

Safety Management System Enhancements Project Overview

Description

The purpose of this project is to expand on the functionality of the Safe Work Management System (SWMS) that is currently in place. The two components of the SWMS that are currently in use provide scheduling, tracking, reporting and documentation for accident/incident management, safety meetings, inspections and work observations.

The proposed expansion of the SWMS will support planning and scheduling of activities in the area of occupational health and industrial hygiene such as noise studies, air quality assessments and employee audiometric testing records. The SWMS will also contain a corporate database of hazardous products and material safety data sheets that are currently managed using a manual system. Safety audit reports and information related to contractor safety (e.g. pre-approved contractor lists and pre-job meeting minutes) will also be recorded in the SWMS.

Occupational Health & Safety Regulations specify the need for employers to establish and maintain a system for the management of a wide range of activities including committees, training, risk assessments, audits and contractor safety management. The planned SWMS enhancements for 2003 will assist the Company in complying with these regulations.

Costs

This project is estimated at \$99,300. \$40,000 is estimated for the acquisition of the software (and associated implementation services) and \$59,300 is estimated for the internal labour required for system configuration, potential data conversion, system testing and final product installation.

Benefits

- The proposed improvements to the SWMS will reduce paper processes and enhance the accuracy and currency of safety information records. This will improve the ability of Company management and the Company's Occupational Health & Safety Committees to meet statutory obligations under current occupational health & safety legislation.
- Without these new enhancements, separate mechanisms will be required to document and track safety actions and follow-up activities in the areas of Workplace Hazardous Materials Information System (WHMIS), Contractor Safety and Occupational Health. Manual methods of achieving this would incur increased administrative costs to
 - Manually share information and to manually ensure that follow-up activities actually do occur.
 - All safety related management information would be housed in a single application.

- Ability to provide OH&S Committees with access to Health & Safety information and activities as outlined in the legislation.

Analysis

Accurate and reliable systems for record keeping in all areas of health & safety are necessary to meet legal requirements under the OH&S legislation. From a due diligence perspective these enhancements will increase our confidence in being able to meet our legislated mandate. This project builds on the Company's ability to manage, schedule and track all safety activities and to efficiently document required follow-up actions.