

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

NAME OF DOCUMENT	Work Health and Safety – Safe Work Procedures Development Procedure
TYPE OF DOCUMENT	Procedure
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LEVEL OF EVIDENCE	Completed Safe Work Procedures, Training Records, and Risk Assessments requiring Safe Work Procedures. <i>NSQHS – Standard 1 – Governance for Safety and Quality in Health Service Organisations</i>
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Director People and Culture
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KEY TERMS	Safe Work Procedure, SWP
SUMMARY	This procedure provides steps on how to develop a Safe Work Procedure, as required following the completion of a risk assessment.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

The purpose of this procedure is to provide step-by-step guidance to Managers and Workers on how to develop and implement a Safe Work Procedure (SWP).

2. BACKGROUND

SESLHD recognises that it has a legal responsibility to ensure that safe work procedures are developed for complex and/or high-risk tasks performed by our workers.

Safe work procedures should be used to:

- Minimise the risk of injury/illness
- Provide individuals with training in safe, efficient procedures
- Instruct new workers on their task as part of orientation/induction
- Ensure procedures comply with WHS legislation, standards and facility policies
- Maximise the ability of staff to carry out tasks accurately, efficiently and safely
- Improve work methods.

3. RESPONSIBILITIES

3.1 Employees will: comply with WHS and IM procedures; and any measures put in place to protect their health and safety at work.

3.2 Line Managers will: implement and comply with WHS and IM procedures.

3.3 District Managers/ Service Managers will: establish and maintain WHS and IM procedures to achieve WHS policy objectives.

3.4 Chief Executive will: ensure WHS and IM procedures are in place to achieve our WHS policy objectives.

For more detail, refer to [SESLHDPR/415 Managing for Performance](#)

4. PROCEDURE

A risk assessment ([Form F221](#)) must be completed before developing safe work procedures. This ensures that all hazards ([enter into the Hazard Register](#)) and associated risks are identified and suitably controlled.

The priorities for the preparation of safe work procedure **must** be:

- All new tasks where there is a high to medium risk should have safe work procedures prepared before they are put into general use
- For existing processes, safe work procedures for high risk tasks should be prepared first, followed by medium and low risk tasks

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- A higher priority should be placed on the tasks that are carried out by new or inexperienced staff e.g. students/volunteers and/or tasks carried out most frequently.

Remember - Consultation Is Crucial: consultation must involve workers who do the task as part of the job function due to their knowledge of the task requirements. The more people involved in consultation the better the control and the more sustainable the outcome. For some processes or tasks it may be necessary to seek the input of a person with mechanical, electrical or other technical competence. This may be through in-house expertise or the services of an external expert.

4.1 **Step 1 Observe Task**

Observe the task in real time and in the real workplace as this gives a true indication of the worker's exposure to risks. Managers must include and consult workers during this process.

4.2 **Step 2 Break Task into Steps**

Each task is broken down into the series of ordered steps that must be taken to complete the task. These task steps will form the basis of the safe work procedure.

4.3 **Step 3 Identify Hazards for Every Step**

Using the [F221 - Manual Task Risk Assessment Form](#), each identified key step of the task must be assessed for potential hazards. Areas where hazards may arise include: movement; posture; forces; equipment; materials; and environment. Also list "Risk of Injury" for example - manual handling; electrocution; exposure to radiation; slip/trip/falls; in the allocated section on the [F131 - Safe Work Procedure Form](#).

4.4 **Step 4 Review Each Step in the Task**

Once the nature of the task is defined and risks at each step identified, a review should be conducted to determine whether each step in the task is being performed in the most appropriate and efficient manner.

4.5 **Step 5 Develop Controls**

Where appropriate, the manufacturer's user manual should be consulted for safety information to include in the safe work procedure. When developing controls, consult with workers and consider any requirements such as: legislation, Codes of Practice, Australian Standards, Ministry of Health Circulars, and LHD Policy and Procedures.

4.6 **Step 6 Develop Safety Rules**

Key safety instructions are to be identified and listed under Safety Rules on the Safe Work Procedure Form (F131). These critical safety rules should be displayed at the location the task is being carried out or prior to entry into an area using the [F132 - Safety Rules Form](#).

This type of visual reminder will prompt workers' memories, and warn others that they should not be entering an area or carrying out a task without prior instruction.

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Safety rules do not replace safe work procedures; they are designed to highlight critical components of the safe work procedure for high risk tasks.

4.7 **Step 7 Writing the Safe Work Procedure**

The work task is to be documented using [F131 - Safe Work Procedure Form](#). The following points should be considered when documenting the Safe Work Procedure:

- Include a statement outlining the name of the task and Safe Work Procedure and Risk
- Assessment number as required
- Ensure you include names of the Department and Facility/Service
- Include the date of development and a revision date
- Insert the level of risk as per the completed Risk Assessment
- Include the “Risk of Injury” (4.3) and the “Safety Rules” (4.6) in their sections
- Include step by step description of how to complete the task including the agreed controls
- Ensure they are written in an active, positive language e.g. reinforcing ‘what to do’ not ‘what not to do’
- Explain why key steps must be done in a specific way
- Ensure they are clear, concise, correct and complete
- Ensure the format is easy to read
- Insert Images [F130 - WHS Thumbnail Images](#) to highlight the required PPE or other important information.

4.8 **Step 8 Trial the Safe Work Procedure**

Drafted Safe Work Procedures are to be reviewed and trialed by members of the work team that will use the procedure. Workers trialing the Safe Work Procedure are to look for any uncontrolled risks and recommend amendments as appropriate. Once completed, the safe work procedure requires approval from the supervisor or manager of the department involved. The sign off section (including the date) is located at the bottom of the safe work procedure form.

4.9 **Step 9 Implement the Safe Work Procedure**

Workers will require training in the new or revised safe work procedure as part of the implementation process.

Training records must be documented using [F129 - Department Training Register](#).

4.10 **Step 10 Review the Safe Work Procedure**

Safe work practices and safety rules should be review and updated:

- Every three years; or
- When significant changes are made to the work process or materials; or
- In the event of an incident or loss situation.

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5. DOCUMENTATION

[Form F131 - Safe Work Procedure](#)

[Form F132 – Safety Rules](#)

[Form F118 - WHS Hazard Register](#)

[Form F221 - Manual Task Risk Assessment Tool](#)

[Form F129 - Department Training Register](#)

[Form F130 - WHS Thumbnail Images](#)

[Form 223 – Task Competency Checklist \(blank\)](#) (seek advice from the Sector Manual Handling Coordinator regarding current task checklists)

6. AUDIT

The compliance with this procedure will be audited through the WHS & IM Profile every two years.

7. REFERENCES

External

[WHS Act 2011](#)

[WHS Regulations 2011](#)

[Code of Practice - How to Manage Work Health and Safety Risks](#)

Ministry of Health

[Work Health and Safety: Better Practice Procedures](#)

Internal

[SESLHDPR/212 Work Health and Safety – Risk Management Procedure](#)

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
November 2009	0	Peggy Oppel, Manager Area Workforce Safety Injury Management Service Approved by Area Executive Strategy Committee on 26 October 2009
March 2011	1	Troy Williams, OHS Officer, Health Safety and Wellbeing. Amended to reflect change to Local Health Network and Cluster.
August 2014	2	Ron Taylor WHS Consultant – Health Safety and Wellbeing SESLHD
September 2017	3	Desktop Revision and Links Update - John Parkinson, WHS Consultant

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October 2017	3	Updates endorsed by Executive Sponsor
April 2018	4	Document title changed – Catherine Johnson, WHS Consultant
January 2019	5	Document title changed – Catherine Johnson, WHS Consultant
June 2020	6	Risk rating reduced to Low Risk. Review date amended to January 2024 to align with Low Risk rating. Executive Sponsor updated from Director Workforce Services to Director People and Culture. Approved by Executive Sponsor.