



Safety Management Administrator Designation

Average Length of Time to Complete Course: Five (5) days in classroom

Certificate: Does not expire

Designation: Re-certification of designation is required every three years

Designation Description

The objective of the SMA program is to provide knowledge, skills and solid training in the application and practices of the administration of a safety management system (SMS). This program will interest individuals currently administering a SMS, or individuals already working in safety-related positions who require broader legal and technical knowledge to function effectively within their organizations. The SMA can provide valuable assistance to employers and their Manufacturing Safety Professional(s) in the administration and implementation of the company's health and safety program. This certification indicates to employers that the participant has practical knowledge in various health and safety management skills and principles.

The SMA program is a detailed five-day course that works through Safety Management System foundations to create, plan, implement, audit and evaluate health and safety programs. The course comes with sample copies (electronic & hard copy) of documents required for a highly functioning and complete safety management system (SMS) based on SASM's Certificate of Recognition (CoR) Standards. The SMA course is ideal for anyone tasked with managing the documents for a safety management system. The SMA course provides:

- In depth knowledge of Saskatchewan's Occupational Health & Safety legislation as it pertains to the administration of the organization's SMS.
- Full understanding, with examples, of a highly functioning SMS.
- A working knowledge of the forms required to support a functioning SMS, with examples.
- Full understanding of the documentary requirements to pass a SASM Silver Level audit.
- An introduction to CSA Z1001 Occupational Health & Safety Training standard.

To obtain the designation of SMA, a **practicum must be completed within eight (8) weeks of the completion of the five-day course. The practicum is a full document review (audit) based on SASM's Silver Level Certification.** The audit must be completed and returned to the SMA Coordinator within eight (8) weeks of the SMA course attendance. To maintain the SMA designation the holder of the SMA designation must submit a documentation only audit once every three years before the certification expiry date.

Please direct all SMA related questions to the Program Coordinator, Deanna Orb at 306-525-7276 or by email DeannaO@sasm.ca.