



MAGNUM CONSTRUCTION SERVICES INC.

SAFETY MANAGEMENT SYSTEM (SMS) PROCEDURES

Document Code: MCS-QHSE-03 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To establish a formal framework for implementing, maintaining, and continually improving Magnum Construction Services Inc.'s Safety Management System (SMS) in alignment with:

- **ISO 45001:2018 – Occupational Health & Safety Management Systems**
- **OSHA 29 CFR 1926 & 1910**
- **ANSI Z10 – Occupational Health and Safety Management Systems**

The SMS ensures hazards are identified, risks are controlled, and safety performance is measured across all projects and facilities.

2. SCOPE

Applies to all Magnum operations — corporate offices, fabrication yards, and construction job sites — and to all employees, subcontractors, consultants, and visitors engaged in company business.

3. OBJECTIVES

- Integrate safety into every phase of project execution.
 - Prevent workplace injuries, illnesses, and environmental harm.
 - Ensure legal, regulatory, and client compliance.
 - Establish measurable leading and lagging indicators for continual improvement.
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4. KEY ELEMENTS OF THE SMS

The system is built around the **Plan–Do–Check–Act (PDCA)** cycle:

Phase	Objective	Procedures / Tools
PLAN	Identify hazards, assess risks, and set objectives.	Risk Assessment Process, Job Hazard Analysis (JHA), Annual Safety Objectives & KPIs (MCS-CORP-07).
DO	Implement controls and train personnel.	Field Safety Program (MCS-QHSE-02), PPE Program, Training Matrix, Emergency Response Procedures.
CHECK	Measure performance and verify compliance.	Inspections, Incident Reporting, Internal Audits (MCS-CORP-09), KPI Dashboards.
ACT	Review and improve based on results.	Management Review Meetings, Corrective Action Process (CAR Register), Lessons Learned Program.

5. RISK MANAGEMENT PROCEDURES

5.1 Hazard Identification

- Conduct daily **JHAs** for all high-risk tasks.
- Include physical, chemical, ergonomic, and environmental hazards.
- Encourage workforce participation through the “Stop Work Authority” policy.

5.2 Risk Evaluation

- Apply the **5×5 Risk Matrix** (Severity × Likelihood) to rank hazards:
 - 1–5 = Low 6–10 = Moderate 11–15 = High 16–25 = Critical
- Document risk ratings in project-specific hazard registers.

5.3 Risk Control

Follow the **Hierarchy of Controls** — Elimination → Substitution → Engineering → Administrative → PPE.

Supervisors ensure higher-order controls are implemented first.



6. INCIDENT MANAGEMENT

6.1 Reporting

All incidents, near-misses, and property damage must be reported **immediately** using the **Incident Report Form (MCS-QHSE-05-F01)**.

6.2 Investigation

- Led by the Safety Director or delegate within 24 hours.
- Root-cause analysis using the “5 Whys” or Fishbone method.
- Findings shared in tailgate meetings and tracked to closure.

6.3 Corrective & Preventive Actions (CAPA)

- All corrective actions logged in the **Corrective Action Register (CAR)**.
 - Responsible persons assigned with due dates; completion verified during monthly audits.
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7. TRAINING & COMPETENCE

- Mandatory **OSHA 10/30-hour** training for all field staff and supervisors.
 - Specialized certifications (crane, forklift, confined space, first aid/CPR).
 - Annual refresher and new-hire orientation before site access.
 - Training records maintained for **minimum 5 years** per MCS-ADM-04.
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8. COMMUNICATION & CONSULTATION

- Weekly toolbox/tailgate meetings led by supervisors.
 - Safety alerts issued within 24 hours of any serious incident.
 - Worker Safety Committees at each project meet monthly.
 - Open-door policy for hazard reporting without retaliation.
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9. PERFORMANCE MONITORING

9.1 Leading Indicators

- % JHAs completed
- % Safety training compliance
- Near-miss reporting frequency
- Corrective action closure rate

9.2 Lagging Indicators

- Total Recordable Incident Rate (TRIR)
- Lost-Time Injury Frequency (LTIFR)
- Property damage events
- Workers' Comp claim costs

Results are consolidated monthly in the **EHS Performance Dashboard (MCS-QHSE-07)**.

10. INTERNAL AUDITS & MANAGEMENT REVIEW

- Internal audits conducted **semi-annually** under MCS-CORP-09.
- Non-conformances documented and tracked to closure.
- Annual Management Review chaired by the Executive Director to evaluate:
 - Compliance results
 - Safety objectives and KPI achievement
 - Resource needs and system effectiveness

11. CONTINUAL IMPROVEMENT

- Lessons Learned Logs maintained for all projects.
 - Best practices shared through quarterly corporate safety meetings.
 - Updates integrated into the next SMS revision.
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12. RECORDS & DOCUMENT CONTROL

All SMS records (audits, CAPAs, training, incident logs) shall be controlled under **Records Management & Document Control Policy (MCS-ADM-04)** and retained for **five years** minimum.

13. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____