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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 |
| **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 |
| **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. |
| **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. |
| **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 |
| **Assessment Methods** | * Audit of the OHS system |