Safety management system: key components outline

**Safety organization**

**Visible safety management (VSM)**

*Management vision, values and commitment (VVC)*
- Formal Safety Policy Statement developed and signed by top management.
- Short and long range safety goals set with clearly defined objectives to reach goals.
- Safety has equal standing with productivity and quality.
- Resources needed to reach goals are consistently provided.

*Organization for safety (OFS)*
- Safety Steering Committee with senior management involvement.
- Location safety committee with line management and line employee involvement.
- Designated safety staff with appropriate technical skills and training.
- Appropriate budget for safety.

*Safety roles and responsibility (RR)*
- Employee involvement and accountability at every level of the organization.
- Defined and written specific safety responsibilities for line organization.
- Line managers held accountable for safety responsibilities and results.
- Losses allocated back to department budgets as controllable expense item.
- Safety is managed by positive reinforcement methods in most cases.

*Safety communications (SC)*
- Frequent, conscious and sincere effort to have two-way, open dialogue about safety issues.
- Consistent, effective message about safety communicated by all managers.
- Variety of communication methods used and all are effective.

*Safety training (ST)*
- Start with new employee safety orientation training.
- Safety training needs of all employees and manager identified and acted upon.
- Training goes beyond meeting minimum regulatory requirements.
- Presented by qualified instructors.
- Results in quantifiable changes in safe behaviors on the job.

**Safety process**

*Incident prevention*

*Safety review and improvement process (SRIP)*
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- Process in place to identify safety issues, generate and implement effective solutions.
- Follow up after implementation is routine.
- Accident investigations focus on root and systemic causes of losses and near hits.
- Continuous safety monitoring through audits/inspections of the workplace.

**Safe work practices and procedures (SWPP)**

- Job specific safety procedures for all jobs.
- Job safety hazard analysis process to develop safe work procedures.
- Procedures and programs meet appropriate regulatory requirements.
- Contractors and other non-employees considered.

**Incident response**

**Incident/accident investigation**

- Investigation conducted by line management trained in investigation, root cause and evidence handling.
- Accident promptly reported within 24-48 hours to ensure prompt management.
- Sound and diligent investigation practices exercised from information gathering and interviews through root cause analysis and corrective action follow-up.
- Investigation report completed.
- Causes, corrective actions and lessons learned communicated to other employees/other locations.

**Post injury management (PIM)**

- Immediate Post Injury Response
- Medical Provider Partnership
- Transitional Duty Case Management
- Performance Measurement

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