



Safety Leadership Talk

TITLE:

Document Review: A Small Detail That Can Become a Major Mitigating Factor

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PROTECT PEOPLE

Send workers
home safe.



DRIVE PERFORMANCE

Stronger systems.
Better results.



BUILD EXCELLENCE

Build a company
you're proud of.



CREATE LASTING IMPACT

A legacy of safety,
care and integrity.

ONE SOLUTION TO KEEP YOUR PEOPLE SAFE
SO YOU CAN GROW AN **EXCELLENT** BUSINESS.



DOCUMENT REVIEW: A Small Detail That Can Become a Major Mitigating Factor

Purpose: To understand why keeping **our** safety policies and Safe Work Procedures current—and tracking those revisions—is an important part of **our risk management and due diligence**.

OPENING: Keeping our safety documents current can seem like a small administrative detail. **It isn't.**

Our policies and Safe Work Procedures need to evolve as our workplace changes. New legislation, equipment, processes, hazards, incidents and near misses can all trigger the need for a review.

The goal is simple: **what we have written should reflect how work needs to be performed today.**

But there is another important reason.

If our company is ever put under the microscope following a serious incident, our document history can help demonstrate that **our mind was turned toward safety before something went wrong**. That can become an important mitigating factor.

ASK THE GROUP: How confident are we that our safety documents accurately reflect how work is being performed today?

What has changed in our workplace recently?

- New equipment or processes?
- New hazards?
- Incidents or near misses?
- Legislative changes?

Did those changes trigger the appropriate document reviews?

THREE TIMES WE SHOULD REVIEW

ASK: What should trigger us to review a policy or Safe Work Procedure?

1. When legislation or standards (ANSI, CSA, DOT etc) change

Do our documents reflect current legal requirements?

2. At the legally required review interval

Do we know when documents are due for review—and do we have a system to ensure it happens?

3. When our workplace changes

New equipment, processes, hazards, incidents or near misses should cause us to ask:

Does what we have written still reflect what our people need to do?

THE DETAIL THAT MATTERS: REVISION HISTORY

Updating our documents is only part of the job. **We also need to demonstrate that we did it.**

ASK: If we were asked tomorrow, could we quickly show:

- When was a document last reviewed?
- What changed and why?
- Who reviewed or approved it?
- That reviews occurred before documents became outdated?

That history tells a story. **It demonstrates that we have been actively paying attention to risk—not simply reacting after something went wrong.**

WHY THIS MATTERS

Workplace safety liability is an area of risk we cannot simply transfer to an insurance policy. If a serious incident occurs, regulators may examine how **we were managing safety before the event.**

A consistent history of reviewing, updating and tracking our safety documents can become **one of the mitigating factors** demonstrating that we were actively managing our responsibilities.

A small administrative detail today can carry significant weight tomorrow.

ASK THE GROUP:

1. Are we managing document reviews through a dependable system—or relying on someone to remember?
2. Could we produce our revision history quickly if asked tomorrow?
3. Where is our biggest gap?

CONTINUOUS IMPROVEMENT ACTION

What is one improvement we will make to our document-management process?

Document/process: _____

Improvement: _____

Responsible: _____

Due date: _____

FINAL THOUGHT: Keeping our safety documents current is **good management**. Tracking our revisions is evidence of that management. **It may seem like a small detail today. But if our company is ever put under the microscope, it could become a major mitigating factor tomorrow.**



Remember, the 1Life Safety app is built to help us manage this automatically. We can track document expiry dates and revision history, as well as when employees last reviewed our policies and Safe Work Procedures. These details are important parts of demonstrating that our documents are current, communicated and actively managed. **Let's make sure we're using these capabilities consistently—not just to stay organized, but to strengthen our due diligence and reduce our risk.**