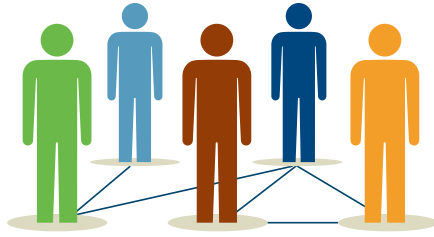




## Management Systems Coordination



**A Safety and Health Management System (SHMS) is the repeatable, integrated processes, procedures and actions that result from the system plan.** It should be operations wide and must be coordinated and include the assignment of responsible persons to help steer and actively manage the system on its path forward. As the SHMS plan is developed and implemented, incorporation of

**CORE**Safety into other operational systems should be considered in paralleling efforts to achieve the 0:50:5 goals across all departments.

### Management System Coordination is the process of:

- Assigning responsibility for development and management of the **CORE**Safety safety and health management system.
- Developing a SHMS plan incorporating **CORE**Safety values
- Integrating **CORE**Safety into other company systems such as mine planning, operations, maintenance, contract management, human resources, information technology and others.
- Establishing a process to review and continually improve performance that affects the goals and objectives of **CORE**Safety and the SHMS.
- Establishing a process to review periodically and ensure the SHMS remains relevant and appropriate as the organization undergoes change

### How it works

Because the **CORE**Safety SHMS will affect many aspects and all groups within the organization, it must be employed operations wide by integrating its principals into all company systems, e.g. planning, operations, maintenance, contract management, human resources, performance management, procurement, etc.

## MODULE



The **CORE**Safety management system coordination will require a senior manager to be designated with responsibility for ensuring a safety and health management system is developed and implemented within all affected departments, levels, facilities and business units within the organization.

The program must be periodically reviewed to measure success in meeting the 0:50:5 goals and to ensure continued performance improvement. These evaluations must include assurance that all programs remain applicable and pertain to the operation's goals as they move forward.

### **Flow of the Process**

#### **Designate Senior Leadership**

At least one senior manager shall be assigned with formal responsibility for the development, implementation, operation, and maintenance of the **CORE**Safety SHMS. This includes and should parallel the expectations of Module 2, Responsibility and Accountability.

#### **Develop and Communicate a CORESafety SHMS Policy**

A company/operation specific policy shall be developed detailing the commitment to and implementation of the **CORE**Safety SHMS. This policy should serve as a descriptive outline of how the 20 Modules will be incorporated into the SHMS. The Policy must be communicated to all employees, contractors, and other stakeholders.

#### **Develop a Written Safety and Health Management System Plan**

A comprehensive plan that identifies the processes and responsibilities for developing, implementing, and verifying the **CORE**Safety SHMS will be developed and include a schedule for full implementation. The plan should include guidelines for roll out into all systems of the operation.

## MODULE



### **Ensure the SHMS Expectations Integrate with Responsibility and Accountability**

Module 2 outlines procedures to help assure responsibility is assigned and persons are accountable for each expectation of the SHMS plan. Senior Leadership shall assure that each expectation is covered and is assigned ownership.

### **Ensure the SHMS Expectations Integrate with Other Company Systems & Departments**

The S&H policy expectations should be consistent and adhered to by all departments within the organization. S&H standards should be considered as mandatory to all individuals working at the operation.

### **Ensure Proper Documentation**

All parts of the SHMS shall be properly documented to assist responsible persons with the development, implementation, and monitoring of the program. Thorough evaluation and reporting documents should be developed and retained to allow for performance review and continued improvements.

### **Define and Budget the Financial and Time Resources**

The development and maintenance costs and resource hours required shall be budgeted and tracked. As should any material expenditures needed to be included for fulfilling the SHMS.

MODULE



## Workbook Materials For Module 3

**Senior Management Leader** – A person authorized and empowered by executive management should be assigned to head the development, implementation and maintenance of the SHMS program.

Name: \_\_\_\_\_

Work Area: \_\_\_\_\_

Responsibility: \_\_\_\_\_

**Safety and Health Management System Policy** – Establish a Safety and Health Policy that clearly states the operations mission, commitment, goals, and responsibilities to CORESafety and to adopting its principals into the Safety and Health Management System.

### CORESafety Safety and Health Management Policy

Policy Reference: \_\_\_\_\_

Responsible Persons:

Leader: \_\_\_\_\_

Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Executive Management Approval:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Draft Review Date: \_\_\_\_\_

Target Release Date: \_\_\_\_\_

Policy Highlights to Include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MODULE



## Safety and Health System Development Plan

Prepare a comprehensive plan that identifies the processes and responsibilities for developing, implementing, and verifying the CORESafety SHMS.

### CORESafety SHMS Development

Policy Reference: \_\_\_\_\_

Responsible Persons:

Leader: \_\_\_\_\_

Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Timeline:

Initial Planning Meeting: \_\_\_\_\_

Follow Up Schedule: \_\_\_\_\_

Final Draft Review Date: \_\_\_\_\_

Target Release Date: \_\_\_\_\_

Departments and Agencies to Include:

Department/Agency

Responsible Person

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CORESafety SMHS Plan Outline:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Management Systems Coordination

MODULE



**CORESafety SHMS Plan Documents:**

Plan Description	Plan No.	Date	Rev No./Date	Repository
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Plans Incorporated into the SHMS:**

Department/Plan	Plan No.	Date	Rev No./Date	Repository
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



MODULE



**CORESafety SHMS Implementation:**

Responsible Persons:

Leader: \_\_\_\_\_

Committee: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Timeline:

Plan Release Date: \_\_\_\_\_

Communication Dates: \_\_\_\_\_

Training Dates: \_\_\_\_\_

Roll Out Complete By: \_\_\_\_\_

Departments and Agencies to Include:

Department/Agency	Responsible Person
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Communication:**

Group/Department	Responsible Person	Schedule
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Management Systems Coordination

MODULE



**CORESafety SHMS Implementation (cont.):**

**Training:**

Group/Department	Responsible Person	Schedule
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CORESafety SHMS Rollout Dates:**

Group/Department	Responsible Person	Schedule
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



MODULE



**CORESafety SHMS ASSESSMENT:**

Responsible Persons:

Leader: \_\_\_\_\_

Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CORESafety SHMS Audit Schedule:**

Group/Department	Responsible Person	Audit Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CORESafety SHMS Document Review:**

Plan/Document No.	Date of Last Revision	Storage Type/Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Management Systems Coordination