

OHS Program:

1. What is leadership and administration

Employers committed to healthy and safe workplaces understand that a safe workplace is better for business, workers and the community. Reducing injuries and illnesses improves the overall health and well-being of workers. OHS management starts with leadership and administration. A suggested model for the foundation of OHS management is the PDCA (plan-do-check-act) model. Implementing leadership and administration requires that employers establish, implement and maintain procedure(s) to:

PLAN

- Develop an OHS policy
- Review operational requirements
- Identify legal and other requirements
- Develop a hazard identification and risk assessment process
- Set OHS objectives and targets

DO

- Provide adequate human and financial resources
- Assign role responsibilities, accountabilities and authorities
- Manage change using the hierarchy of controls
- Provide education and training to all levels
- Provide OHS communication and awareness
- Prepare and respond to emergencies
- Manage OHS risks in purchasing and contracting
- Maintain a process to control records and retain documents

CHECK

- Monitor and measure OHS performance
- Investigate incidents
- Conduct internal audits
- Implement preventative and corrective actions

ACT

- Conduct management review of the OHS program
- Develop continual improvement plans

Tips for effective management:

- Integrate OHS throughout business operations
- Consult with workers prior to implementation
- Implement proactive hazard identification and risk assessment activities
- Communicate and document OHS objectives and targets
- Establish training and competency objectives
- Plan for emergencies and test response plans
- Use OHS committees as a forum for communication
- Consider OHS in contractor management and procurement
- Identify hazards by using change management procedures
- Maintain documents to show OHS compliance
- Investigate incidents by competent persons
- Communicate audit results and action plans
- Review the OHS system by senior management reviews to ensure its effectiveness



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