

Safety and Health Management Systems Continuous Improvement Model

Tee Luck Singh & Associates Limited
Robert C Teelucksingh
Director

Occupational Safety and Health Management System

- OSH management systems should respond appropriately to the real needs of the Organization, according to :
 - size
 - and nature of its activities
- OSH managements' systems should integrate OSH elements with regard to:
 - policy
 - management arrangements

Occupational Safety and Health Management System

- OSH Management System should motivate all members of the organization, employers, owners, managers, employees, service providers, and employee representatives in applying appropriate OSH management principals and methods, to continuous improvement in your OSH performance.



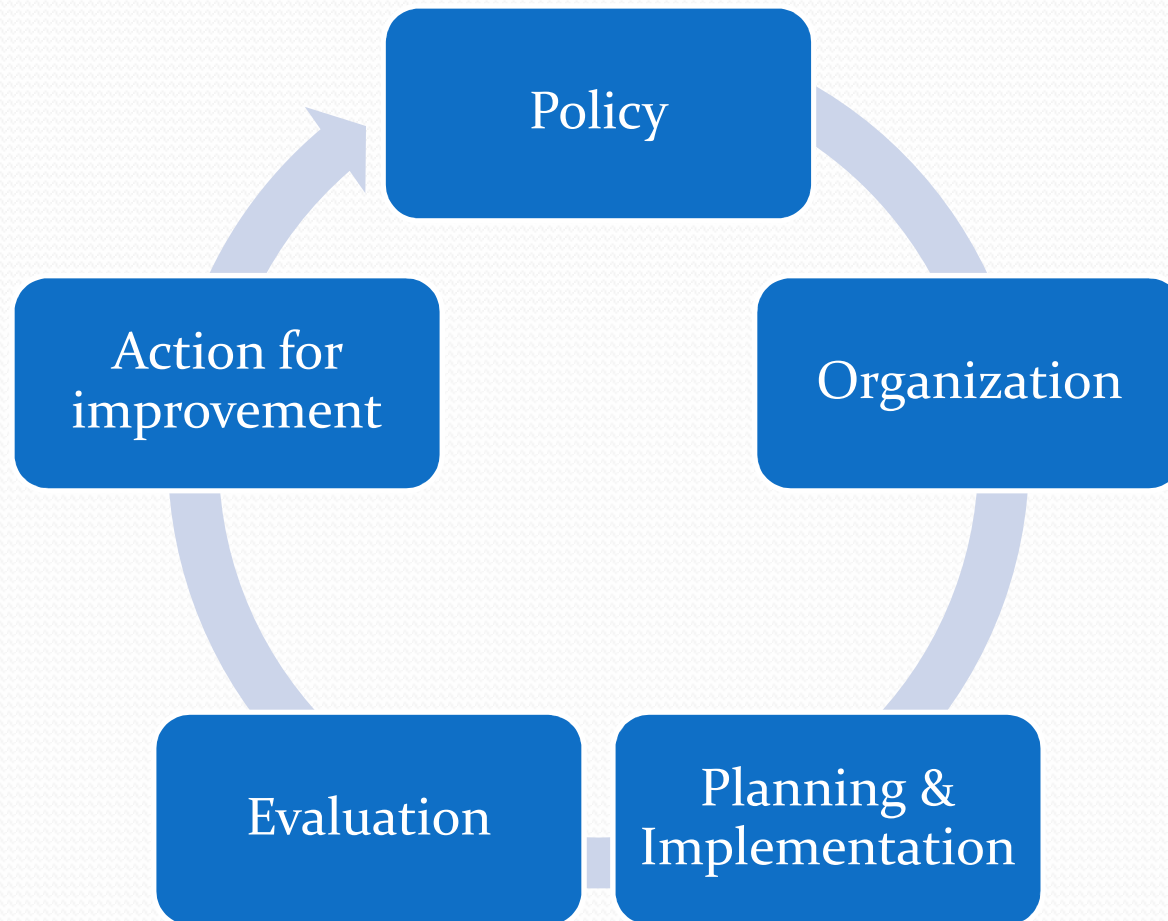
Elements of an OSH Management System

TLS- JEF-050512

Elements of a OSH management System

1. Policy
2. Organization
3. Planning and Development
4. Evaluation
5. Actions for improvement

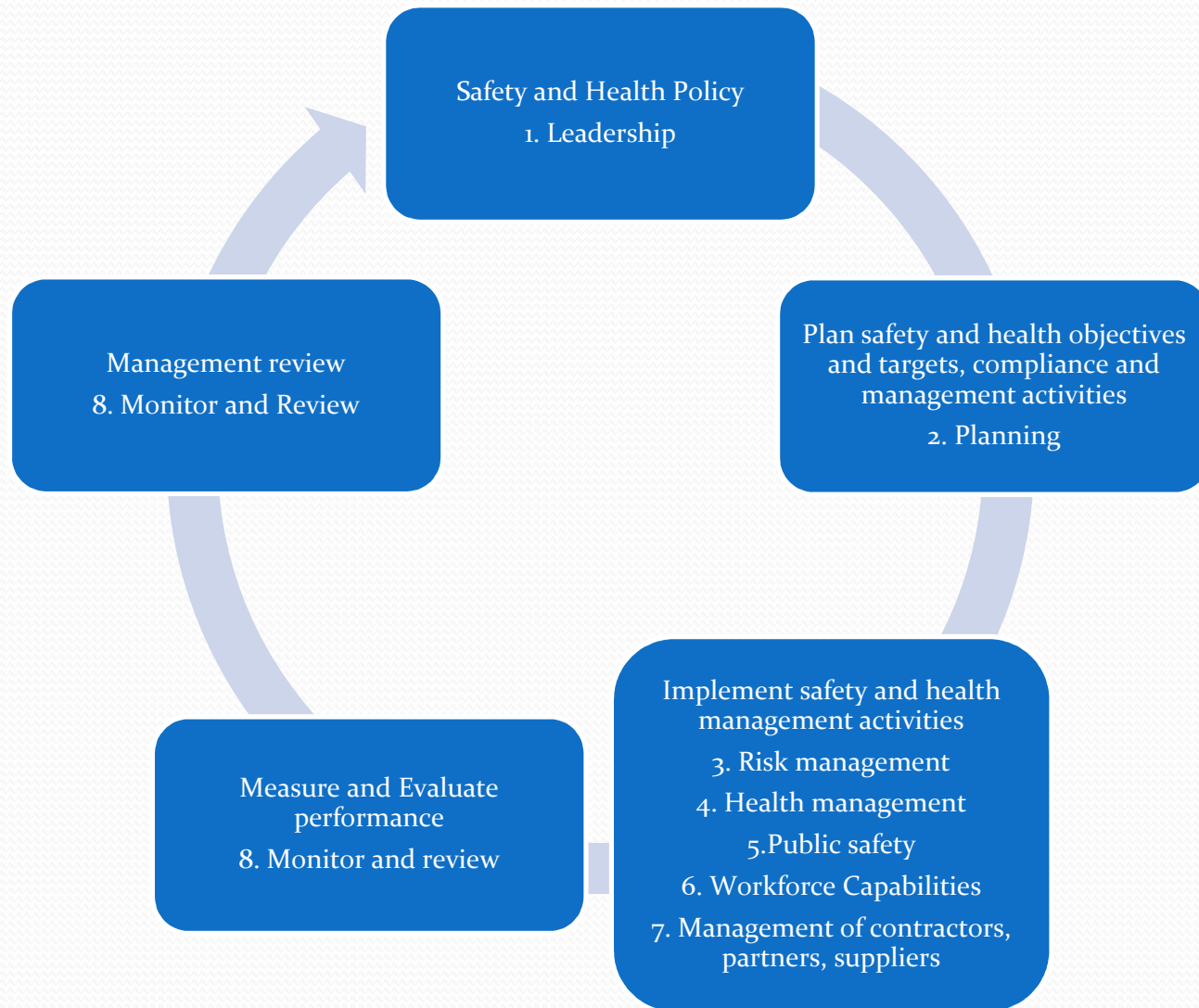
Elements of an OSH Management System



OSH management systems requirements

- The framework for the OSH management system is based on a continuous improvement model of plan, IMPLEMENTATION, MONITORING, and REVIEW, that is consistent with ASNZS 4804-2001.
- The OSH management systems of continuous improvement is based on a framework of eight elements.

Continuous Improvement





Leadership

- To achieve your safety and health objectives, the organization should ensure there is effective leadership across the board to inspire change, provide positive role models and ensure participation and open communication.



Requirements

1.1 **Managers will:**

- Communicate the safety and health policy and implement the management system
- Review safety and health performance and identify opportunities for improvement



Requirements

1.2 Formal Leaders will:

- Ensure safety and health management plans are implemented
- Establish consultative mechanisms to facilitate safety and health communication;
 - Safety meetings
- Hold teams and individual accountable for their safety and health performance
- Provide an appropriate level of recognition for safety and health performance

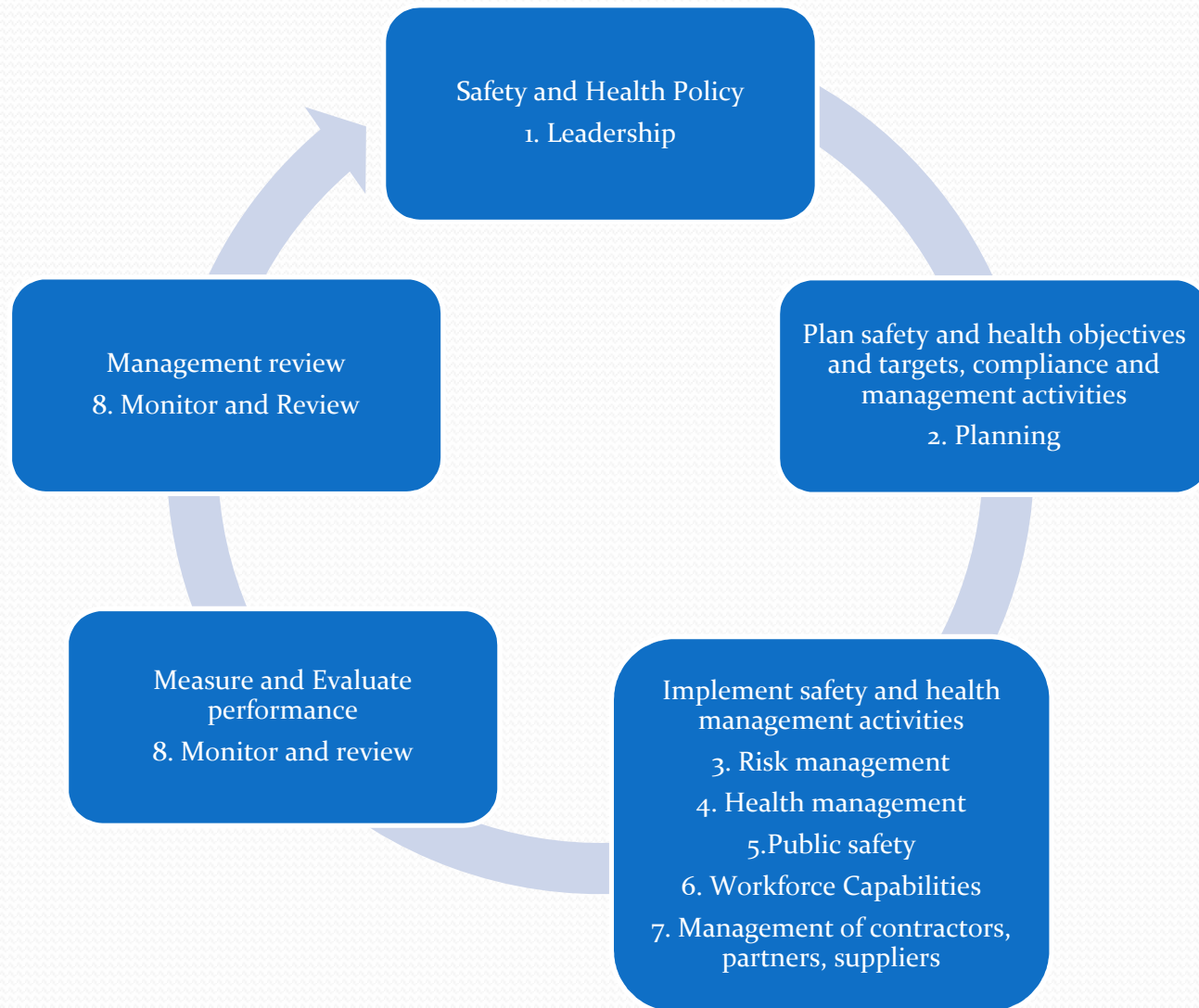
Requirements

1.3 **Team members will:**

- Demonstrate commitment to safety and health
- Actively participate in safety and health management activities

1.4 Appropriate staff will ensure effective consultation with external stakeholders about the organizations OSH management systems

Continuous Improvement





Planning

Intent:

The organization will as part of business planning establish objectives, targets and programs to support OSH management and improve performance.



Requirements

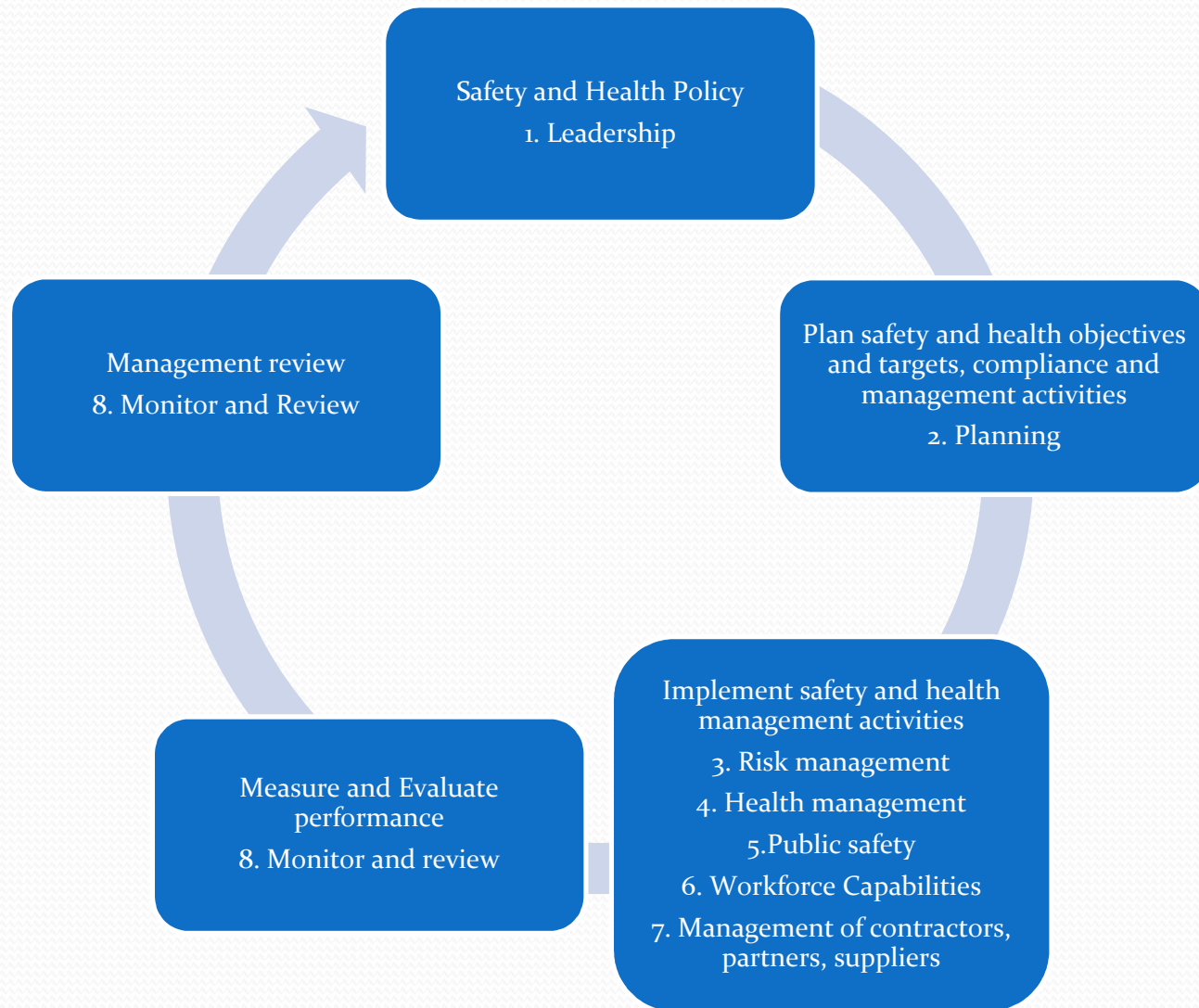
- 2.1 The organizations management will set safety and health policy, plan strategic programs, and provide overall governance for safety and health.
- 2.2 Managers will establish a management plan obligations and the requirements of the OSH management system.



Requirements

- 2.3 Measurable safety and health key performance indicators and targets
- 2.4 Appropriate resources will be provided to support the implementation of safety and health plans
- 2.5 Safety and Health objectives and targets for team members will be established and reviewed as part of the performance and development plans.

Continuous Improvement





3. Risk Management

Intent:

The organization will implement a risk management process to prevent personal injury, illness, damage to property and the environment.



Requirements

- 3.1 Appropriate risk assessment tools and methods will be used for all stages of work from design, planning, and procurement through construction, operation, and maintenance.

These tools and methods include job safety analysis [JSA] and team based risk assessments and engineering-based risk tools such as fault tree analysis and hazard operability studies.



Requirements

- 3.1 Formal assessment will be reviewed whenever changes are made to work methods, assets design, materials, plant and equipment.

Requirements

- 3.2 The organization job risk assessment process will be used prior to the commencement of work

- 3.3 Work Places , plant and equipment will be inspected and tested at frequencies determined through risk assessment or by regulation.



Requirements

- 3.4 Documented work performance and practices will be developed and implemented, where risk information indicates the need.

- 3.5 Hazards registers will be established to record risk information to identify trends

Requirements

- 3.6 Hazards and incidents will be reported, analyzed and recorded to ensure correct and preventive actions are taken and lessons shared.

Actions will be reviewed to assess the effectiveness of the control measures



Requirements

- 3.7 Hazards and incidents determined to have a high risk potential will be reported to relevant Department Heads, and the Managing Director.

- 3.8 Risk-based emergency preparedness and response procedures will be established, periodically tested and evaluated.



4. Health Management

Intent:

The organization will provide employees assistance services and a Fit for Work program to help reduce personal health risk factors.

An injury management program will be available to assist employees should injury or illness occur.



Requirements

- 4.1 The organization employees will have accesses to employee assistance and injury management programs.
- 4.2 Fit for Work procedures will be implemented, including
- health surveillance
 - alcohol and illicit drugs management
 - fatigue management



Requirements

- 4.3 Appropriate medical and first aid facilities and equipment will be available



5. Public Safety

Intent:

The Organization will plan, design, construct, operate, maintain and dispose of its assets in a manner that will protect the public from harm.



Requirements

- 5.1 Assesses will be planned, designed and constructed to protect the safety of the public.

- 5.2 Systems and procedures will be documented to ensure operators and maintenance activities are managed to eliminate or control safety and health risks.



Requirements

- 5.3 Incidents involving members of the public will be reported, analyzed and recorded to ensure appropriate corrective and preventive actions are implemented.

These include incidents resulting from construction and maintenance activities, assets failure and hazard exposure.



Requirements

- 5.4 Members of the public will be informed, as required, about relevant hazards arising from the organizations assets and activities in order to raise awareness and help mitigate potential risk.



6. Worker Capability

Intent:

The organization will develop the capability of its workforce to manage safety and health through the provisions of relevant information, education and training to reinforce safety awareness, core competencies and positive behaviors.



Requirements

- 6.1 Competencies required to enable team members to effectively apply the OSH management system will be identified and assessed for each category.

- 6.2 Safety and health training will be determined and prioritized



Requirements

- 6.3 Safety and health education and training will be systematically delivered, evaluated, recorded, and monitored.

- 6.4 An induction system that addresses safety and health management processes and hazard information will be implemented.



Requirements

6.5 Formal leaders will enable employees to make effective safety and health decisions through:

- The provision of adequate safety and health information and resources appropriate for the job and
- Effective supervision, coaching and mentoring



Requirements

- 6.6 The behaviors demonstrated by formal leaders will be measured and evaluated to enhance safety and health leadership

- 6.7 Work will be observed and feedback provided to teams or individuals to reinforce safe work practices and address at-risk behaviors

7. Management of Contractors, Partners and Suppliers

Intent:

The Organization will, as a minimum require its contractors, partners and suppliers to manage safety and health in a manner consistent with its own requirements.

Requirements

- 7.1 The organization contract managers will ensure:
- contractors maintain safety and health requirements appropriate to the risk within the specific scope works.
 - the safety and health processes and plans proposed to be used by contractors and partners are evaluated to determine their likely effectiveness prior to awarding the work.



Requirements

7.1 [Cont]:

- the safety and health performance of contractors and partners is appropriately monitored and audited.
- deficiencies with a contractor or partner's safety and health performance are addressed in a timely manner.



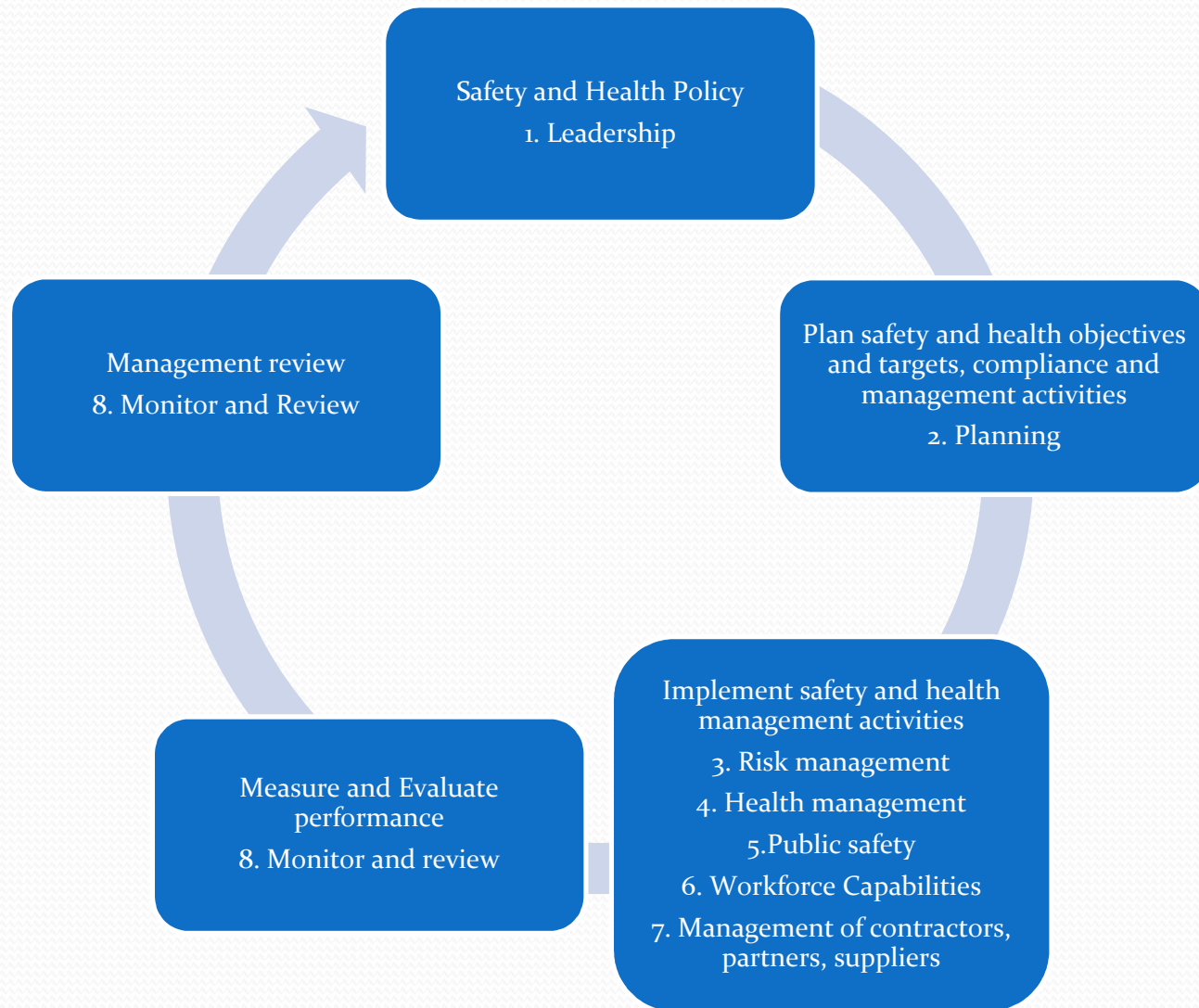
Requirements

7.2 Safety and health requirements will be evaluated for the procurement of goods and services.

A list of preferred suppliers will be maintained and used.

7.3 All incident involving contractors and partners will be reported, analyzed and recorded to ensure appropriate corrective and preventative actions are implemented.

Continuous Improvement





8. Monitoring and Review

Intent:

The organization will monitor and review its OSH management activities and processes to assess implementation against the management system's requirements.

It will measure performance against leading companies, assess legal compliance and ensure there is continuous improvement in safety and health.

Requirements

- 8.1 Systems to manage safety and health legal obligations will:
- identify, assess and review compliance
 - communicate legislative changes
 - report and tract any legal proceeding such as fines, prosecutions, and prohibition and improvements notices.



Requirements

- 8.2 Safety and health management plans, inclusive of performance indicators and targets, will be established at appropriate organizational levels.

Progress on implementation will be reported to the Department head on a regular basis.



Requirements

8.3 Annual audits will be conducted in accordance with the organizations safety and health audit system.

Recommendations will be formally reviewed and implemented to enable opportunities for improvement.



Requirements

- 8.4 Corrective and performance actions will be reviewed and reported at appropriate organizational levels and systematically tracked through to completion.



Objectives

- To implement this policy we shall:
 - Identify, assess and manage risk, that the workforce, customers and the public could be exposed to due to our activities
 - Meet and where appropriate, exceed legal and industry safety and health standards.
 - Require the same standards of compliance from all contractors, partners and suppliers.



Objectives

- develop and support the organizations employees, and provide resources to meet our safety and health vision.
- communicate with and engage all interested people on safety and health matters.
- Systematically address deficiencies and deliver opportunities for improvement through the application of our OSH management system.



ANY QUESTIONS

TLS- JEF-050512

Thank you

Tee Luck Singh & Associates Limited
Risk Managers/ Safety & Health Consultants
15 Agra Street, St. James
Port of Spain
Trinidad & Tobago
Office [868] 628-7233[safe]
Cellular [868] 682-7233[safe]
robert@teelucksinghltd.com

“YOUR SAFETY IS OUR COMMITMENT”