

Chapter 25: Management Review

Introduction

Management of BCTS is committed to conducting a full review of the OHS program on a routine basis. This review will normally be aligned with the completion of certification maintenance audits or at other times when circumstances dictate a need for management to reflect on the safety program. Intermediate or partial reviews may be conducted as required.

Senior Management Responsibility

The timber sales leadership team will schedule adequate time on the agenda of a face-to-face provincial meeting typically in the fall of each year (November-December) to conduct the management review. Upon completion of the review, senior management will sanction a document which provides record of:

- Items discussed on the review.
- Decisions or recommendations agreed upon in the review.
- Action plan to implement new programs or correct deficiencies following the review.

A checklist for items to be discussed can be found in the appendices to this manual.

Provincial Co-ordinator Responsibilities

The provincial co-ordinator will in the two month period preceding the review collect and assemble all data required during the review and will circulate this data to senior managers two weeks prior to the formal review date.

Data to be reviewed includes but is not limited to:

- Internal or external audit reports.
- Significant incident reports and recommendations and a summary report of all incidents.
- Recommendations from individual business areas or HQ or JOHSCs relative to improvements to be considered for the program.
- Progress and achievements made on the stated BCTS OHS program goals.
- Number of BCTS time loss incidents and number of work hours lost.
- Number of incidents and Close Calls and percentage generating Safety Bulletins.
- Number of serious Incidents reported by Contractors and percentage with BCTS activities effecting contributing factors.
- Number of safety meetings with records.
- Number of hazards identified and percentage fully addressed.
- Number of contract or tenure actions taken relative to safety.
- Number of hazards reported contractors or licensees to TSM and percentage addressed.

- Business Area summaries.

Local Business Area or HQ Management Responsibilities

Each local manager (timber sales manager or HQ manager) will conduct a review of safety in the business area with the results summarized and included in the provincial management review by senior management.

This review will be conducted one to two months before the provincial review and will cover the same elements as the provincial review but at a business area level.

Business Area Safety Program Co-ordinator Responsibilities

The business area safety co-ordinator will provide the data to local management for review and will summarize the results of the data in a consistent provincial format for submission to the provincial co-ordinator.

Communications

Senior and local management will provide all employees with a summary of the management review via posting on website including:

- Issues discussed.
- Achievements toward meeting the annual goals and objectives.
- New goals and objectives for the following year.
- Changes to the OHS program as a result of the review.
- Outstanding corrective actions flowing from the review.
- Other issues as determined in the review.

Local Procedures

None

Forms and Checklists

Appendix 25-1 Safety Program Management Review Report 25-1