

Safety Management System (SMS) - Element 4

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 4 - Inspections focuses on:

- the requirement to complete inspections which are a planned walk through or examination of the workplace, selected work areas, particular hazards, machinery, tools equipment and work practices to obtain:
 - information about hazards or potential hazards that have not been noted previously.
 - confirmation of the effectiveness of controls for eliminating or reducing the risk of known hazards.
- duties of the committee
- the employer responsibilities
- formal, pre-operational and periodic inspections.

High hazard or high risk areas should receive extra attention.

Documents, such as previous inspections, incident investigations, maintenance reports, and OHC minutes, should be consulted. Checklists are useful aids in that they help ensure that no items are overlooked in an inspection.

During the inspection:

- look at how work is performed;
- identify unsafe or unhealthy conditions and acts that can cause injury or illness so you can take corrective measures; and,
- talk to workers about the tasks they are doing and about any concerns they might have.

After the inspection

- develop ways to eliminate or control all identified hazards, in order of identified priority
- remedy serious hazards or unsafe work practices immediately
- control all other hazards as soon as is reasonable; **set a specific target date**

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

Safety Talk Discussion

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