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18.1 Introduction

Continuous Improvement is a key principle underlying the purpose of the OHS Act. The University realizes that safety efforts must be continually reinforced, and processes improved. We achieve continual safety improvement by increasing employee involvement and providing clear communication that outlines safety performance measures, objectives, and expectations. Improvements to safety can be "incremental" improvement over time or "breakthrough" improvement all at once. Put simply, it means 'getting better all the time'.

18.2 Executive Management Group Review

An Annual OHS Report is provided to the EMG. If there is a significant issue which occurs at any time, such as a serious injury incident, recommendations from the JOHS Committee, or orders from the Department of Labour and Advanced Education, EMG will be advised as required.

At Saint Mary's University, the Vice-President, Finance and Administration has been designated as the member of the Executive Management Group to be the Management Representative responsible for ensuring that an OHS Program is established, maintained, and reviewed in accordance with the requirements of the NS OHS Act.

18.2.1 Annual Report to the Executive Management Group

Contents of Occupational Health and Safety Annual Report

As part of its documentation of continual improvement, the University OHS Annual Report should include narrative information on the following:

- hazard identification, risk assessment and risk control activities;
- development of safe work practices;
- development of workplace violence prevention plans;
- development of OHS tools and management systems;
- development of documentation for the OHS Program;
- development of training programs for employees, management or safety committees;
- development of evaluation, audit or review tools to assist in the identification of areas for possible improvement of the OHS Program;
- results of evaluations, audits or reviews of the OHS Program or any component of the OHS Program;
- changes implemented as a result of evaluation of the OHS Program; and
- plans for further development or implementation of the OHS Program.

The University OHS Annual Report should also include statistical information on the following, where available, with trends noted or comments added as appropriate:

- work-related injuries and illnesses reported;
- Workers Compensation Claims submitted;
- workplace inspections conducted;
- workplace incidents reported and incidents investigated;
- employee suggestions received;
- employee concerns received and concerns investigated;
- unsafe work refusals investigated at the management, JOHSC and Department of Labour and Advanced Education (DLAE) levels;
- workplace inspections or investigations undertaken by the DLAE, any DLAE orders issued, and departmental response to any orders issued; and
- OHS orientation, education and training programs conducted for employees, management and members of safety committees.

18.3 Continual Improvement of OHS Program

The information provided to senior management will identify areas of improvement that have been made to the OHS Program over the past year and where further improvement is needed.

Continual improvement of the OHS Program will be achieved by the periodic review of:

- incident reports;
- job hazard assessment reports;
- inspection reports;
- investigation reports;
- safety policies and programs;
- safe work practices and procedures; and
- training provided for safety purposes.

The review of these materials will identify opportunities for improvement to the OHS Program and overall safety at the University. Based on the findings of these reviews, improvements such as revising safe work practices, performing more frequent safety inspections, or providing additional safety training or toolbox meetings may be required.