

## Safety Management System (SMS) - Element 1

A health and safety management system in Saskatchewan's healthcare system includes the following six elements:

1. Management commitment and leadership
2. Hazard identification and control
3. Training and communications
4. Inspections
5. Reporting and investigations
6. Emergency response

Each element consists of sub elements.

**Element 1 - Management commitment and leadership** focuses on:

### **Governance**

- the system by which organizations are directed and controlled by their board of directors.

### **Senior Management Involvement**

- management's requirement to lead by example and set the tone with respect to how the organization manages the health and safety of its employees
- must demonstrate commitment and support the program
- essential to developing and maintaining an effective workplace safety management system

### **Policy Statement**

- a written statement of principles and general goals that serve as guides for action
- policies must be communicated and explained to all employees so that they understand

### **Worker Rights**

- under occupational health and safety (OH&S) legislation all workers have three basic rights:
  - The right to know the hazards at work and how to control them
  - The right to participate (become involved) in finding and controlling workplace hazards
  - The right to refuse work which the worker believes is unusually dangerous

### **Responsibilities**

- joint responsibility of the employer, management and workers
- senior management remains accountable to ensure delegated responsibilities are carried out
- individual responsibilities apply to every employee in the workplace
- employees at all levels of the organization must:
  - know what their responsibilities are (communication required);
  - have sufficient authority to carry them out (organizational accountability); and
  - have the required ability and competence (training or certification required)

**Health and safety is not just an extra part of an employee's job: it is an integral, full-time component of each individual's responsibilities.**

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### Accountability

- all employees have accountability for health and safety and for performing work safely
  - identify, communicate and, where appropriate, correct workplace hazards in order to protect themselves, their co-workers, or the public from harm
- health and safety performance regularly measured and evaluated in a meaningful way
- good health and safety behaviour and performance recognized

### Safety Rules (prescribed guides for conduct or action)

- apply to all employees in all work activities
- no single list of safety rules is adequate for all types of workplaces
- completely and clearly communicated to management and workers
- strictly and consistently enforced

### Measurement

- primary purpose of measuring health and safety performance is to provide information on the progress and current status of the strategies, processes and activities used by an organization to control risks to health and safety
- two categories of measures for safety:
  - **Proactive** (Measures that determine safety performance prior to loss or potential events). These are referred to as **leading indicators**.
  - **Reactive** (Measures that determine performance based on loss events). These are referred to **lagging indicators**.

A safety management system becomes part of the culture - the way people safely do their jobs.

(source: Safety Management System Basics, SASWH, 09/15)  
additional Safety Talks specific to Safety Management System (e.g., elements, Leading & Lagging Indicators, Risk Matrix) are available on [www.saswh.ca](http://www.saswh.ca)

### Safety Talk Discussion

**Be Accountable: Choose safety - work safe - and go home injury free!**