

## Ohio Environmental Protection Agency

### Office of Safety

**Safety Standard Operating Procedure Number: SP11-1**

**Date: February 26, 2013**

**STATUS: FINAL**

### **Title: The Safety Management System (SMS)**

Purpose: The purpose of this SSOP is to ensure that all Ohio EPA employees are aware of the requirements of the Safety Management System. This SSOP outlines the requirements for the submission of SMS Assessment Worksheets and the assignment of an appropriate “worker category” for each employee. It also outlines various review mechanisms built in to the SMS, including individualized Safety Reports and the ability for a supervisor/manager review of all Safety Reports

### **Definitions**

1. **Safety Management System (SMS):** The web application used to manage specific safety program requirements that apply to each Ohio EPA employee. The SMS may be accessed through the Ohio EPA Applications portal at the following link: <http://webapps/jsp/login.jsp>
2. **SMS Assessment Worksheet:** An internally developed worksheet that is used by the supervisor to assign the appropriate “worker category” and to evaluate an employee’s duties to ensure proper safety assessments are assigned in the SMS. The blank template is available on the Safety website at: <http://epaintra.epa.state.oh.us/ols/html/sms>
3. **Worker Category:** A designation assigned to each employee based on their current work assignments.

### **Components of the Safety Management System (SMS)**

The Safety Management System is comprised of the following main components:

1. The database of all employees and their assigned safety assessments. This database is maintained by the Agency Safety Coordinator.
2. The SMS Assessment Worksheets.
3. Safety Reports for each employee entered in the SMS. The employee’s Safety Report will be displayed upon logging into the SMS. The Safety Report will contain safety program requirements, with corresponding compliance dates, based on information submitted on the SMS Assessment Worksheet.
4. Ability to review SMS Safety Reports for each employee by supervisors and managers. Supervisors should click on the “supervisor” tab once logged into the SMS to review the Safety reports for all employees under their direct supervision.

## SMS Worker Categories

The following “worker categories” have been established in the SMS:

1. **HAZMAT:** assigned to employees who are HAZMAT/SCBA certified.
2. **Respirator User:** assigned to employees who are enrolled in the Respiratory Protection Program
3. **Technical – Field:** assigned to employees who perform designated field activities listed on the SMS Assessment Worksheet, or perform other field activities more than 15 days per year.
4. **Technical – Field Supervisor:** assigned to supervisors who oversee “technical field” staff
5. **Technical – Non-Field:** assigned to technical employees who do not perform field activities, or do so less than 15 days per year.
6. **Technical-Non-Field Supervisor:** assigned to supervisors who oversee “Technical-Non-Field” staff.
7. **Asbestos:** assigned to DAPC employees who are designated as “asbestos” workers.
8. **Management:** Assigned to managers and senior managers
9. **Administrative:** Assigned to non-technical employees who conduct administrative duties.
10. **Laboratory Worker, Laboratory Supervisor, Laboratory Manager, Laboratory Quality Assurance, Laboratory Certification Officer, Laboratory Administration:** These categories are reserved for the Division of Environmental Services (DES) employees.

## Requirements for Completing and Submitting the SMS Assessment Worksheets

1. **Current Field Staff** – All current employees should be entered into the SMS with a “worker category” assigned based on information obtained from the employee’s SMS Assessment Worksheet.
2. **Newly Hired/Transferred Field Staff** - The supervisor of all newly hired or transferred field staff are required to submit a completed SMS Assessment Worksheet with 30 days of the hire or transfer date.
3. **Change of Duties or Safety Program Requirements in Current Position:** The supervisor is required to complete a revised SMS Assessment Worksheet within 30 days of the duties or assessments being changed.

## Maintenance of SMS Assessment Worksheets

1. The Agency Safety Coordinator will maintain copies of all SMS Assessment Worksheets.
2. The employee and their supervisor should maintain a copy of the latest SMS Assessment Worksheet for their records and periodic review.

## Periodic Review of SMS Assessment Worksheets and SMS Data

1. Employees should periodically log into the SMS through the “applications portal” to check the status of the various compliance dates indicated on their Safety Report.
2. Supervisors should periodically review the SMS data for employees under their supervision to ensure compliance dates are being met for all of the assigned safety assessments.
3. Any discrepancies noted by employees or supervisors should be brought to the attention of the Safety Coordinator.

### **Division/Office SMS Contacts**

1. Each Division and Office shall appoint an individual to act as the SMS contact for that respective Division/Office.
2. The SMS contacts will be granted access to the SMS data for all employees assigned to their respective Division/Office.
3. Training will be provided to the contacts by the Safety Coordinator. Periodic meetings may be held to update the contacts on any new SMS requirements.