

Course Name: Safety Management Systems for Practitioners

Course Description: This is an overview course on Safety Management Systems(SMS) methodology. It covers a description of the components and elements as well as practical implementation activities. The course will stress the use of performance measures and how these lead to continuous improvement. One module is dedicated to safety culture and its role in sustaining any SMS.

Target Audience: Those who are involved in deciding whether to implement Safety Management Systems in their organisation; those who are involved in the implementation of them; and those who are looking for a refresher course.

Course Outline

SECTION 1		INTRODUCTION
Module 1		Introduction
Objectives		Introduce the course administration and logistic arrangements Meet other participants and instructors Review the expectations for this training Outline the course agenda
Module 2		History of SMS
Objectives		Identify how safety management has evolved in industry Explore why SMS is being introduced
SECTION 2		SAFETY MANAGEMENT SYSTEMS
Module 3		Introduction to the SMS Model
Objectives		Outline the SMS model - Key components - Management system process Explain and discuss SMS with other knowledgeable parties
Module 4a		SMS Elements: Plan
Objectives		Realize the Planning elements Explain the Planning elements of SMS Discuss the Planning elements with other knowledgeable parties
Module 4b		SMS Elements: Do
Objectives		List the Do elements of SMS Explain the Do elements of SMS Discuss the Do elements with other knowledgeable parties
Module 4c		SMS Elements: Check
Objectives		List the Check elements of SMS Explain the Check elements of SMS Discuss the Check elements with other knowledgeable parties
Module 4d		SMS Elements: Act
Objectives		Highlight the Act elements of SMS Explain the Act elements of SMS Discuss the Act elements with other knowledgeable parties
SECTION 3		UNDERSTANDING PERFORMANCE MEASURES, CULTURE IMPLEMENTATION AND ASSESSMENT
Module 5		Safety Performance Measurement

Objectives	Review performance measurement Explain why SMS uses performance measures Present examples of aviation SMS performance measures Develop skills in recognizing different types of performance measures (proactive and reactive) Learn how to evaluate performance measure effectiveness (including verifying follow-up corrective action)
Workshop 5	Establish Performance Measures
Objective	Develop skills in defining and assessing generic performance measures
Module 6	Safety Culture
Objectives	Identify safety culture Review the key safety cultural integrators and how they relate to SMS Describe how human behaviour, motivation and organizational factors impact safety culture List how competing priorities affect behaviour Review how safety culture is an essential consideration in aviation, rail and marine SMS
Module 7	Implementation of SMS
Objectives	List the challenges faced by organizations implementing SMS Review different possible implementation plans for SMS
Module 8	Process to Assess Industry SMS
Objectives	Explain one consistent approach to conducting an SMS assessment Describe the relationship between the regulations, expectations, assessment methodology, and evaluation
SECTION 4	COURSE WRAP UP
Module 9	Wrap-Up
Objectives	Confirm understanding of SMS Answer all participant's unanswered questions

Length of the Course: 2 days

Course Location: At locations suitable to our clients.

Course Evaluation and Certification: Participants will receive a JWTI certification of completion.

Course Pre-requisites: None.

Materials: Will be provided at the course.

Supplementary Reading(s): OHSAS 18000

Instructor Information: Roger Barker and David Wilson

Course Cost: Dependant on location and number of participants.

Other Important Information: The course can be conducted in both English and French.

Available Support Services: If you have any questions, please contact course_admin@jacqueswhitford.com or call Course Admin at JWTI (613) 738-0708 ext. 3204.