

SAFETY MANAGEMENT SYSTEM (SMS)



Phases of Implementation

Level 0

Orientation and Familiarization

- Orientation and outreach presentations.
- Distribute SMS documents and participant guide.
- Secure commitment to implement SMS.

Phase 1

Planning and Organization

- Identify and assign safety responsibilities to managers.
- Identify the person responsible for implementing the SMS.
- Describe the system.
- Conduct a gap analysis of existing resources compared to SMS requirements.
- Develop an SMS implementation plan.
- Develop documentation relevant to safety policy and objectives.

Phase 2

Reactive Processes

- Develop and implement basic safety information management and analytical processes for reactive safety management processes.
- Implement safety risk management (SRM) for reactive processes.
- Develop documentation relevant to SMS implementation plan and SRM components (reactive processes).
- Initiate a non-punitive voluntary employee reporting system.

Phase 3

Proactive and Predictive Processes

- Implement safety risk management for proactive and predictive processes.
- Develop documentation relevant to proactive and predictive processes.
- Perform system and step analyses.
- Incorporate hazards from system and step analyses into SRM processes.
- Refine safety information management and analytical processes to incorporate proactive safety management processes.

Phase 4

Employee Training and Communication

- Develop and establish means for safety communication.
- Communicate the SMS implementation to all employees.
- Develop an initial training plan for all employees.
- Perform SMS Training.
- Perform training relevant to SMS implementation plan and SRM components.
- Perform training relevant to proactive and predictive processes.

Phase 5

Operational Safety Assurance and Continuous Improvement

- Develop policies and procedures for safety assurance.
- Implement an operational safety assurance program.
- Develop acceptable level(s) of safety.
- Develop safety indicators and targets.
- Develop documentation relevant to operational safety assurance.