

CHAPTER 5. SAFETY AND HEALTH MANAGEMENT INFORMATION SYSTEM

500. GENERAL. The Safety Management Information System (SMIS) will be used to support FAA compliance with the reporting requirements set forth in 29 CFR 1960. It can also help management begin to use some of the best practices in mishap prevention. The FAA had a variety of independent mishap reporting schemes throughout the regions for years. The FAA has now deployed a system that brings all the FAA automation together and provides general safety information to employees and allows them to report workplace hazards. The system is located at <https://smis.jccbi.gov> and provides a tool through which supervisors are required to report mishaps. The system will allow Regional and Center Occupational Safety and Health Managers (ROSHM/COSHM) to use the data to track hazard abatement and mishap trends, which they send to affected managers. Supervisors and managers are then required to plan and budget for the abatement in accordance with 29 CFR 1960.7 and in Chapter 1, paragraphs 10(a)(6), 12(e)(4), 13(a)(5), and 13(d)(3) of this order. Supervisors have been assigned user IDs and passwords and can call AMI-200 if they experience difficulty accessing the website. AEE-200 is the System Administrator.

501. MISHAP REPORTING. Chapter 7, Mishap Reporting and Investigation, requires employees to report all work-related injuries, illnesses, motor vehicle accidents, and property damage to supervisors. Supervisors and managers are required to investigate mishaps and report them using the website. If access to the website is not available, supervisors will complete the paper version of FAA Form 3900-6 and submit to the ROSHM/COSHM in accordance with procedures established by the lines of business (LOB), Region or Center.

- a. The initial notification shall be provided to the immediate supervisor by the affected employee.
- b. The immediate supervisor or manager will enter mishap information into the SMIS website.

502. HAZARD REPORTING. Procedures in Chapter 9, Reports by Employees on Hazardous Conditions, require employees to report orally or in writing to supervisors, any unsafe, unhealthful, or unsatisfactory work condition that may result in injury, illness, or property loss. The employee may use FAA Form 1800-1, Unsatisfactory Condition Report, and submit it in accordance with established procedures in FAA Order 1800.6. The supervisor will use SMIS to report OSH hazards electronically, but if access to the website is not available, then Form 1800-1 may be used.

- a. The employee shall provide the initial verbal or written notification of an unsafe, unhealthful, or unsatisfactory condition to the immediate supervisor.
- b. If the written notification is a UCR, the supervisor does not need to enter the hazard into SMIS, since the UCR will eventually be input electronically into SMIS.
- c. If the notification was provided orally or in writing in accordance with Chapter 9 of this Order, then the immediate supervisor will enter the hazard information into SMIS.
- d. SMIS is designed to notify the ROSHM via electronic mail.

503. SAFETY INFORMATION (OPTIONAL). 29 CFR 1960.12 (c) requires the dissemination of occupational safety and health program information. Supervisors may use safety information on the website for safety briefings to promote general safety awareness.

- a. **Safety Campaigns.** Supervisors can download seasonal safety newsletter information and incentive program material for dissemination among the immediate workforce.
- b. **Success Stories.** Any FAA employee can submit a Seatbelt Survivor story, Safety Success story or other Lesson Learned by submitting the story to on cc:Mail to 9-SMIS-AMA@faa.gov.

c. Optional Safety Training Information. Lines of Business (LOB) are responsible for identifying, developing, and providing OSH training for their employees. Generic, sample training programs are provided on this website and may be used by LOBs in establishing training requirements. The courses are also available in video, or CD format from AFZ-100. Supervisors shall consult with their LOB OSH point of contact to determine what OSH training is required.

d. Optional Safety Program Evaluation Criteria. AEE is developing specific Program Evaluation criteria for their use in National LOB Program Evaluations. These criteria will be available for each LOB to use to self assess their OSH Program and for supervisors to better understand how their safety performance contributes to LOB OSH success.

e. Optional Facility Safety Inspection. Annual workplace inspections are required by paragraph 201 of Chapter 2 of Order 3900.19B, Workplace Inspections, Abatement Programs, and Variances. Lines of business shall develop procedures to ensure these inspections are conducted. A generic OSH facility inspection aid is included in the SMIS for LOBs information and use as appropriate

504-508. RESERVED.