

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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KEY TERMS	Safe Work Procedure, SWP, Hazards, Controls.
SUMMARY	To inform managers and workers on the requirements to develop safe work procedures for managing associated risks

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

The purpose of this procedure is to provide information to Managers and Workers on how to develop and implement a Safe Work Procedure (SWP). This procedure is consistent with the SafeWork Australia [Code of Practice: How to manage work health and safety risks](#).

2. BACKGROUND

SESLHD is responsible for ensuring, so far as is reasonably practicable, the health and safety of workers in the organization. In order to fulfill this responsibility, managers are to undertake risk assessments for complex and/or high-risk tasks performed by our workers and that corresponding Safe Work Procedures are developed and implemented as required.

Safe Work Procedures should be used to:

- Minimise the risk of injury/illness
- Provide individuals with training of work tasks in a safe manner
- Instruct new workers on their task as part of orientation/induction
- Ensure procedures comply with WHS legislation, standards and facility policies
- Ensure compliance of staff to carry out tasks accurately, efficiently and safely
- Facilitate continuous improvement through review and consultation of work methods.

3. DEFINITIONS

Refer to Appendix 1 – Definitions

4. RESPONSIBILITIES

4.1. Employees will:

- Follow any reasonable instruction that is given to ensure health and safety.
- Workers must cooperate with any reasonable policy or procedure they have been made aware of and any measures put in place by their manager to ensure their health and safety at work, including following Safe Work Procedures
- Provide feedback through consultation mechanisms regarding the use of Safe Work Procedures
- Report on any incidents, injuries, risks, issues or concerns in relation to procedures, to their manager and in the IMS+ reporting system.

4.2. Line Managers will:

- Take actions necessary to maintain a safe workplace, which is fundamental to effective workplace management
- Implement work health and safety policies, programs and procedures in their areas of control including the development and reinforcement of Safe Work Procedures
- Ensure that workers receive ongoing supervision and are trained in Safe Work Procedures
- Ensure that workers are consulted on issues which affect their health and safety and that any concerns they may have are addressed promptly. Workers will be

given reasonable opportunity to express their views relating to a health and safety matter and have their views taken into account

- Report on any incidents, injuries, risks, issues or concerns in relation to procedures, to their manager and in the IMS+ reporting system.

4.3. District Managers/ Service Managers will:

- Establish and maintain health safety and wellbeing policies and procedures to achieve health safety and wellbeing strategic objectives and compliance obligations
- Report on any incidents, injuries, risks, issues or concerns in relation to procedures, to their manager and in the IMS+ reporting system.

4.4. Medical staff will:

- Follow any reasonable instruction that is given to ensure health and safety
- Workers must cooperate with any reasonable policy or procedure they have been made aware of and any measures put in place by their manager to ensure their health and safety at work, including following Safe Work Procedures
- Provide feedback through consultation mechanisms regarding the use of Safe Work Procedures
- Report on any incidents, injuries, risks, issues or concerns in relation to procedures, to their manager and in the IMS+ reporting system.

5. PROCEDURE

A risk assessment must be completed before developing Safe Work Procedures. This ensures that all hazards 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 associated with completing the task 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 priorities and prepared first, followed by medium then low risk tasks.
- 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.

Consultation is a requirement under the WHS Act when workers are directly affected by a matter relating to work health or safety. This includes introducing new working tasks or modifying previous working practices such as through a Safe Work Procedure.

Consultation must involve workers who perform 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 technical or specialist competence. This may be through in-house expertise or the services of an external expert.

5.1. 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.

5.2. 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 and corresponding Task Competency Checklist.

5.3. Identify Hazards for Every Step

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.

5.4. 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.

5.5. 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 Directives and Circulars, and LHD Policy and Procedures.

5.6. Develop Safety Rules

Key safety instructions are to be identified and listed under Safety Rules on the Safe Work Procedure. 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. Safety rules do not replace Safe Work Procedures; they are designed to highlight critical components of the Safe Work Procedure for high risk tasks.

5.7. 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” and the “Safety Rules” 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 which reinforces ‘what to do’ rather than ‘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.

5.8. Trial the Safe Work Procedure

Drafted Safe Work Procedures are to be reviewed and trialled by workers that will use the procedure. Workers trialling 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.

5.9. Implement the Safe Work Procedure

Workers will require training before using the new or revised Safe Work Procedure as part of the implementation process.

The worker should be trained and assessed on their competency to complete each job step safely. The job steps should be included in the [F223 – Task Competency Checklist](#). Upon completion of the training, the Task Competency Checklist needs to be signed by the assessor.

Training records must then be documented including the name of the Safe Work Procedure and date of completion using [F129 - Department Training Register](#). The training should also be added to the department’s Training Matrix.

5.10. Review the Safe Work Procedure

Safe Work Procedures and safety rules should be review and updated:

- Every three years; or
- When significant changes are made to the work process, equipment or

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- materials; or
- In the event of a hazard identification, incident or loss situation.

6. AUDIT

The conformance with this procedure will be audited through the Ministry of Health WHS Audit Program, which is conducted in a two year cycle.

7. REFERENCES

External

- [WHS Act 2011 \(NSW\)](#)
- [WHS Regulation 2017 \(NSW\)](#)
- [SafeWork NSW Code of Practice – Hazardous Manual Tasks](#)
- [Code of Practice - How to Manage Work Health and Safety Risks](#)
- [NSW Ministry of Health Policy Directive PD2018_013 Work Health and Safety: Better Practice Procedures](#)

Internal

- [Appendix 1 - Definitions](#)
- [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
October 2017	3	Updates endorsed by Executive Sponsor
April 2018	4	Document title changed – Catherine Johnson, WHS Consultant
January 2018	5	Document title changed – Catherine Johnson, WHS Consultant
June 2020	6	Document Review , Document Title Changed – Jonathan Lee, Health Safety & Wellbeing Advisor
September 2021	7	Document Review, formatting and links updated – Jonathan Lee Senior Advisor Health and Safety
November 2021	7	Endorsed by Executive Sponsor.

Appendix 1 - Definitions

Key Term	Definition
Control measure	An action taken to eliminate or minimise health and safety risks so far as is reasonably practicable. A hierarchy of control measures is set out in the WHS Regulations to assist duty holders to select the highest control measures reasonably practicable.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Managing risk	This is a process set out in the WHS Regulations to eliminate health and safety risks so far as is reasonably practicable, or if this is not reasonably practicable, minimise the risks so far as is reasonably practicable. It includes identifying hazards, assessing and implementing control measures, and reviewing and maintaining the control measures to ensure their ongoing effectiveness.
Risk	The possibility harm (death, injury or illness) might occur when exposed to a hazard.
Safe Work Procedure	A procedure which describes the task, identifies the hazards and documents how the task is to be performed to minimise the risks to ensure that workers are able to perform the task safely
Work group	A group of workers established to facilitate the representation of workers by one or more health and safety representatives. A work group may be all workers at a workplace but it may also be appropriate to split a workplace into multiple work groups where workers share similar work conditions or are exposed to similar risks and hazards.
Worker	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.
Workplace	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.