



Safety Direct™

Improving Workplace Safety



What is Safety Direct™?

Safety Direct™ is a membership based product aimed at assisting organisations in achieving effective outcomes.

Furthermore, it is a cost effective solution for businesses and organisations that currently don't have an effective Safety Management System or the in-house skills to manage safety systems. Safety Direct™ is a hosted product available all over the world. It is a **one stop shop** that allows organisations to build their own safety management system.

This product provides a vehicle to share documents in order to achieve best practice in terms of safety thus reducing injuries and ensuring compliance with current Work Health and Safety Legislation. DRA Safety Specialists aims to work with businesses to improve safety and reduce workplace injuries. As a partner with businesses, we will be there to assist you in achieving your safety goals and objectives.



What will I find on the Safety Direct™ website?

Policies and Procedures for developing a Safety Management System

The Safety Direct™ WH&S Management System has been divided into seven key parts to make finding various WH&S topics easier. The structure is also based on AS4801 – Occupational Health and Safety Management Systems to make it easier for auditing purposes.

The seven parts include:

- Part 1:** Policy, Commitment & Management
- Part 2:** System Planning
- Part 3:** Compliance Management
- Part 4:** Managing Specific Work Environment Risks
- Part 5:** Managing Specific Equipment Risks
- Part 6:** Monitoring, Reporting & Evaluation
- Part 7:** Review & Continual Improvement

Note: Sample policies and procedures for specific Work Environment and Equipment Risks as detailed in Elements 4 & 5 are being expanded continually.

Part 1 Policy, Commitment & Management

- 1.1 WH&S Policy Statement Procedure
- 1.2 Leadership and Management of WH&S System
- 1.3 Resources
- 1.4 Responsibility and Authority Statements
- 1.5 Responsibility Matrix
- 1.6 Counselling and Disciplinary Guidelines
- 1.7 Compensation Management

Part 2 System Planning

- 2.1 WH&S Management System Plan
- 2.2 Performance Measures (Targets and Objectives)
- 2.3 Compliance
- 2.4 Hazard Reporting & Risk Management

Part 3 Compliance Management

- 3.1 Consultation
- 3.2 WH&S Inductions
- 3.3 Training
- 3.4 Contractor Control
- 3.5 Purchasing and Supplier Control
- 3.6 Document and Data Control Management
- 3.7 Emergency Preparedness
- 3.8 First Aid Management
- 3.9 Information and Communication

Part 4 Managing Specific Work Environment Risks

- 4.1 Manual Tasks Management
- 4.2 Noise Management
- 4.3 House Keeping

- 4.4 Hazardous Substances and Dangerous Goods Management
- 4.5 Infection Control
- 4.6 PPE Management
- 4.7 Electrical Safety
- 4.8 Working Outdoors
- 4.9 Working at Heights
- 4.10 Construction Work
- 4.11 Isolation – Tagging and Lockout
- 4.12 Office Safety and Ergonomics
- 4.13 Lighting
- 4.14 Welding Safety
- 4.15 Pressure/Compressed Air Safety
- 4.16 Confined Spaces Safety
- 4.17 Smoking and Alcohol
- 4.18 Outdoor Play Areas

Part 5 Managing Specific Equipment Risks

- 5.1 Plant
- 5.2 Equipment Hire
- 5.3 Machine Guarding
- 5.4 Vehicle Safety and Use
- 5.5 Tractor Safety

Part 6 Monitoring, Reporting & Evaluation

- 6.1 Incident Reporting and Recording
- 6.2 Incident Investigations
- 6.3 Workplace Environment Monitoring

Part 7 Review & Continual Improvement

- 7.1 WH&S Statistics
- 7.2 WH&S Inspections and Audits

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Workplace Health and Safety Forum

Members of Safety Direct™ have the benefit of becoming part of a larger network of similar businesses and thus the ability to share their experiences and ask questions of other organisations that may have experienced similar challenges. This is an excellent way to ask for advice, and request information, documents, etc. from other members. Simply click on the WH&S Forum tab, select 'new' and ask your question of the membership group. You can also view other questions asked of the forum.

Safety Management System Template

As part of the membership fee, a hosted safety management system template page is created for the member organisation. This enables them to build their own safety management system with policies and procedures specific to their business using the Safety Direct™ Master Document Library. This means that they will have their own internal one stop safety kiosk of information. With the added benefits of built-in version control, staff can be assured that they have the most recent versions of each procedure, form, template, risk assessment, etc. Using the optional *compliance functions, tasks and timelines can be allocated to specific staff via email from the site. The organisation's Safety Officer and General Manager can then track progress to ensure action items are closed out. Compliance items, such as electrical testing and tagging, maintenance schedules, etc., can be put into the compliance section to ensure they are completed on time by the responsible person. Come audit or accreditation time, the system can generate reports to demonstrate due diligence and compliance with legislative requirements.

Forms and Templates

Over the past 15 years of working with general industry, DRA Safety Specialists has developed a range of forms and templates which are applicable to all industry types. These forms and templates are associated with procedures and are available from the document library. There is also the option of enhancing the functionality of forms by turning them into *electronic forms which will enable records to be readily retrieved and exported for analysis.

**Note: Compliance items and electronic forms are an optional feature available at extra cost to enhance the functionality of the standard Safety Direct™ System.*

Notification of Changes to Legislation

Members will be advised of any amendments or updates to a procedure in the master library by way of e-mail notification. This will be done whenever there is a change required as a result of legislative changes or current best practice.

Workplace Health and Safety Helpdesk

From time to time organisations require assistance in solving complex workplace health and safety issues. DRA Safety Specialists has extensive industry experience and knowledge of the current Work Health and Safety Legislation and are eager to assist you in finding practical and financially viable solutions. As a member of Safety Direct™ you have access to a range of safety professionals via email or phone.

Online Occupational Health and Safety Management System



“DRA Safety Specialists is dedicated to improving Workplace Safety through the establishment of effective safety management systems.”

What does membership to Safety Direct™ cost?

\$4,500 for Membership plus GST

\$1,500 for Annual Subscription plus GST

Where can I get more information?

For more information on Safety Direct™ and other services offered by DRA Safety Specialists please contact our office on (07) 5573 6199 or visit our webpage www.drafety.com.au

What do I get for my money?

As a member of Safety Direct™ you will receive a number of benefits which include:

1. A model (industry best practice) Safety Management System
2. Work Health and Safety Forum
3. School/Business specific Forms, Templates and Tools
4. Notification of changes to relevant legislation and procedures
5. Work Health and Safety Help Desk

In addition, you will receive a half day consultancy/training program to help you get started and a further half day consultancy visit to assist you in fine tuning your program, within your first year. (Valued up to \$2,980.00).



Corporate



Health



Education



Hospitality



Financial Services

*Conditions apply.