**Purpose**

To ensure records are kept monitoring the effectiveness of the occupational health and safety management system. To facilitate communication of health and safety and increase employee awareness and understanding of the system. To promote continuous improvement through OHSMS audits that measure the effectiveness of the system and communicate the findings to all employees.

**Policy**

[Organization Name] is committed to communicating health and safety at every possible opportunity and providing employees the opportunity to provide feedback. The OHSMS will be used to identify trends to improve safety at [site name] and will complete an evaluation of the OHSMS through annual audits. Senior management/management are accountable for implementing the OHSMS and ensuring that annual evaluations are completed and action plans produced and implemented.

**Definitions**

* **Lagging Indicator:** measure the outcomes that have resulted from past actions.
* **Leading Indicator:** provides information to help users respond to changing circumstances and take actions to achieve desired outcomes or to avoid unwanted outcomes.
* **Certificate of Recognition:** Alberta’s Certificate of Recognition (COR)

**Responsibilities**

**Employers/Senior Manager**

* Ensure health, safety and welfare of workers and other persons at the work site
* Ensure workers are aware of OHS rights and duties
* Ensure workers have competent supervision
* Ensure workers are properly trained
* Consult and cooperate with HSC or HS representative and resolve issues in a timely manner

**Managers/Supervisors**

* Take all precautions to protect worker health and safety
* Ensure workers work in accordance with requirements of legislation
* Ensure workers use hazard controls and personal protective equipment
* Advise workers of all known or reasonably foreseeable hazards
* Report OHS concerns to the employer

**Workers**

* Take reasonable care to protect their own health and safety and the health and safety of others at the work site
* Cooperate with supervisor, employer or any other person to protect their health and safety
* Use safety devices and wear personal protective equipment
* Refrain from causing or participating in harassment or violence
* Report OHS concerns

**Procedure**

1. [Site Name] will make the health and safety information that does not contain any confidential records readily available to all employees at [insert location, i.e. staffroom]. All records containing confidential information will be [list where the confidential documents will be stored for example in the manager’s office in a locked cabinet]. Records will be kept for three years.
   1. Non confidential records include but are not limited to: [list what records will be included examples are Hazard Assessments, Safe work practices, inspection reports, meeting minutes, legislation, OHSMS manual, ERP codes].
   2. Confidential records include but are not limited to: Incident Records, Investigation reports, first aid records, WCB reports with individual claim details.
2. [Site Name] will provide health and safety information to staff: [list how information with be communicated such as the following]
   1. During staff and departmental meetings, health and safety will be a standing agenda item.
   2. By information posted on a bulletin board that is readily accessible to all staff
   3. Regular electronic communication on at least a quarterly basis by email or intranet.
3. Employees can provide feedback on health and safety by: [list the method for how worker feedback can happen such as the following]
   1. During staff and departmental meetings, health and safety will be a standing agenda item.
   2. Use a *Hazard Report / Safety Suggestion Form*
   3. By informing Supervisor/manager or HSC
4. [Site name] will collect statistics for the purpose of improving the OHSMS:
   1. Lagging Indicator Examples:
      1. Injury type, role, location, time, dept, site, lost time
   2. Leading Indicators Examples:
      1. Near Misses reported (*Near Miss Form*), Inspections completed, drills conducted
   3. [Site Name] will identify a designate to analyse statistics to identify trends that can lead to improvements in the OHSMS, using an *Incident Tracking Tool*
5. [Site name] will evaluate their OHSMS on an [insert review schedule; keep in mind that legislation required employers to review at a minimum every 3 years]
   1. Following evaluation [discuss what will happen will an action plan be developed below are some suggestions].
   2. The Action Plan will be reviewed by the HSC and management before being communicated to employees by [insert communication here]
   3. Management are accountable for ensuring that the action items are implemented prior to the next evaluation

**Forms/Appendixes** [Organizations would list forms, checklist and policies that are associated with this policy]

* **Hazard Report / Safety Suggestion Form** (see CCSA template)
* **Incident Tracking Tool** (see CCSA template)
* **Health and Safety Action Plan Template** (see CCSA template)

**References**

* Alberta Occupational Health and Safety Act, April 1, 2023
* Occupational Health and Safety Management Systems: Basics for Auditors. Participants Manual. 07/02/2023