

First Steps When Choosing a Safety Management System at Your Organization

Choosing a safety management system (SMS) best suited to your organization can be a trying endeavor. Your organization needs to consider safety and health (S&H) needs, organizational priorities and goals, and what you hope to achieve with SMS implementation. Use this one pager to help choose which SMS is best suited for your organization!

REVIEW AND INVESTIGATE SMS OPTIONS

Some Department of Defense (DoD) Services and Agencies, and even individual Commands, set their own SMS criteria and expectations for you to follow. Others make a decision to follow nationally- or internationally-recognized SMS models. Do some investigating and determine if your leadership or headquarters command require a specific SMS – it could make choosing your SMS easy! If your Service, Agency, or Command established an SMS preference, then be sure to pursue that SMS model.

Examples of SMS Models Used within the DoD			
<u>Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs</u>	<u>International Organization of Standardization (ISO) 45001, Occupational Health and Safety Management Systems (OHSMS)</u>	<u>American National Standards Institute (ANSI)/American Society of Safety Professionals (ASSP) Z10.0, OHSMS</u>	<u>Federal Aviation Administration (FAA) SMS</u>
Service-specific (e.g., <u>Army Safety and Occupational Health Management Systems (ASOHSMS)</u> /Corps of Engineers (CE)-SOHMS, Air Force SMS)			

If your organization has the opportunity to choose which SMS criteria to implement, refer to the following information to help select the SMS best suited for your organization. Look at several SMS models and become familiar with each model by researching their websites and the [SMCX website](#). While many of the SMS models are similar, there are differences. Look at the specific criteria to determine if the SMS supports your organizational goals and priorities. Also, reach out to other organizations who have successfully implemented the SMS model to discuss implementation, possible obstacles, and experienced benefits.

DETERMINE ORGANIZATIONAL GOALS AND PRIORITIES

Think about your organization’s goals for an SMS. What are you trying to accomplish?

Do you simply want to have an SMS in place? Do you want to push employee involvement? Do you want to seek formal recognition from a third party? Is an SMS a priority at your organization? Is integrating S&H into other business processes a priority? Does the SMS align with your strategic plan?

Knowing what you want to accomplish will help you choose an SMS aligned with your aspirations.



REVIEW BUDGET AND RESOURCES

Evaluate your organization's budget and available resources to implement the SMS successfully.

What do you need to implement an SMS? What resources are already in place? Do we have enough personnel to lead SMS efforts? Will additional training be required? How much time will we allocate to completing SMS-related tasks? Does the budget need to be revised?

Know how much funding and what resources are available, so you can share it with leadership and management before going forward.



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DETERMINE THE SCOPE OF THE SMS

Determine the scope of SMS implementation. Look at the overall mission and operations within each work area or facility you think you want to include in your SMS. If the mission and work operations differ vastly, you may want to consider choosing a different SMS model for each.

Will the SMS include just a few work areas, or all work areas? Is your organization geographically separated, maybe in a different county or state? If so, will the SMS include facilities which are geographically separated? Who do we expect to lead our SMS efforts, especially if our facilities have different geographical locations?

HOLD A LEADERSHIP/MANAGEMENT REVIEW AND MOVE FORWARD

Set up a meeting with leadership, management, and other key players to discuss SMS possibilities. Key players may include: S&H staff, facility managers, industrial hygiene staff, S&H trainers, bargaining unit representatives, environmental staff, resource managers, and supervisors from different work areas in your organization – it's your choice!

Discuss the highlights and benefits of each SMS, why it would have a positive impact on your organization's S&H programs and culture, and any additional resources you may need to implement the criteria. Be upfront about the potential obstacles and concerns for implementing the SMS criteria. Be prepared to discuss the possibility of using different SMS models, if needed.

Work with leadership to make a final decision on the SMS to implement. Once your leadership makes the final decision, you can move forward with implementing your SMS criteria.

For more information on making a case for and implementing an SMS, see the SMCX one pagers:

“The Case for an SMS”
“First Steps When Implementing an SMS”

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.