

## WHAT IS A HEALTH AND SAFETY MANAGEMENT SYSTEM?

A health and safety management system is an infrastructure put in place by employers to minimize the incidence of injury and illness among their workers. This is accomplished through identifying, assessing, and controlling risks to workers in a workplace. The scope and complexity of a health and safety management system will vary according to the size and hazards of workplace and the nature of the work.

### What are the components of an effective health and safety management system?



## ***Management Leadership and Commitment***

An effective health and safety management system must encompass management leadership and commitment to the program and a willingness to improve the workplace safety culture. The level of leadership and commitment toward health and safety within the organization will be one of the first things the audit will evaluate.

## ***Safe Work Procedures and Written Instructions***

An effective health and safety management system needs to ensure that programs are in place for the workers' safe performance of their duties. Safe work procedures and practices must be developed and available to workers as required by the Occupational Health and Safety Regulation.

## ***Training and Instruction of Workers***

All workers need to know how to perform their jobs safely and to understand their role in maintaining a healthy and safe workplace. Employers must ensure that workers are trained, qualified and competent to perform their tasks. Adequate instruction and supervision must also be provided to workers in the safe performance of their work.

## ***Hazard Identification and Control***

A process to identify and control workplace hazards is critical in order to eliminate, minimize or prevent unsafe or harmful conditions and work procedures. All work, equipment, tools, machinery, work practices and conditions need to be included in the hazard recognition process.

## ***Inspection of Premises, Equipment, Workplaces and Work Practices***

Regular inspection of the premises, equipment, work methods and work practices are part of an effective health and safety program.

## ***Investigation of Accidents***

The need for prompt investigation of accidents, including instructions on what to report to WorkSafeBC, is required in accordance with the Occupational Health and Safety Regulation. The investigation process reveals information necessary to prevent recurrence.

## ***Program Administration***

The maintenance of health and safety records is necessary in order to determine the effectiveness of a health and safety program. Reports of inspections and incident investigations are required in order to determine frequency, severity and incident trends. Effective communication of the program is necessary in order to promote a good safety culture.

## ***Joint Health and Safety Committee***

A joint health and safety committee (JHSC) or health and safety representative is required at every workplace and is an integral part of an effective health and safety management system.