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**Continual Improvement:**

The eC-Management System™ supports a Plan, Do, Check, Act (PDCA) process of enhancing your occupational health and safety management system (OHSMS) to achieve ongoing improvement in overall OHS performance.

**Leadership:**

Commitment, leadership, and effective participation are crucial to the success of an OHSMS. Therefore management commitment and leadership and their responsibilities, accountabilities and authorities need to be clearly defined and documented.



A good OHSMS is built on the foundation of a well thought out and drafted OHS policy. In consultation with workers and worker representatives, senior management should establish and maintain an organization's OHS policy. The eC-Management System™ provides a road map, with templates, examples and resources, to assist you in the process planning, building, maintaining and continually improving your OHSMS.

**Plan:**

The planning process is necessary to establish appropriate objectives and targets, and plans to achieve compliance with legal requirements, other requirements, and a commitment to continual improvement.

The eC-Management System™ enables this process by providing a framework by which to identify and prioritize hazards, risks, organizational requirements and opportunities for improvement in order to set objectives and targets. Furthermore the eC-Management System™ provides a plethora of appropriate guidelines, templates and resources to successfully build and manage your OHSMS online in a single central repository. This includes references to appropriate legal and other requirements to assist in identifying and evaluating compliance with legal and other requirements.

The following elements are the basic components of a OHSMS, and are all very much interdependent. The eC-Management System™ can be configured to aligned with a number of existing standards or protocols (such as the COR, OHSAS 18001, CSA Z1000, Voluntary OSHA Protection Program (OSHA VPP), ANSI Z10 etc.)):

- ✓ Leadership and Organizational Commitment
- ✓ Hazard Identification and Assessment
- ✓ Hazard Control
- ✓ Work Site Inspections
- ✓ Worker Competency and Training
- ✓ Incident Reporting and Investigation
- ✓ Emergency Response Planning
- ✓ Program Administration

**Do:**

Having planned and determined the standard, elements and targets and objectives; these now need to be implemented. Therefore an infrastructure and resources need to be determine, provided, and maintain to successfully implement and give effect to the predetermined OHS framework and standard.

The eC-Management System™ allows you to:

- ✓ Implement and track preventive and protective measures through its action item tracking functionality;



- ✓ Develop and implement emergency prevention, preparedness, and response plans through its documentation management functionality and provides appropriate templates, examples and resources to develop your own ERP;
- ✓ Track competence and training through its training and tracking functionality;
- ✓ Promote and track communication and awareness through email notifications and “read acknowledgment” functionality that tracks who has read understands the content of your OHS Manual:
- ✓ Track appropriate documentation of standard operating procedures and operational change through the documentation management functionality and action tracking functionality; and
- ✓ Manage your documents and records using the documentation management functionality as required by management systems such as COR, OHSAS 18001, CSA Z1000, Voluntary OSHA Protection Program (OSHA VPP), ANSI Z10 (also similar to requirements of ISO 9001, ISO 14001).

#### **Check:**

The performance of the OHSMS must be continually evaluated through appropriate monitoring and measurement. This ensures the ongoing identification and mitigation of OHS risks; and overall improvement of the OHSMS.

The eC-Management System™ facilitates the continual evaluation and corrective action process by:

- ✓ Monitoring and measuring progress against the set objectives as outline in the “Program” building functionality of the eC-Management System™;
- ✓ Documenting Injury & incident investigation procedures for reporting and investigation of injuries, illnesses and OHS incidents, including root cause analysis, through the documentation management , action creation and email notification functionality;
- ✓ Integrating the eC-AuditTool™ with the eC-Management System™ recommendations and corrective and preventative actions pertaining to the OHSMS can be uploaded, tracked and implemented with;
- ✓ Using the Inspection functionality custom inspections can be created and non-conformances traced and actioned in the eC-Management System™; and
- ✓ Recording, allocation and tracking corrective and preventative actions as they are identified using the action item functionality of eC-Management System™, ensures the efficiency and continual improvement of the OHSMS.

#### **Act:**

Senior management must review the organization’s OHSMS at planned intervals to ensure its continuing suitability, adequacy, and effectiveness. This review should include an assessment of the need for changes to the OHSMS, including the OHS policy and objectives.

eC-Management System™ facilitates this continual improvement and review process as it supports the ability to:

- ✓ Conduct senior management review against objectives and targets; and



- ✓ Drive continual improvement through Audits, Inspections and corrective, preventative and proactive action items.