

SMS Annual Report

Review of Safety Objectives and Goals

1. Executive Summary

- Major objectives accomplished
- Overall Return on Investment (ROI)
- Overall reduction of risk *(use the hazard tracking sheet with the hazards listed for the previous year (or quarter, as appropriate). Add together the total risk scores for the original risk column and the risk scores for the column showing the current risk scores. Show the percentage decrease between the two. This will show a decrease in risk for the targeted hazards at the unit, not all hazards)*
- Change in safety culture *(show the number of hazard reports filed in 2014 vs. 2013. An increase in the number of reports is not an indicator of increased risk, but an indicator of increased participation in the safety program, which is a good thing)*
- Major safety projects
- Review of Safety Committee meeting, and Safety Stand-Down dates

2. Detailed Report

- Review of Safety Goals – Progress towards goals
- Review of Safety Objectives – Individual performance report on strategies aimed at these objectives

- Summary of Survey results and actions
- Review of reported hazards
- Listing of high risk hazards and the risk mitigation strategies
- Performance of those strategies

- Accident and Incidents in previous year
- Mitigation strategies for hazards identified through investigation
- Discipline actions relative to Just Culture

3. Future plans (ref. the objectives and active hazards being targeted)