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| **Unique Identifier (UI Code)** | OHS-06L |
| **Categories (Tags) – separate with commas if multiple** | Workplace Safety, Leadership |
| **Competency Title (short name)** | **Maintain OHS System** |
| **Competency Statement** | Maintain occupational health and safety (OHS) system according to jurisdictional regulations and workplace requirements. |
| **Performance Criteria** | * Review and update existing workplace OHS policies, procedures, and safe work practices
* Review and update OHS system and documents as required by OHS regulations and workplace procedures
* Store any records required according to OHS regulations and workplace procedures
* Communicate changes to OHS policies and procedures to others as required
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| **Supporting Skills and Knowledge** | **Knowledge:*** Components and requirements of an occupational health and Safety (OHS) system
* Policies and procedures related to record keeping for the OHS system
* Communication methods used to convey OHS information

**Supporting Skills:*** Ability to communicate effectively and clearly to others
* Use office technology and software to update and store documents and records
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| **Key Terms/Definitions Required** | **occupational health and safety (OHS) policies and procedures*** Workplace-specific policies and procedures related to health and safety that may or may not be required by regulation.

**occupational health and safety (OHS) regulations*** Legal requirements for working safely, which may include required training and certification, maintaining workplace documentation, and reporting of any incidents or near misses to appropriate regulatory bodies.

**occupational health and safety (OHS) system*** Workplace-specific policies, procedures, record keeping systems, training, safety committees, and designated personnel that work together to maintain a safe and healthy workplace.

**safe work practices (SWPs)*** Standards for working safely as determined by task and level of risk. SWPs should be documented for any work activities that carry a safety risk.
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| **Context/Examples** | * Maintaining the OHS system is a regular responsibility of management. If there is a health and safety committee in the workplace, the committee generally collaborates on the maintenance of the OHS system based on results of regular inspections or according to a predetermined schedule.
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| **Learning Content/Links** | * Links to OHS training for supervisors and managers
* Links to OHS and related safety regulations
* Links to workplace-specific OHS policies and procedures
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| **Assessment Methods** | * Audit of the OHS system
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