



ATAC SMS Tool Kit Workshop Overview

This 3 day workshop consisting of both lectures and hands-on exercises has been designed to help members take the ATAC SMS Tool Kit and establish an SMS program within their operations, while minimizing time and expenses in the implementation process. The ATAC Tool Kit was developed by industry and reviewed by Transport Canada.

1. SMS Overview

- Review of current regulations and elements an operator must consider when establishing an SMS

2. SMS Business Case

- Explanation of the financial implications, potential cost savings and benefits

3. Organizational Risk and Accident Causation

- Provide understanding of where accident sequences begin

4. Gap Analysis and the Coherence Matrix

- A detailed gap analysis tool

5. Occurrence Investigation Process

- Key elements

6. Risk Management Process

- How to establish a Hazard Risk Index using Probability and Severity

7. Corrective Action Follow up

- Practical examples of how to effectively implement corrective actions

8. Culture

- Importance of understanding what “organizational culture is” and its operational implications

9. Quality Assurance Process

- A fully functioning Quality Assurance program will be discussed and its core components reviewed

10. Emergency Response Planning

- Tool Kit sample emergency response plan.

11. SMS Implementation Work Plan and Issues

- Tips and ideas of how to best implement a SMS