Safety Management Administrator

Average Length of Time to Complete Course: Five (5) days in classroom
Certificate: Does not expire
Designation: Re-certification is required every three years

Course Description

A safety management system (SMS) must be integrated into the management system(s) of an entire organization. "Safety" often exists due to workplace culture but every SMS must be able to prove the safety related activities and results with documentation. Typically, safety documentation that can prove due diligence above and beyond the legal requirements is one of the hardest areas to manage, and is often the reason that firms do not pass an audit.

This course will help provide learners with the skill, knowledge and tools to develop and operate a SMS. Learners will be taken on a step-by-step journey through the development, implementation and operation of a SMS based on SASM's Bronze and Silver level audit tools. The course begins with the policies and continues through the intricate steps of each element. Samples of numerous documents are presented and worked through in order to provide learners with hands on experience. Real world examples are presented and learners are encouraged to discuss how each element of a SMS can be applied to their workplaces.

The Safety Management Administrator course is based on SASM's Bronze and Silver level certification program. As such it meets or exceeds legislated requirements as well as the CSA Z1000 and OHSAS 18001 international standards for SMSs.

This course includes 5 days of theory and is designed for individuals who may not be safety personnel but who are tasked with the duty of administrating the SMS for their firm. This may include administrative staff, safety coordinators, human resource personnel and middle to upper management. Previous safety knowledge or training is not required. Learners will receive a manual as well as samples of policies, procedures and forms for each of the 21 separate elements required by SASM's audit tools. Materials are provided in both hard and electronic copy.

Students will receive an attendance certificate after completing the 5-day course. Students who wish to receive the Safety Management Administrator designation certificate will be required to complete a documentation audit of their firm at SASM's Silver level standard within 4 weeks of attending the course.

Course Modules

- Introduction to Auditing
- Introduction to Safety Management Systems
- Introduction to Safety Management System and Audit Standards (i.e. CSA, OHSAS, etc.)
- Explanation of SASM's Audit Tools and the 21 Elements that the Tools Look for as Part of a Safety Management System
- Review of Sample Policies, Procedures, Forms and Document Tracking that Align with SASM's Audit Tools