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13.1 Policy

The Town of Daysland shall obtain auditor competency by providing the time and resources for a designated employee to attend training courses as established by The Town of Daysland's certifying partner, Alberta Municipal Health and Safety Association (AMHSA). An auditor will be deemed competent if he or she has completed all of the required training and maintains their auditor status by participating in audits and completing any required training.

The internal and external audits shall evaluate the implementation and performance of the Occupational Health and Safety Management System at all of The Town of Daysland operations and facilities and will be done using the audit instrument provided by AMHSA. As required by the PIR/COR protocol, audits will take place externally for COR certification and then annually with an external audit taking place every three years, and internal audits during any year when there is no external audit.

All audits will generate a final report according to the AMHSA's audit instrument, which shall be delivered to management. An action plan, involving all management, will be drafted based on the results of the audit and will include all areas marked for improvement within the Occupational Health and Safety Management System. Some examples include the following:

- 1) Establishing a Corrective Action Plan.
- 2) Assigning responsibility for each action to an individual.
- 3) Placing a due date for the completion of the corrective action item.
- 4) Including a mechanism for management to follow-up to ensure that the actions are completed and done so in a reasonable time frame.

Any non-conformances with applicable legislation, CSA Standards or corporate policies which are not evaluated by AMHSA's audit instrument, will be noted and included within the Action Plan for correction to be completed.

The audit results, audit conclusions, and any corrective action items are documented and communicated to affected workplace parties, including employees and employee representatives as well as those responsible for the corrective action items.

Rod Krips, Chief Administrative Officer

Date



13.2 Management Review

The Chief Administrative Officer reviews The Town of Daysland Occupational Health and Safety Management System (OHSMS) at planned intervals to ensure its continuing stability, adequacy, and effectiveness. This review includes an assessment of the need for changes to the OHSMS, including the Occupational Health & Safety (OH&S) Policy and objectives. This review will include an assessment of opportunities for continual improvement.

The inputs to the management review include the following Occupational Health & Safety information:

- a) Results of audits.
- b) Communication received from employees and employee representatives.
- c) Communication received from external interested parties.
- d) The performance of the OHSMS, including results of investigation of work-related injuries, illness, and Occupational Health & Safety incidents.
- e) The extent to which objectives and targets have been met.
- f) The status of corrective and preventative actions.
- g) Follow-up actions from previous management reviews.
- h) Changing circumstances.
- i) Recommendations for improvement.

The outputs of the management review include any decisions and actions relating to:

- a) The need for changes to the OH&S policy and objectives.
- b) Improvements in the effectiveness of the OHSMMS and its processes.
- c) The extent to which objectives and targets have been met.
- d) The allocation of resources.

Results of management review of the system will be recorded in action plans and will be communicated to all personnel who have responsibilities for action items. Employees will be made aware of any action items through health and safety meetings. This can happen in conjunction with or independently from the Certificate of Recognition (COR) Audit process.