



Flight Safety Foundation

**GAP**

Ground Accident Prevention

## Leadership Tip Sheet 4

# Roles and Responsibilities in a Safety Management System

**A**n important concept in an effective safety management system (SMS) is that it is not the sole responsibility of the company's safety office — it is the responsibility of everyone within the company.

Senior managers are responsible for establishing and maintaining the SMS. Their roles and responsibilities include:

- Establishing levels of acceptable risk;
- Establishing safety policy;
- Establishing safety performance goals that are in line with other company goals and help set a direction for improvement;
- Allocating sufficient resources;
- Overseeing system performance; and,
- Modifying policies and goals, as necessary.

Line managers carry out the instructions of senior management by:

- Implementing safety programs;

- Ensuring that staff receives safety training;
- Ensuring that staff has, and uses, safety equipment;
- Enforcing safety rules;
- Including safety in performance reviews;
- Providing safety coaching to staff;
- Monitoring staff safety performance; and,
- Conducting incident investigations.

Employee acceptance of the SMS and safety programs is essential for success and can be achieved by having employees:

- Help develop and establish safety programs;
- Participate on safety committees;
- Follow established procedures and not take short cuts;
- Assist in investigations;
- Report hazards and incidents; and,
- Provide feedback to managers. ●