



Fundamental Principles of a Safety and Health Management System

Onsite – 72 hours – 12 weeks (6hrs per week)

Training Description:

An Occupational Health & Safety Management System (OH&SMS) defines the framework in which the organization cares for the occupational health and safety of its employees. It represents a set of rules, policies, processes, plans and practices for preventing occupational health and safety hazards and minimizes risks in the workplace. OH&SMS is unique for every organization and it must be adequate to the legal requirements, occupational health and safety hazards and business processes applied in the organization. Participants will be trained on best practices in establishing, implementing and maintaining the OH&SMS which will provide financial, economical and reputable benefits.

Training Objective:

Training will be focused on the process. A series of activities and actions that can be repeated consistently to produce a transformation from a series of inputs into a defined output. This management system will use a combination of sequences and interactions to produce a desired output.

Improve your image and credibility. By assuring customers that you have a commitment to establish and maintain an occupational health and safety management system, you can enhance your image and market share by reducing the number of OH&S incidents on the workplace and sending a clear message that your organization takes care of its employees.

Improve cost control. One improvement that all organizations are looking for is a reduction of costs. The OH&SMS can control lost time, insurance costs, create a more efficient workstation process, reduce physical exertion, manage inventory and find new funding sources and resources from vendors.

Use evidence-based decision making. By ensuring that you are using accurate data to make your decisions on what to improve, you can greatly increase the chances that your improvements will be successful the first time, rather than having several unsuccessful attempts. By using this data to track your progress, you can correct these improvement initiatives before they go “off the rails,” which can save costs and time.

Create a culture of continual improvement. With continual improvement, you can work toward better processes and reduced occupational health and safety hazards in a systematic way, in order to improve your public image and potentially reduce your costs. When a culture of improvement is created, people are always looking for ways to make their processes better, which makes maintaining the OH&SMS easier.

Engage your people. Given a choice between working for a company that shows care and concern for occupational health and safety and one that does not, most people would prefer the first one. By engaging your employees to reduce your occupational health and safety hazards, you can increase their focus and retention.

- more clarity on OH & SMS issues
- enhanced leadership involvement and worker participation in the OH & SMS
- risk-based thinking for the OH & SMS
- alignment of the OH & S policy and objectives with the strategic direction of the organization
- integration of the OH & SMS into the business processes of the organization
- be able to accommodate diverse geographical, cultural and social conditions



Skill Attainment:

- Participants will learn the Plan-Do-Check-Act Cycle, which uses these elements to implement change within the processes of the organization in order to drive and maintain improvements within the processes.
- They will learn what risk-based thinking looks like and how to apply it
- They will create a set of language, terms and definitions for effective communication
- They will be able to assess, inspect and evaluate process in a SHMS
- They will know how to look up local, state and federal regulations and interpret the information
- They will create and manage new roles and responsibilities within the SHMS e

All sections include lecture, hands on demonstration, review of the month before, activities and peer lead discussions

Section 1: Terms and definitions

We will focus on words like process, process approach, inputs, outputs,

Section 2; Process Approach Impact. A process-based SHMS is a useful tool that provides continuity through operations, creating a link between policies, requirements, performance, objectives, and actions, and thereby reducing negative impacts to the organization.

Section 3: The Plan-Do-Check-Act Cycle (PDCA). This process builds achievement against set objectives and continual improvement. This is a recognized management system methodology that is used across various business management systems.

Section 4: Context of the organization. This section requires the organization to determine its context in terms of the SHMS, including interested parties and their needs and expectations. It requires the organization to determine all internal and external issues that may be relevant to the achievement of the objectives of the SHMS.

Section 5: Leadership. This clause of the standard requires top management to demonstrate leadership and commitment to the OH&SMS, along with defining the occupational health & safety policy. The top management must also assign process owners with roles and responsibilities, provide the correct support, training and guidance to complete tasks effectively.

Section 6: Planning. The planning section defines requirements for addressing risks and opportunities, and the requirements for occupational risk analysis. This clause also includes requirements for hazard identification and assessment, determining legal and other requirements, OH&S objectives and plans for achieving them.

Section 7: Support. This clause defines requirements for supporting processes and provisions of resources necessary for effective operation of the OH&SMS. It defines requirements for people, infrastructure, work environment, monitoring and measuring resources, competence, awareness, communication and documented information.



Section 8: Operation. This clause is focused on establishing operational controls to eliminate the occupational health and safety hazards, management of changes and emergency preparedness and response.

Section 9: Performance evaluation. The purpose of the requirements placed in this clause is to provide the organization with mechanisms to determine the effectiveness of the QMS. It contains requirements for necessary monitoring and measuring, including performance evaluation, compliance obligation, internal audit and management review.

Section 10: Improvement. The last section of the standard defines requirements for continual improvement of the OH & SMS, including requirements for managing nonconformities, incidents and corrective actions.