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MAY 31-49



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Share the knowledge



2009

bc municipal occupational
**health & safety
conference**

a conference for municipalities,
school boards, and public
sector organizations

Rob Nicholls

Metro
Vancouver

Jim Marshall

WorkSafeBC



DEVELOPING SAFETY MANAGEMENT SYSTEMS

What is it and why do it?
Essential elements and WorkSafeBC requirements



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Rob Nicholls, CRSP

- Manager, Metro Vancouver *Safety, Security & Emergency Management* Division
- Private Consultant to industry, government and Department of National Defense
- X Manager of BC Rail's *Safety, Security & Police* Departments
- Captain (V) with Sea to Sky Fire/Rescue for >20 years.
- X Provincial Coroner for Sea to Sky corridor
- Hazardous Materials Emergency Response Team leader and instructor, provincial and industry teams



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Jim Marshall

- Manager, WorSafeBC, *Client Service Manager, Account Management, Lower Mainland.*
- Former Senior Manager, Safety Health and Security, WorkSafeBC
- Developed Award winning Safety Management System, (Society of Technical Writers, 1997)
- Factories Act Inspector, Steel Mills and Heavy Industry, UK
- Former Radio Announcer, 104.3 FM, Calgary
- Started working career in the mid-sixties as a Mechanical Engineer in a Steel Mill in Europe
- Masters Degree in Education and Adjunct Teacher of Education Principles and Curriculum Design at Vancouver College.



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Opening Caveat.....

- There is more than one way to skin a cat (and to implement a *Safety Management System*)
- We'll share some of the successes, and some of the challenges we've experienced with some of the *Safety Management Systems* we've developed/implemented/inherited/repared
- Cherry pick what may work for you and punt the rest – you know your organization better than any consultant



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Rules of Engagement....

- **Please participate** – there is a wealth of talent, knowledge, expertise and experience in this room..... **PLEASE SHARE IT**
- Jim and I welcome your questions, comments and war stories throughout the session



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Does your organization share any of these safety challenges?

- Fragmented programs?
- Silos, no consistency or continuity across organization, “unique” requirements?
- Poor communication of safety?
- Unclear roles & responsibilities?
- Safety Department perceived as being responsible for safety – expected to be everything to everybody?
- Confrontational relationship with Regulators?



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Safety Challenges Cont'd

- Duplication/Redundancies/Gaps galore?
- Reactive rather than proactive?
- Driven by lagging indicators rather than leading indicators?
- A “flavour of the day” environment?
- An us-and-them relationship with unions/management towards safety?
- Dysfunctional/apathetic JHSC's?
- Just in need of a change? (if you always do what you've always done....)



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Then what can be done to effect and support change?

- Build a strong, capable and cohesive safety resource base to support (lead, drive, subvert, workaround) the organization's safety efforts
- Provide a single repository, one-stop shopping for all safety records, forms, files and related information
- Develop, implement and maintain an effective, efficient, integrated, and sustainable **Safety Management System**. (The right thing to do - and maybe a forthcoming WSBC requirement?)



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Critical Success Strategies

- Communication (not worth the paper it's written on if not known) – NASA example, info flip VS 6” binder
- Walk the talk – An organization will achieve the type of safety culture it visibly demonstrates it wants to achieve
- Remember the definition of insanity
- Kiss principle – remember who the stakeholders are (not building a SMS for other safety professionals)



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Success Strategies Cont'd

- Development & Execution; involve stakeholders = ownership & better programs
- One size doesn't fit all (rationale for a Safety Management System - cascading model)
- Difference between compliance and safety
- Take care of the lions and tigers, don't chase field mice – “Bang for the Buck” concept
- Attack the low-hanging fruit, get some wins under your belt to build success and momentum



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Lastly and most importantly....

- INTEGRATE
- INTEGRATE
- And INTEGRATE



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Parallel Approaches in Business and SMS

The Business Approach		The Safety Approach
Mission -		Mission -
Vision -		Vision -
Corporate Goals -		Safety Goals -
Policies -		Policies -
Requirements -		Requirements -
Business Processes:		SRA Processes:
<i>Identify Non-Compliance</i>	<p>“ SMS is the safety approach to the business ”</p>	<i>Identify Hazards / Non-Compliance</i>
<i>Implement Solutions</i>		<i>Implement Hazard Controls</i>
<i>Measure Performance</i>		<i>Measure Performance</i>
<i>Lessons Learned</i>		<i>Lessons Learned – Improve Process</i>
<i>Repeat the Process</i>		<i>Repeat the Process</i>



Safety - There is no Silver Bullet!



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You need to take a multi-faceted
machine gun type approach...



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12 key Components of our SMS:

1. Safety Policy, Annual Targets
2. Safety Authorities, Responsibilities and Accountabilities (Key to an IRS)
3. Employees Involvement
4. Compliance- Regulations/Standards
5. Risk Management Processes
6. Risk Control Strategies



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SMS Components Cont'd.

7. Incident Reporting, Investigation and Analysis
8. Skills, Training and Supervision
9. Safety Performance Data Collection and Analysis
10. Safety Audit and Evaluation
11. Corrective Action Development, Approval and Monitoring
12. Documentation



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Safety Policy

A safety policy should:

- demonstrate senior management's commitment to safety;
- set the organization's safety philosophy and guide the establishment of goals and objectives, policies, procedures, and programs;
- be communicated to all employees and to other stakeholders (e.g. unions); and
- be periodically reviewed and revised.



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A place to work safely and effectively

Workers, management and unions; we all have important roles in advancing this common objective.

Our mutual commitment to ongoing improvement to workplace safety is what's needed for us all to go home safely at the end of each day.

Accidents and injuries are not an inevitable consequence of coming to work.



Collectively we have made steady progress in improving workplace safety and there is still more we can do.

Be conscious of doing your part in making the workplace safe for you and your co-workers.



Chief Administrative Officer

Vice President Teamsters

President GVRD Employees Union

metrovancover



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Workers:

- Always work safely.
- Adhere to procedures and policies established for the safety of everyone.
- Report all observed safety concerns that cannot be immediately corrected.
- Encourage respect for workplace safety with your co-workers.

Managers and Supervisors:

- Adopt and develop programs supportive of a safe workplace.
- Provide workers with the tools, training and support that complement our safety initiatives.
- Encourage and facilitate correction of safety concerns in a timely fashion.
- Be responsive and collaborative when safety concerns are brought to your attention.

Union Representatives:

- Encourage and support effective programs and policies geared toward workplace safety.
- Advocate on behalf of workers seeking advice and direction on matters of safety.
- Encourage reporting of and early correction of workplace hazards.
- Foster worker respect for safety in the workplace.
- Be responsive and collaborative when safety concerns are brought to your attention.

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Annual Safety Targets

Annual safety performance targets should

- be measurable, meaningful and realistically achievable;
- promote continual safety improvement;
- be tailored to the needs of the organization; and
- be set at each relevant level in the organization.



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Safety Authorities, Responsibilities and Accountabilities

- identification of a senior manager/administrator with overall responsibility for maintaining and implementing the *Safety Management System*;
- safety roles, responsibilities, authorities and relationships of all organizational units and all classes of employees who manage, perform or verify work affecting safety;



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These can be demonstrated through....

- an organization chart that shows both the chain of safety responsibilities and the linkages
- job descriptions that include safety responsibilities and authorities,
- performance evaluation systems that include safety criteria, and
- reward and recognition programs that reinforce safe behaviours and practices as well as the achievement of safety objectives.



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Employee Involvement

- Consult with employees and link the target-setting process with the organization's risk management process
- Experienced employees may also be a good source of expert judgment for evaluating the probability and severity of safety issues and concerns where quantitative, historical data are not available
- JHS Committees – Value VS existence
- Perception surveys



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Employee Involvement Cont'd

- Employees and their representatives should be involved in the development of risk control strategies, particularly for risks that they have identified.
- Employees should be informed of actions that are being taken or that are planned to address the safety issues and concerns they have identified. Feedback is essential to ensure continued participation.



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Compliance- Regs/Standards

- procedures to ensure that the organization is aware of its legal obligations with respect to public and employee safety and to monitor changes;
- procedures for evaluating compliance with regulatory requirements, reporting the results of such evaluations and making recommendations.
- Process for effecting change (Regulations and/or Standards)

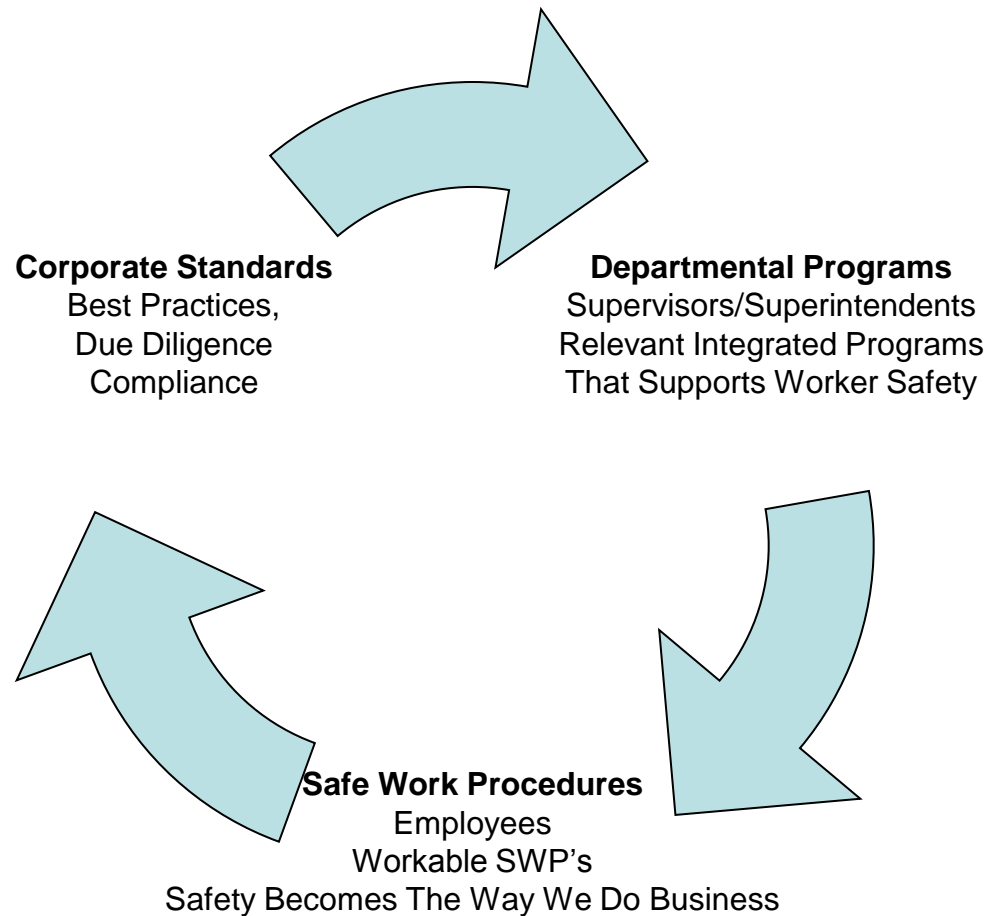


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SMS Structure



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Risk Management Processes

Identification of Safety Issues and Concerns

- Mechanisms for employees to identify safety issues and concerns on a routine, ongoing basis that have high levels of visibility and participation
- Analytical methods such as failure mode and effect analysis, hazard and operability studies, and fault-tree analysis for new equipment, systems, and procedures where experience and a safety history are not available
- Special consideration of safety issues and concerns related to human factors, third-party interfaces and the introduction of significant changes to operations



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Risk Management Processes Cont'd

- Feedback from *Safety Management System* processes such as incident and accident investigation, safety data collection and analysis, proficiency testing, and internal audit
- HIRA tool [HIRA NEW.xls](#)



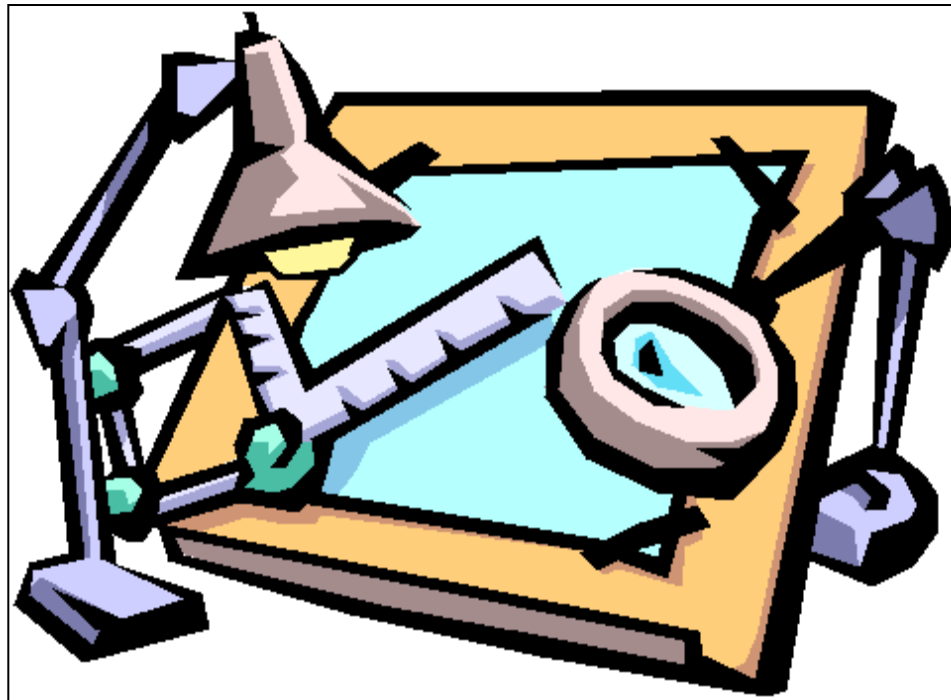
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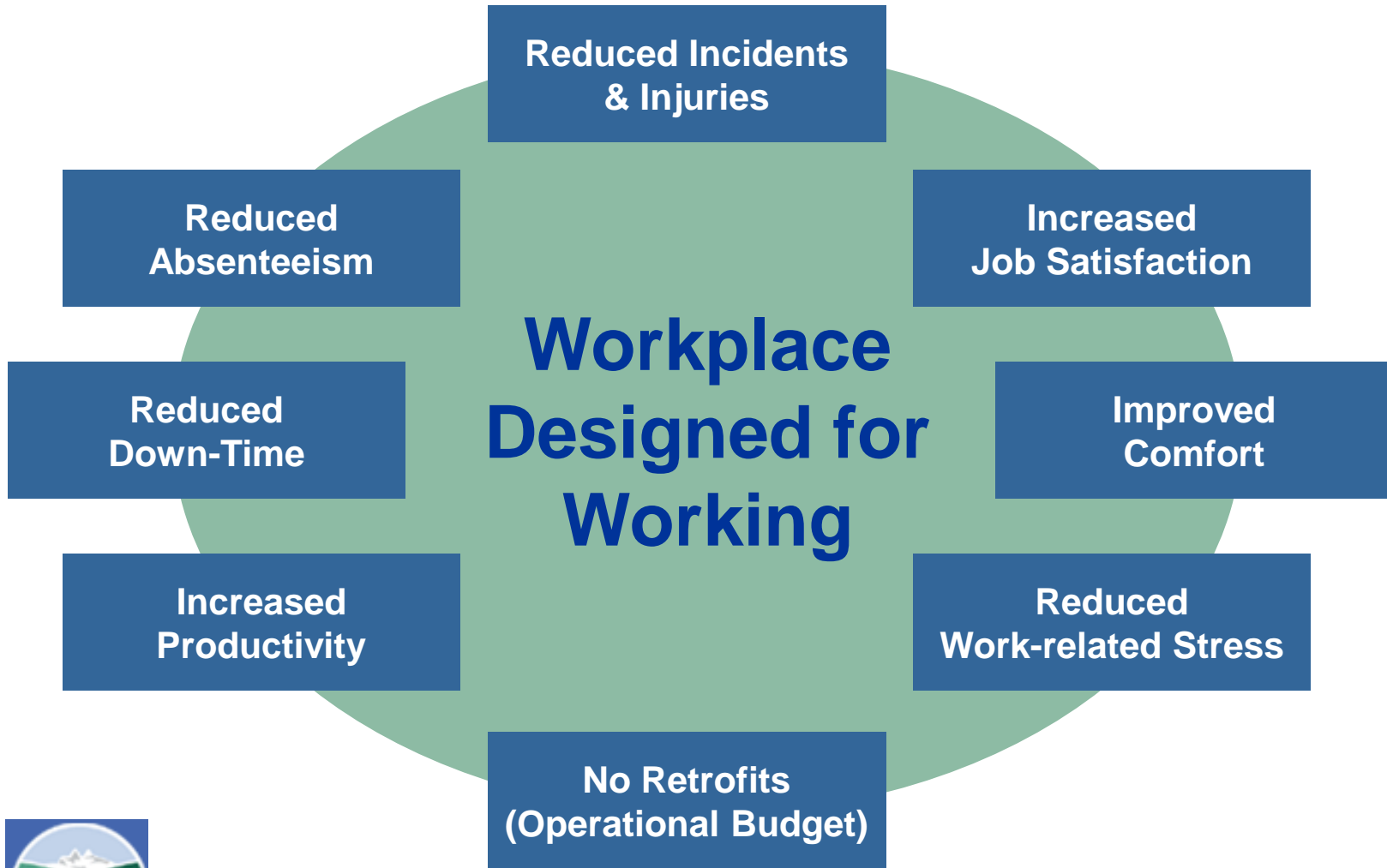
Safety by Design

Influencing the future Workplace



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Rationale for Good Design



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Consequences of Poor Design

Oops!



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Concept of Affordances

Physical quality of an object that encourages an unspoken action.

- A handle always says PULL
- A button always says PUSH
- If something has a flat top expect things to be laid on top of it.



Poor Design!!



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Cultural Stereotypes

- Up = On , Down = Off
- Clockwise to increase
- **Red** = Stop, **Green** = Go
- Hexagon = Stop



Some stereotypes are International, others
Western or North American

Know your audience!



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HSI - Human System Interaction

Technology Centered Design

- Machine does what it can
- Worker fills in where the machine lacks

Training won't fix a bad design!



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Effect of Good/Bad Design

Many of our day to day design decisions may not result in life or death consequences, but they can affect:

- **Efficiencies**
- **Morale**
- **Productivity**
- **Absenteeism**
- **Accident Rates**
- **Injury Rates**
- **Product Quality**
- **Costs (production, maintenance, training)**

Here are some examples of engineering design successes...



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Incident Reporting, Investigation and Analysis

- procedures for internal and external accident and incident notification and reporting, including third-party reporting (e.g., Utilities, WSBC);
- a formal link to the risk management process; and
- procedures for reporting and documenting findings, conclusions and recommendations, and for ensuring implementation of recommendations and corrective actions.



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Skills, Training and Supervision

- identification of required position qualifications;
- identification of required qualification and training of contractors and other third parties whose activities may directly affect the organization's safety;
- procedures for ensuring that employees have received the necessary safety management skills training and technical safety training and certification, and that qualifications are kept current;



Safety Training – Do we do enough? (we spend enough!) Do we do it well?

- Needs based VS calendar based
- What is technical and what is safety?
- Key service providers – relevant, specific, incorporate your standards, programs, SWP's
- “Situational Awareness” training VS engineering controls, SWP, PPE, other
- Safety Management Skills training for key supervisory/management staff – enabling



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Safety Performance Data Collection and Analysis

- identification of the safety data to be collected to assess performance with respect to the organization's annual safety targets and to meet other analytical requirements;
- procedures for analysis of the data and feedback into the risk management process and periodic senior management review of safety data analysis.
- [sfty.doc](#)



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Safety Audit and Evaluation

- periodic audits of the performance of the components of the organization's *Safety Management System*, including audit frequencies, methodologies, responsibilities and reporting processes;
- audits by suitably qualified personnel who are impartial and objective; e.g. external and/or an autonomous Corporate Safety group;
- COR



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Corrective Action Development, Approval and Monitoring

The key to the effectiveness of a *Safety Management System* is the feedback loops that ensure that corrective action is taken:

- procedures for developing corrective actions that focus on ensuring that the problem, incident or accident does not recur;
- procedures for formal monitoring of the implementation of corrective actions.



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Documentation (Information Management)

- The *Safety Management System* should be documented and readily available to those with defined responsibilities in the System. Procedures for updating and distributing the documentation should be specified.
- The documentation should show how each of the requirements is being met, including references to process and procedure documents, standards, guidelines, manuals, job descriptions, organization charts, etc., the current edition number or date, and the locations where these documents can be found.
- The *Safety Management System* document may be a summary document that references other documents.



Information Management Cont'd.

- Knowledge (information) is a powerful thing
- One stop shopping
- Real time
- One version of the truth
- Accessible to all
- Link to, rather than provide, critical/dynamic documents (i.e.: regulations, codes, procedures, etc)



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Building Organizational Cultural Change with SMS

Objectives

1. Essential element of a Safety Management System.
2. Brief overview of the relationship with CSA, OH&S Reg and WorkSafeBC's Certification program.
3. Review injury and accident history, compare and contrast with CU.
4. Reifying the system: Create awareness and understanding of the Safety Management System through links to the JHSC, Baseline Evaluation's and Disability Management - engaging injured workers in the planning stage and job analysis..



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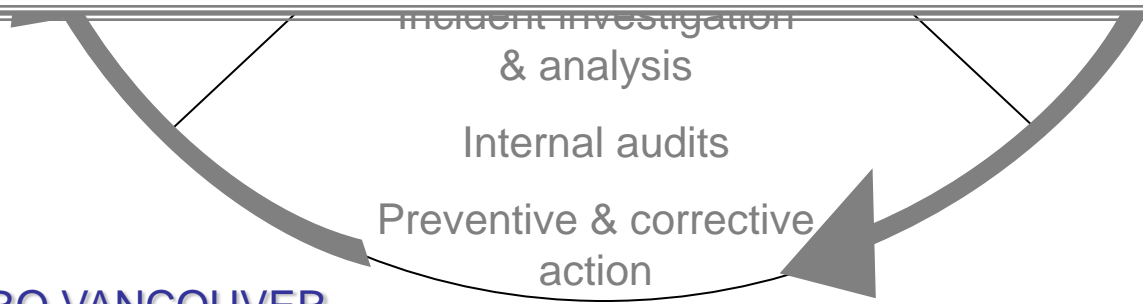
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Note from CSA Website:

Canada currently ranks among the worst of the developed nations in occupational health and safety, with an average of almost three people a day dying as a result of workplace injuries and disease.

In 2004, 928 workers died from work related injuries and disease.



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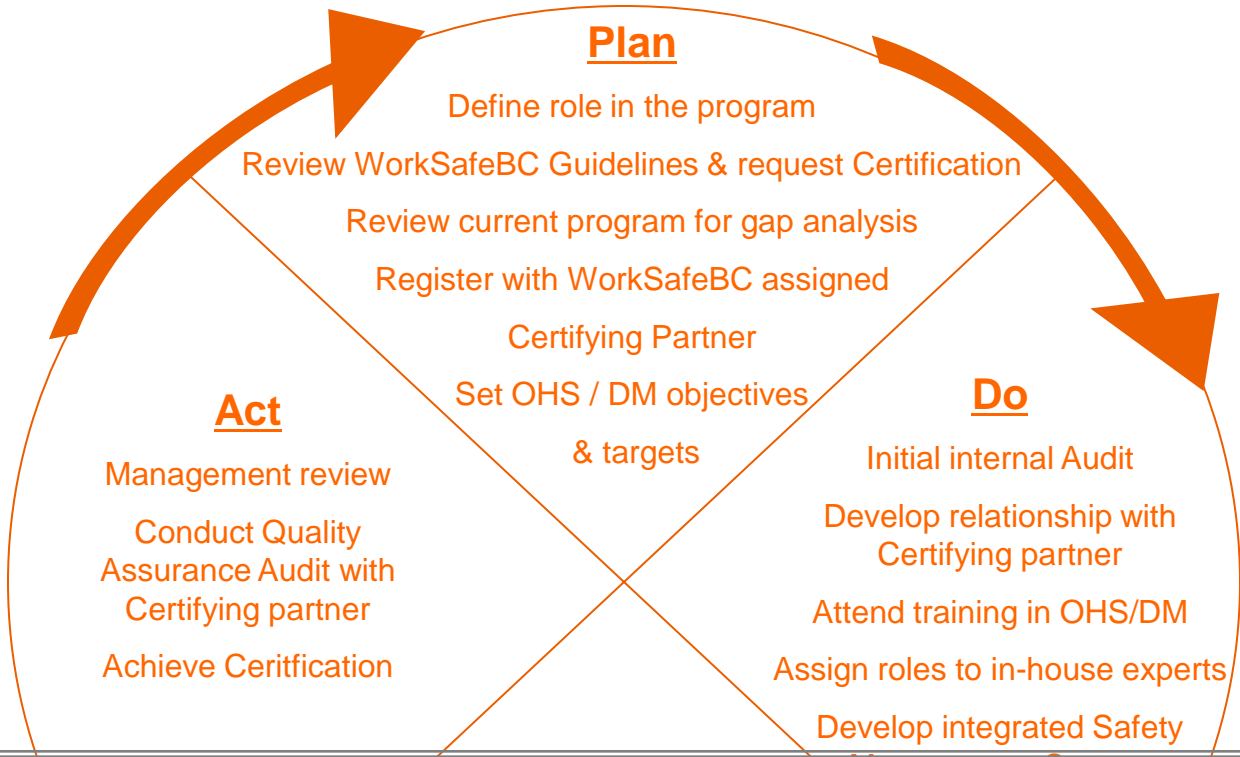
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IRS:
Underlying Philosophy of the Safety Management System
Establishes Joint Responsibility;
Defines JHS committee roles, Defines Worker Roles, Define Supervisor Role;
Promotes the Occupational Health and Safety Culture in the workplace;
Develops self reliance in employees;
Develops and maintains employee-employer partnership
Ensures compliance with the Reg.



WorkSafeBC Partners Program & Certificate of Recognition



Partners in Injury and Disability Management Program.
Financial Incentive Program to encourage employers to adopt management systems, in OH&S and RTW.
190 Construction Industry employers received \$1.5 million & 109 Oil and Gas employers \$346,000



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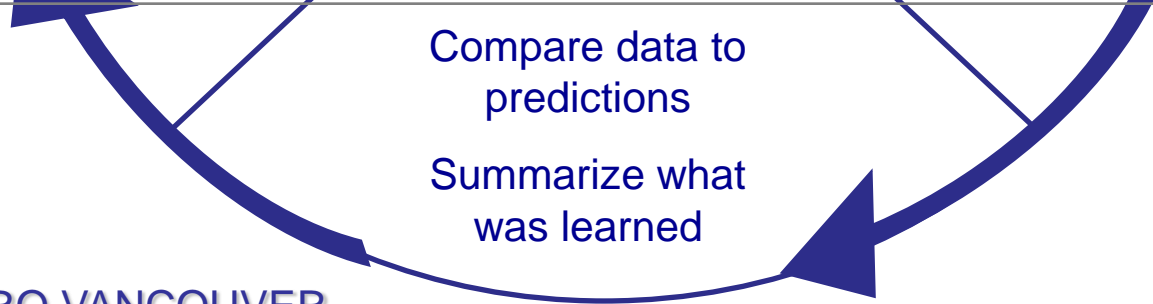


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Deming Circle of Continuous Improvement



“All anyone asks for is a chance to work with pride.”
W. Edwards Deming 1990 - 1993



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- 25 Municipalities with Assessable payroll over \$10m.
- Highest IR in sector group, 9.7
- Lowest IR in sector group, 2.8
- Average IR in sector, 5
- Highest ER in sector group 34.8% Surcharge
- Lowest ER in sector group 2.8% Surcharge
- Average ER in sector group 5.8% Surcharge



Source Knowledge Management

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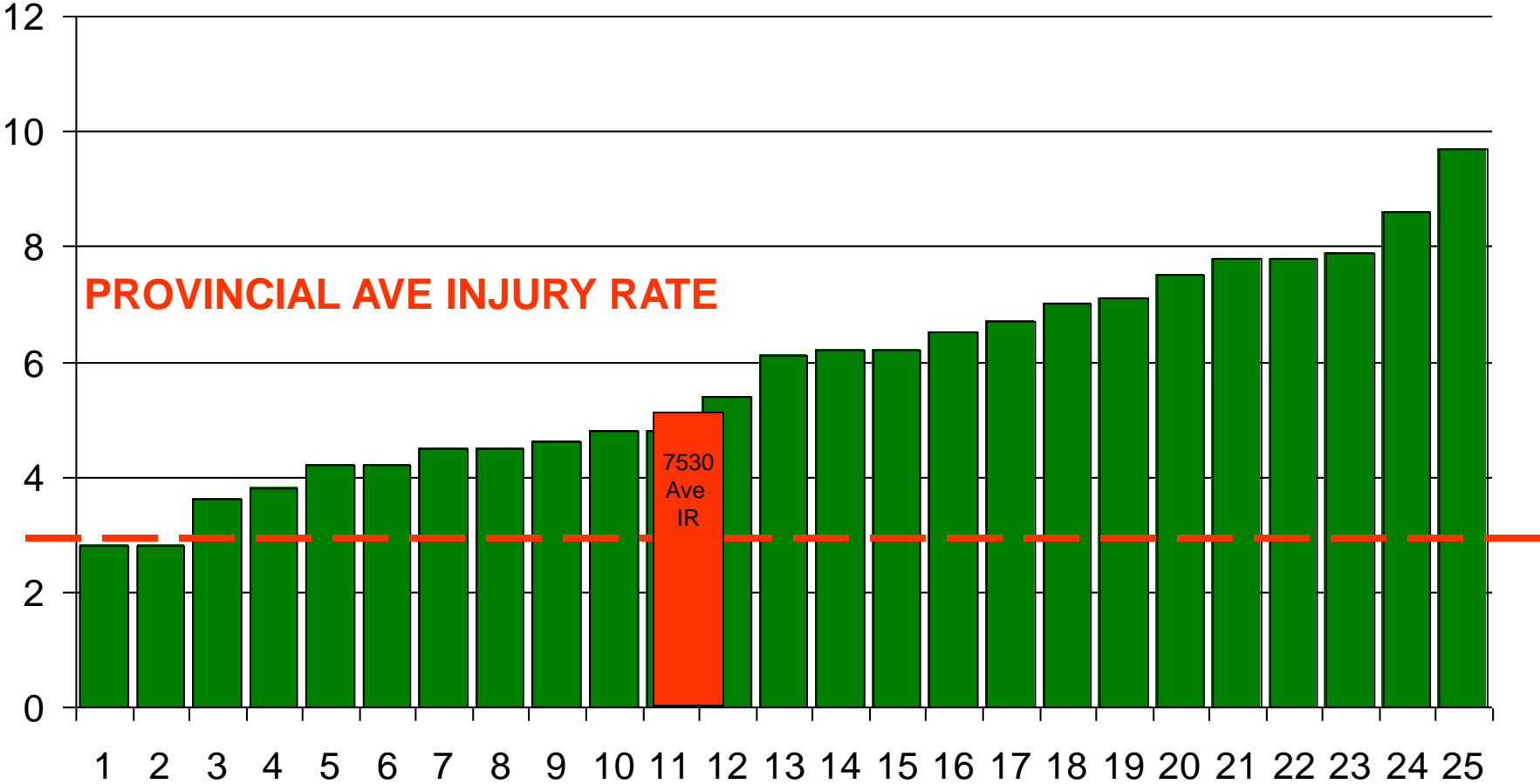


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CU 7530003 / 753004 Injury Rate for selected 25 employers

2007 Ave IR; 5.2- Highest IR 13.9

2008 Ave IR; 5 – Highest IR 9.7



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- 190 Municipalities in Public Sub Sector
- 629 Active Registered Employers
- Assessable payroll \$1,830,963,498
- Assessments for 2008 - \$25,272,532.63
- Savings at Base Rate \$1.5m



- 9,100 claims were accepted (short-term disability, long-term disability and fatal claims)
- The average fully reserved claim costs was approximately \$10,700.
- This compares to about \$13,400 for all-BC claims
- 27 Fatal claims (22 industrial disease)



Source Knowledge Management

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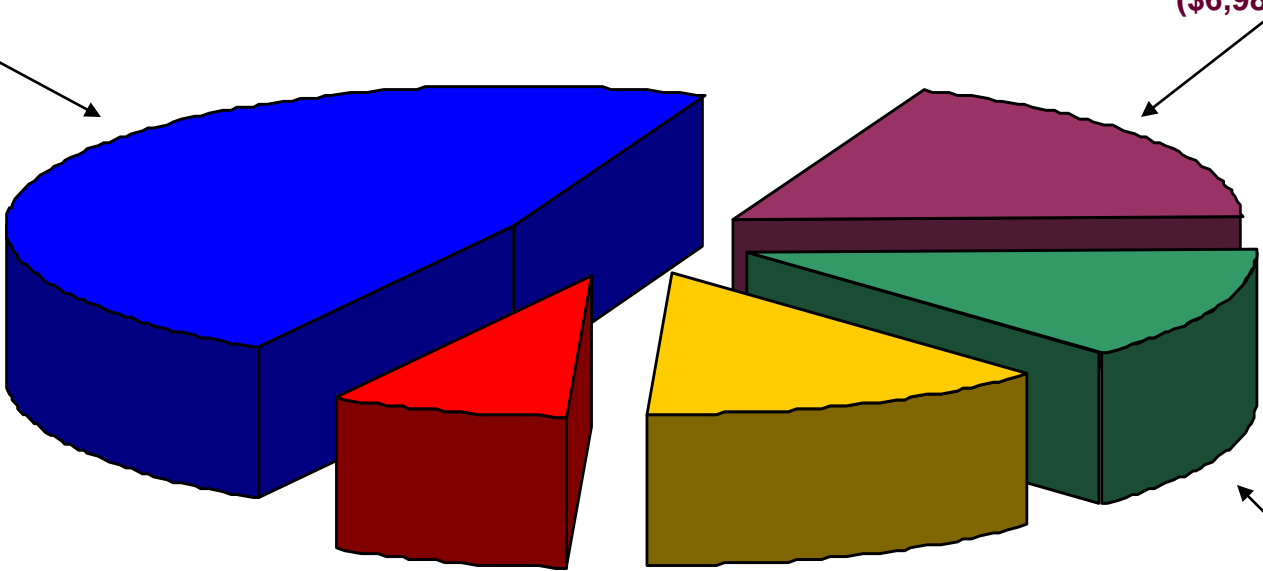


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CU 753004 Breakdown

•Overexertion:
2,584 claims
(\$14,285,869)

•Bodily reaction:
1,385 claims
(\$6,988,256)



•Fall to a lower level: 570 claims
(\$4,722,638)

•Struck by an object: 971 claims
(\$3,036,946)

•Fall on the same level: 997 claims
(\$6,016,163)



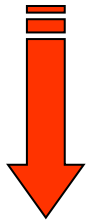
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CU 753004 cost analysis for 2008

Total Time Loss Injuries	Total Days Lost	Total Claims Costs	Average Days per Claim	Average Cost per Day
1910	56,839	\$17,955,926.98	36	\$315.91

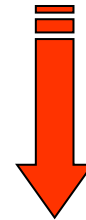


5.2

Lost Time Injuries every calendar day



156 years of Lost time



RTW one day earlier on all claims in 2008
\$603,338



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Source 2006 Decision Net



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- Average length of claim – 36 days
- Provincial average is 47 days
- Average claim length dropped by 2 days since 2007
- $2 \times \$315.91 \times 1910 \text{ LTD Claims} = \$1,206,776.20$



Safety Cultural Change - Hermeneutics to Reification

Internal
Responsibility
Ladder

Internalize IRS:
External Audit, rewrite, Compliance;

Commitment:
External Audit; Rewrite DMS (PJDA).
Ensure Safety Equipment (First Aid)

Involvement:
Workplace Monitoring; Update JHA/SPO/PJDA

Engagement:
Education & Training for senior management in SMS;
Regular workplace Inspections

Understanding
Set organizational OH&S objectives and targets
Operationalize the SMS with Joint Management meetings

Awareness:
Complete a Baseline Audit;
Write OH & S Policy Statement, if required re-write written program

Contact:
Review existing SMS; JHSC; DMP (Injured Workers),
Education & training for new workers, supervisors & workers



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Disability Management Using DM at the Front End

- Physical Job Demands Analysis
- Fundamental Part of the Ergonomic Assessment Program
- Identifies the relationship of the worker, the physical and mental activity, and the tools and environmental requirements of each job
- Identifies human hazards through investigation repetitiveness of tasks
- Identifies the potential hazards
- Critical for constructing Alternate Work Duties



Firefighters Boot Project

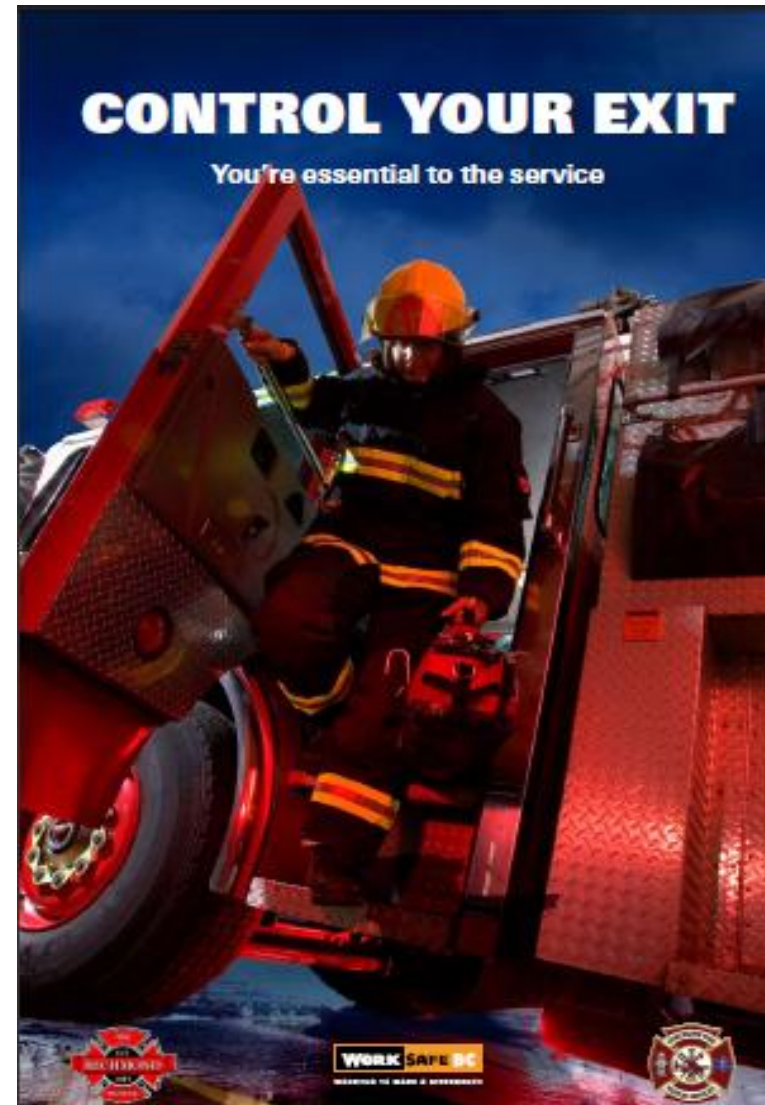


Injury Awareness Joint Pilot Program

- *WorkSafeBC / City of Vancouver / Richmond*
- *Upward trend in ankle and knee injuries*
- *Identified by Case Manager & Captain*
- *Verified through data review*
- *36 Firefighters from 5 Fire Halls*
- *Poster Campaign*



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Occupational Health & Safety Reification

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Welcome to **WorkSafeBC**
THE WORKERS' COMPENSATION BOARD OF BC

Saw blades: Use a guard, save your fingers.

PLAY ▶

Bruce Jackson
WorkSafeBC Occupational Safety Officer

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- Rehab and Return to Work

Customer Centres

- Employers/ Small Business
- Workers
- Health Care Providers

Doing Business with WorkSafeBC

Insurance

- Register for coverage
- Rates / classifications
- Report payroll
- Make a payment
- Update account info
- Cancel your coverage
- Get a clearance letter

Claims

- ☆ Report injury or illness (Form 7)
- View steps to report a serious injury or fatality
- View claim status
- View claim costs

Safety at Work

by industry

by topic

- 🔍 Find a hazard alert poster
- 🔍 Find a safety sign
- 📺 See a slide show
- ⚠️ Report unsafe work

Announcements

Discussion Paper: Occupational exposure limits for styrene

The Board of Directors has approved the release of a discussion paper for consultation on the occupational exposure limits for styrene. Stakeholders are invited to provide their comments.

Consultation on the Loss of Earnings Assessment Policy

Accident Awareness

Recent Accidents

- Head, ribs, lung injured in 12-foot fall from ladder
- Aide assaulted by resident of care facility
- > more accidents

Fatalities

- Shipbuilding worker exposed to asbestos dust

Occupational Health & Safety Reification



Publications

- Publications index
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WorkSafeBC produces a variety of health and safety publications, many of which are available online. Books, videotapes, and posters can be ordered from the [WorkSafeBC store](#). You can also access our [Library Services](#) to browse the collection and borrow publications and videos.

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Publications inquiries
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WorkSafeBC Publications

<p>Newsletters, reports and guides</p> <ul style="list-style-type: none"> Annual reports News Update (formerly Access) Online services Statistics reports WorkSafeBC guides for workers and employers WorkSafe™ Magazine Health and safety e-news 	<p>Multimedia</p> <ul style="list-style-type: none"> Slide shows Download or stream videos Buy or borrow videos <p>Manuals and regulations</p> <ul style="list-style-type: none"> Assessment Manual OHS Regulation Prevention Manual Rehabilitation Services and Claims Manual, Volume I and II 	<p>Health and safety</p> <ul style="list-style-type: none"> By topic Bulletins Hazard alert posters Hazard symbols Posters Signs and stickers WHMIS <p>Publications index</p> <ul style="list-style-type: none"> By title or keyword
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Quick Links

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- Workers Compensation Act
- Research
- Notice of Project
- Crown publications
- BC Government Publications Index

Customer Centres


- Employers/ Small Business
- Workers
- Health Care Providers

Top 10 Publications

Back Talk: An Owner's Manual for Backs (PDF 621kb / booklet)
An illustrated handbook that explains how the back works, provides tips for avoiding injury, and

Spotlight:

Occupational Health & Safety Reification



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Publications

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5 min 38 s




[Lost Youth \(Edited\)](#)
17 min 22 s




[Small Business - Talking Safety](#)
6 min 42 s




[Long Span Trusses](#)
7 min 49 s




[The Collectors](#)
3 min 9 s




[Deaf to the Danger: Warehouse](#)
1 min 23 s



[Deaf to the Danger: Packing Plant](#)
1 min 25 s



[Deaf to the Danger: Sawmill](#)
1 min 46 s



[Guarding](#)
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Quick Links

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- Prevention Officers are front and centre of WorkSafeBC's business model
- 180,000 employers and 1.9 million workers
- Education consultation and enforcement
- Authority in workplace Safety and
- Technical support to the claims ar



The only acceptable injury rate is zero.

When a worker reports for work he or she deserves to work in a safe and healthy environment.

That same worker deserves to return home safely.



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In closing.....

- Thank you for your time, input and attention
- Any questions, comments or suggestions?



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