

# Safety Staff Responsibilities in a SOHMS

Safety staff plays a significant role during safety and occupational health management system (SOHMS) implementation. In the beginning, they can help leadership select a SOHMS suitable for the organization. Once an organization selects a SOHMS, safety staff become the technical guides, mentors, and cheerleaders for SOHMS implementation and sustainment.

Key roles and responsibilities of safety staff include:

- Providing safety and occupational health subject matter expertise
- Assisting in SOHMS policy development
- Conducting formal worksite safety and health (S&H) 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 SOHMSs 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 the annual SOHMS self-evaluation process
- 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 S&H 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 S&H 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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