

OHS MANAGEMENT SYSTEM

Proven is the occupational health and safety management system for crane and rigging work. WorkSafeBC s. 3.3 names what a formal program must contain. The table below maps those requirements to the documents, forms, records, owners and frequencies that already live in this system.

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Documentation is not implementation.

A policy on a website is documentation. A completed form with an owner and a date is evidence.

HOW PROVEN IS BUILT

PROVEN

The occupational health and safety system. How it runs. Section 21 is the map.

POLICIES

PROVEN-POL. The rules. Library 13.

PROCEDURES

Numbered methods in the sections and the SWP library.

SWPS / PRACTICES

SWPs are steps. Practices are the standing rules in 01, 06, 07 and 12. SJPs are this lift.

FORMS

PROVEN-FRM. How evidence is collected. Library 16 and the form builder.

RECORDS

Completed forms, reports, logs, minutes. Proof the system ran.

REVIEW / CORRECTIVE ACTION

FRM-014. Finding -> owner -> date -> done -> verified.

CONTINUOUS IMPROVEMENT

POL-016. Management review. This program revised when the lesson is real.

WHEN A FORMAL PROGRAM IS REQUIRED

OHS Regulation 3.1: a 3.3 program is required if the employer has 20 or more workers and at least one workplace with a moderate or high hazard rating under Schedule 3-A, or 50 or more workers. An officer can also require one. Crane and rigging work is high-hazard work. This written program exists because the work requires it. The table below is a document map for that framework. If a workplace the employer controls is below the 3.1 threshold, 3.2 still requires monthly meetings with workers and a record of what was discussed - PROVEN-FRM-033. This program is not an excuse to skip that.

WORKSAFEBC 3.3

Each row is a 3.3 element. Documentation is the rule. The form collects evidence. The record is what an auditor or an officer can be shown.

WorkSafeBC OHS Regulation s. 3.3 - mapped to this program.

ELEMENT	DOCUMENTATION	FORM	RECORD	OWNER	FREQUENCY
3.3(a) Aims and responsibilities	01 Company Safety Policy 02 Responsibilities POL-001	FRM-019 acknowledgement	Signed acknowledgement in the worker file	Proven	When a worker starts. Review the policy at least annually.

3.3(b) Regular inspections	18 Inspections POL-013	FRM-002 / 003 / 020 / 021 / 027-031	Inspection sheets and the corrective-action log	Operator, rigger, supervisor as assigned	Pre-use each shift. Lift-area at setup. Standing tower at least weekly.
3.3(c) Written instructions	04 SWP 05 SJP 14 SWP 15 JHA 16 SJP libraries	FRM-001 FLHA FRM-006 lift plan	Completed FLHA / plan at the lift	Crew on this lift	Each shift. Rewrite when the work changes.
3.3(d) Management meetings	POL-016 20 OHS Management System	FRM-032 management review FRM-033 OHS meeting	Minutes, actions, owners and dates	Proven	At least quarterly. After a serious incident.
3.3(e) Incident investigation	09 Incident Reporting POL-006 POL-007	FRM-010 / 011 / 012 / 013 / 014	Report, investigation, closed corrective actions	Proven with the crew	Prompt. Same shift to start. Close on a date that matches severity.
3.3(f) Records and statistics	19 Document Control POL-016	The forms in this program	Kept at least 3 years. Available to the committee or worker rep, and on request to an officer, the union, or the workers.	Proven	Trends reviewed at each management review.
3.3(g) Instruction and supervision	11 Training + Competency POL-002 POL-003	FRM-015 / 016 / 017	Orientation, training and competency in the worker file	This program before the lift. Supervisor on the lift.	Before first work. Young or new worker before they begin (3.23). When the work class changes.

SIZE AND HOST SITE

Joint committee or worker representative - Act Part 2 Division 5, per workplace. PROVEN-POL-026.

First aid - Part 3 Division 4 and Schedule 3-A, per workplace. Host site: host's first aid. Employer-controlled workplace: the employer's assessment. PROVEN-POL-025.

Prime contractor - multiple-employer workplaces as the Act requires. PROVEN-POL-027.

Young or new worker orientation - 3.23 before they begin, every workplace. PROVEN-FRM-015.

MANAGEMENT OHS REVIEW - PROVEN-FRM-032 -> <https://sin.ae.org/safety/form/management-review>

PROVEN-POL-016 - CONTINUOUS IMPROVEMENT -> <https://sin.ae.org/safety/policy/continuous-improvement>

PROVEN-POL-027 - CONTRACTORS AND MULTI-EMPLOYER SITES -> <https://sin.ae.org/safety/policy/contractors>