

Safe work methods & procedures

Description

The department will ensure that clear, safe work methods and procedures are in place that protect and promote people's health and safety.

Key Points

- The department believes that when people follow clear directions, safe work methods procedures then risks are effectively controlled and employees will go home safe and well every day.
- Safe work methods and procedures are a set of work processes and work tools for a work activity.
- A work method is an ordered approach to a series of work related tasks.
- The department will take a systematic approach to establishing safe work methods and procedures. This approach will include:
 - Assessment of relevant legislation, technical standards and approved codes of practice.
 - The assessment of and management of health and safety risks associated with the task.
 - The development, documentation and communication of safe work systems and methods that are informed by risk assessment, legislation, standards and codes of practice in consultation with workers.
- The executive will lead by implementing and maintaining the department's systematic approach described above. This will include setting objectives, assigning responsibility, providing resources, monitoring performance and holding people accountable for outcomes.
- Managers and supervisors will work to implement, maintain and continuously improve the department's approach by working to:
 - Manage risk and document safe work methods and procedures including:
 - implementation of health and safety risk management methods and procedures
 - reporting and responding to hazards/damage, injuries/illnesses, near misses and dangerous occurrences
 - implementation of systems to manage health and safety documents and records
 - communication and documentation of safe systems and methods of work for particular hazardous activities and tasks
 - documenting and testing plans for responding to emergencies and other unplanned events
 - Continuously improve and integrate work systems and methods into business processes including:
 - incorporating health and safety strategies as part of business plans
 - measuring, reporting and reviewing health and safety performance
 - auditing and reviewing health and safety systems
- Workers must report and respond when alerted to hazards/damage, injuries/illnesses, near miss and dangerous occurrences, to protect and promote people's health and safety.
- Workers must actively apply and support the department's safe work methods and procedures. This includes managing risk on-the-job and reporting problems to their supervisor/manager.