Safety Direct™

The Cost Effective SMS Solution

NEWSLETTER No. 2

Elements of the Safety Direct™ WHS Management System

Planning for Safety

Everything we do, and want to do well, we plan. Going on holidays for example, all the who, what, where, when and more importantly, how much is thought out long in advance to help stop nasty surprises. Then after we do go on holidays a few times the planning gets better as we learn from our (or others) mistakes. Often adding or removing steps, items or other things to make the next time off even better. Things like taking your own travel mug when going on a cruise, keeps the drink at the temperature longer as you snooze off whilst reading on deck.

Planning for safety in your workplace is no different, and Safety Direct is there from the start all the way through to helping with the review of the past year to ready you for the next. The process of Planning for Safety within Safety Direct starts with a bed of documents available that help with the 'who' and 'what' of the Plan. These are the Responsibility Statements that provide succinct statements that can be used alone or incorporated into your current Position Descriptions.

You do need to tell workers these responsibilities through a structured process and provide methods of measuring progress so that workers know what is expected of them. We help you out with that too by providing a range of performance measures, refer Procedure 2.2 Performance Measures. Getting this right up front helps with the journey as it is not fruitful to get to the end of your safety journey to be told that for the past year what you were doing was wrong.

Ready to Start Planning

Next, more information is provided to commence the actual planning. The 2.1 WHS Management System Plan Tracking Spreadsheet is supported by the 2.1 WHS Management System Plan procedure. These two tools give the 'who', 'where' and 'when' for your plan and a process for tracking your progress. A simple reporting tool that when kept updated provides an 'at a glance' overview of the implementation of the Safety Plan.

Ready to Start Doing

With the plan completed you are ready to start implementing the Plan for Safety. Remembering it is just a plan and can and should be changed and updated when new information comes to hand. The legislation is quite specific requiring you to consult with workers, contractors and others for every step of your Safety journey. Safety Committees, Training, Contractor Management and general Information and Communication procedures provide this information and assistance. Attached to each are forms to be completed that help you prove this consultation process has taken place. If there are any issues that become a stumbling block the Issue Resolution procedure will help guide you through the legislative requirements to deal with the issue.

Finding and Controlling Hazards

Next are all the hazards your workers, contractors and others will face, not every day but often enough that an injury may result. Safety Direct have researched these hazards and developed a range of procedures that comply to both best practice and the legislation to help guide you through the process. Each of the procedures comes with Take 5 training program which are short sharp sessions to help deliver, assess and record the training. But we will leave that for the next newsletter when we will talk about provision of training and keeping records to help keep your Plan for Safety on track.

As part of your journey you will have identified many issues, but rest assured, Safety Direct is there to fall back on for guidance and the best part is if you identify something to add to the Safety Direct System we are there to help.

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if you need help with Safety Direct™
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