

SAFETY MANAGEMENT SYSTEM REVIEWS WITH PEGASUS

To achieve safety compliance, some organisations require their contractors to successfully complete a Safety Management System (SMS) review in the Onsite system.

What is a SMS Review?

A SMS review is an independent desktop inspection of your Work Health and Safety documents by a qualified WHS professional. The process involves logging into the Onsite system, answering questions and uploading documents that relate to how your organisation manages its work health and safety responsibilities - WHS (also called occupational health and safety, or OHS).



What do I need to supply for a SMS Review?

The documents you'll be asked to upload for your SMS review depend on the risk category your company and work is assigned in the system. They may include, but are not limited to:

- WHS / OHS Policy
- Environmental Policy
- Risk Management Procedures
- Systems of Work Process, including Incident Management
- Drug and Alcohol Management Procedures
- Emergency Management Procedures
- Training Procedures, including Induction Management
- Sub-Contractor Management (if applicable)
- Continual Improvement Processes

As you can see, in most instances you'll be asked to supply a procedure. A procedure is the instruction that informs staff about how to reach the outcome (the report). For example, if a member of your staff has reported on a fall someone took at work, the procedure is the document that explains that they needed to report on the fall, and how to do so. The SMS review inspects procedures.

SMS Knowledge Base

To assist you with preparing for or completing this process, we invite you to explore the Pegasus SMS Knowledge Base.

The SMS Knowledge Base is a resource, divided into categories, that explains and gives context to the types of documents you'll be asked to supply as part of your SMS review.

Clicking to open a category will give you more details about what you're being asked to supply, with examples of the types of policies, reports or charts that you will need to upload as evidence.

[Visit the SMS Knowledge Base here.](#)



What happens once I upload all my documents?

Your SMS responses and submitted documents will be inspected, and your SMS becomes compliant if no corrective actions are required. You'll be emailed if corrective actions are required for you to meet compliance, with information to guide you.

You will be compliant when both your SMS and document upload steps have been verified and approved in the system.