's documented safe work practices and/or procedures?
2.2.5	Do employees follow the safety rules?
2.2.8	Are SDS requirements of hazardous products met, which include:
(a)	Employees are able to produce SDSs?
(b)	Products are labelled correctly?
(c)	Required PPE is readily available and in good condition?
(d)	Required first aid equipment is provided and is readily accessible?
3.3.8	Does management respond to and implement recommendations from the OHC?
3.3.9	Does the employer have a safety bulletin board that displays:
(a)	OHC meeting minutes?
(b)	The names of the OHC members?
(c)	Information from the Ministry?
(d)	Other safety related items?
(e)	Health and safety policy?
(f)	Workers' legislated rights?
3.3.10	Is the safety bulletin board visible to all employees?
3.3.11	Is the safety bulletin board kept current?
4.1.5	Are deficiencies identified during inspections addressed?
5.1.7	Are corrective actions for root causes of incidents implemented?
6.1.7	Are evacuation plans posted in highly visible areas?
6.1.9	Is there sufficient first aid supplies and equipment?

Foundational Pillars SMSA Tool Definitions

For abbreviations used in this section refer to page 4

For the purpose of this document:

ACCIDENT - see incident definition

ADMINISTRATIVE CONTROLS - controls that alter the way work is done, including timing of work, policies, safety rules, safe work practices, standards, safe work procedures, housekeeping practices, preventative equipment maintenance, personal hygiene practices, competent supervision etc.

CERTAIN ACCIDENTS – refer to Section 3-18 of the Regulations

COMPETENT - possessing knowledge, experience and training to perform a specific duty (the Act)

COMPLIANCE - meeting OHS legislated standards, recognized OHS standards and/or standards established by the employer's safety management system.

CONTRACTOR - an individual or organization that provides supplies, services or work for an employer, but not as an employee for wages or salary

DANGEROUS OCCURRENCES - refer to Section 3-20 of the Regulations

DIRECTIVE DOCUMENTS – an employer's policies, procedures and standards that structure OHS activities

EDUCATION - means the delivery of general information to workers (Part 22 of the Regulations)

EMERGENCY - a situation that requires immediate attention, usually relating to a medical, fire or other such emergencies

EMERGENCY PREPAREDNESS - the overall plan, resources and response required to effectively deal with an emergency situation.

EMERGENCY RESPONSE PLAN - a detailed program of action to control and/or minimize the effects of an emergency requiring prompt corrective measures beyond normal procedures to protect human life, minimize injury, to optimize loss control, and to reduce the exposure of physical assets and the environment to harm.

ENGINEERING CONTROLS – controls that make physical changes to plant or processes that minimize a worker's exposure to hazards; and include design modifications to plant, automating hazardous processes, providing mechanical aids, enclosing or isolating equipment, installing shields or barriers, diluting hazards, etc.

EQUIPMENT - means any mechanical or non-mechanical article or device, and includes any machine, tool, appliance, apparatus, implement, service or utility, but does not include the personal property owned by an individual unless that property is used in the carrying on of an occupation (the Act)

FIRST AID - immediate assistance given in case of injury until medical aid has been obtained (the Regulations)

GENERAL SAFETY ORIENTATION - the process of familiarizing new employees with safety information applicable to all employees.

GOALS - planned objectives that an organization strives to achieve.

HAZARD - a dangerous object, event, behavior or condition, which could cause hurt, injury or loss

HAZARD ASSESSMENT - the systematic process used to identify hazards; analyze or evaluate the risk associated with each hazard; and to determine appropriate ways to eliminate or control the hazard. Hazard assessments may include, but are not limited to, job hazard assessments (JHAs), job safety analyses (JSAs), pre-job hazard assessments, field level risk assessments (FLRAs), pre-task risk analysis, etc.

HAZARD CONTROL - a means of reducing the risk of exposure to a hazard and could include elimination of the hazard, substitution of a hazardous product, engineering controls, administrative controls and PPE.

HAZARD IDENTIFICATION - the recognition through a formal or informal process of a dangerous object, event, behavior or condition, which could cause injury or loss (JIC)

HAZARDOUS PRODUCT – means any product, mixture, material or substance that is classified in accordance with the regulations made pursuant to subsection 15(1) of the *Hazardous Products Act* (Canada) in a category or subcategory of a hazard class listed in Schedule 2 of that Act (Section 3-47 of the Act)

HIERARCHY OF HAZARD CONTROL - when identifying methods to control hazards, controls should be considered in the following order; elimination, substitution, engineering controls, administrative controls and personal protective equipment

INCIDENT - any unplanned, unwanted event that may or may not cause injury, illness or damage

INSPECTION - an examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices

INSTRUCT - to give information and direction to a worker with respect to particular subject-matter (Section 1-2(1) of the Regulations)

INVESTIGATION - a systematic process to uncover facts and factors involved in an incident, determining the root causes of the incident and future corrective actions to prevent re-occurrence

JOB-SPECIFIC SAFETY ORIENTATION - the process of familiarizing new and transferring employees with safety information applicable to a job position or job task.

LAGGING INDICTOR – a measure of past performance and trends, after the fact

LEADING INDICATOR – a measure of future performance, management commitment or systems to drive performance change

MANAGEMENT – employees within an employer's organization who coordinate, direct and control the employer's activities. Management falls under the OHS definition of supervisor.

MEDICAL AID - means the provision of medical and surgical aid, of hospital and professional nursing services, of chiropractic and other treatment and of prosthetics or apparatus (WCB)

NEAR MISS - an unwanted, unplanned event that did not but could have resulted in a loss. These losses could include production loss, property damage and/or injury including death

ORIENTATION - the process of familiarizing an individual to a work process, workplace, work site or environment

PERSONAL PROTECTIVE EQUIPMENT (PPE) - means any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue (the Regulations)

PLANT - includes any premises, site, land, mine, water, structure, fixture or equipment employed or used in the carrying on of an occupation (the Act)

POLICY - the documented principles by which an employer is guided in its management of affairs

POWERED MOBILE EQUIPMENT - means a self-propelled machine or a combination of machines, including a prime mover, that is designed to manipulate or move materials or to provide a work platform for workers (the Regulations).

PRACTICE - a standardized method for doing a generic job or operation

PREVENTATIVE MAINTENANCE - is the systematic maintenance and servicing of machines and facilities so as to provide satisfactory operating conditions. Preventative maintenance inspections look at critical operating parts of machines and equipment based on manufacturer specifications and/or legislative requirements

PROCEDURE - a series of actions that are done in a certain way or order; and an established or accepted way of doing something

PROCESS - a series of actions or steps taken in order to achieve a particular end

RECOGNIZED OCCUPATIONAL HEALTH AND SAFETY STANDARDS – are occupational health and safety standards set by the Canadian Standards Association (CSA), Standards Council of Canada (SCC), American National Standards Institute (ANSI), International Standards Organization (ISO), National Fire Protection Association (NFPA) and any other external agencies or associations that set occupational health and safety standards applicable to the employer's operations

RECORD - documented evidence maintained by a workplace to prove compliance to the employer's occupational health and safety policies, procedures, processes, standards, and guidelines; and compliance to OHS legislation.

RELIABLE SOURCES OF OCCUPATIONAL HEALTH AND SAFETY INFORMATION – there are organizations and associations that can provide reliable information to assist workplaces. Examples include information obtained on Safety Data Sheets (SDSs), or in manufacturers' manuals or specifications. Organizations that provide occupational health and safety information include various safety associations, the Canadian Centre for Occupational Health and Safety (CCOHS), National Institute for Occupational Safety and Health (NIOSH), and the American Conference of Industrial Hygienists (ACGIH)

REPORT - a detailed account of an action, activity, event, occurrence or subject

RISK - the probability that during a given period of activity, a hazard could result in an incident with definable consequences

RISK ASSESSMENT - the process of evaluating and estimating the levels of risk associated with a hazard(s) to help prioritize hazard control activities

ROOT CAUSE - the fundamental or underlying cause(s) for the presence of a hazard or occurrence of an incident which indicate defects in the employer's health and safety management system

RULE - a prescribed guide for conduct or action

SAFETY RULES - short directives established to govern OHS behaviors and/or actions.

SAFE WORK PRACTICES - generally written directives so work can be completed with minimum risk to people, equipment, materials, environment, and processes.

SAFE WORK PROCEDURES - a series of specific steps that guide a worker safely through a job task from start to finish in a chronological order.

SAFETY MANAGEMENT SYSTEM - a systematic approach to managing occupational health and safety, including the necessary organizational structures, accountabilities, directive documents and supporting records.

SAFETY TALK/TOOLBOX MEETING – a regular, brief meeting to discuss safety issues and hazards in the workplace, generally held at the start of the day or job

SERIOUS ACCIDENTS - refer to Section 2-2 of the Regulations

SITE-SPECIFIC SAFETY ORIENTATION - the process of familiarizing new and transferring employees with safety information applicable to a workplace, facility, or work site.

STANDARD - a level of quality or excellence by which something is judged

SUPERVISOR - a person who is authorized by an employer to oversee or direct the work of the employer's workers (the Act)

TASK - a definite piece of work assigned to, falling to, or expected of a person

TRAIN - to give information and explanation to a worker with respect to a particular subject‑matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject‑matter (the Act)

WORK REFUSAL - refer to Section 3-31 of the Act or if applicable CLCII 128

WORKSAFE SASKATCHEWAN - is an injury prevention and workplace strategy partnership between the Workers' Compensation Board and the Ministry of Labour Relations and Workplace Safety. WorkSafe's vision is the elimination of occupational injury and illness in Saskatchewan. WorkSafe's mission is to create a culture that prevents occupational injury and illness.

Next Steps: Corrective Action Plan

For the Employer:

The Foundational Pillars Safety Management System Assessment (FP SMSA) Report has identified some current strengths of the existing Safety Management System (SMS), as well as specific improvement opportunities, allowing for targeted planning and improvements to the Safety Management System (SMS).

Post-assessment, the Account Manager will contact the employer to discuss the assessment report findings. *The WCB Account Manager should be contacted for assistance for questions concerning the corrective action plan.*

Going Forward:

Each employer is expected to:

- Develop a corrective action plan based on the recommendations provided in their FP SMSA Report.

- Submit their corrective action plan to their Account Manager within six (6) weeks of receiving their FP SMSA Report.

It is recommended that each employer follow these steps:

Step 1   Review recommendations in FP SMSA Report and prioritize them according to risk.

Step 2   Set target dates for the implementation of each recommendation.

Step 3   Develop a corrective action plan that includes:

- The actions required to achieve implementation of each recommendation.

- The expected result or deliverable for each action such as:

    – "Directive documents" for the purposes of this document means policies, procedures and standards that direct an employer's occupational health and safety activities; and that indicate what should be done, how it should be done, who should do it, and when it should be done.

    – "Records" for the purposes of this document are written evidence maintained by a workplace to prove compliance to the employer's occupational health and safety policies, procedures, processes, standards, and guidelines; and compliance with occupational health and safety regulatory standards.

- Assignment of responsibility for each deliverable.

- A target completion date for each deliverable.

- A plan for addressing overdue deliverables.

- A plan for involving the occupational health committee in reviewing or monitoring the deliverables.

- A plan for senior management to monitor progress of the corrective action plan

Step 4   Provide quarterly progress reports to the Account Manager.

Resources:

The Foundational Pillars' website is located through WorkSafe Saskatchewan at: http://pillars.worksafesask.ca/ where applicable legislation, education, training options and other materials are provided. A corrective action plan template is attached to this assessment report.

wcb

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MISSION: ZERO