

# Safety Staff Responsibilities in a Safety Management System

Safety staff plays a key role in the implementation of a safety management system (SMS). In the beginning, the staff guides the worksite with selecting a suitable SMS for their organization. Once a worksite selects an SMS, the safety staff becomes the technical guide, mentor, and cheerleader for SMS implementation and sustainment.

Key roles and responsibilities of safety staff include:

- Providing safety and occupational health subject matter expertise
- Assisting in SMS policy development
- Conducting formal worksite safety and health inspections
- Mentoring shop safety representatives and supervisors (e.g., teach them how to conduct self-inspections)
- Providing technical expertise (e.g., assist with hazard analyses, ergonomic assessments)
- Identifying other organizations with successfully implemented SMSs to serve as mentors
- Providing regular program status updates (e.g., trend analysis results, identified deficiencies) to senior leadership and other interested parties
- Participating in safety councils and committees
- Assisting in developing the annual SMS self-evaluation
- Managing the hazard reporting and tracking systems
- Acting as a liaison between the worksite and Industrial Hygiene and Occupational Health offices
- Serving as a manager for specific safety and health programs (e.g., control of hazardous energy, confined space)
- Conducting reviews of designs for new facilities or renovation projects, acquisition of new equipment, chemicals, materials, and changes to existing or newly proposed processes
- Developing, conducting, or coordinating safety and health training (e.g., new employee orientation, respiratory protection)
- Investigating the occurrence of mishaps and near misses
- Setting the example for safe behavior.



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