


**UNIVERSITY of
TASMANIA** **Safe Work Procedures**
UNDER REVIEW

Related Policy	<i>Work Health and Safety Policy</i>
Responsible Officer	Executive Director – Human Resources
Approved by	Executive Director – Human Resources
Approved and commenced	November, 2014
Review by	November, 2017
Responsible Organisational Unit	Work Health and Safety – Human Resources

CONTENTS

1	Objective	2
2	Scope	2
3	Procedure.....	2
3.1	Training and Competency Requirements.....	2
3.2	Documentation of Safe Work Procedures	2
3.3	Development of a New Safe Work Procedure.....	2
3.4	Alteration to existing SWPs.....	3
3.5	Prioritisation of Development	4
3.6	Consultation	4
3.7	Review, Approval and Communication	4
3.8	Monitoring and Review	5
3.9	Exemptions.....	6
4	Responsibilities.....	6
5	Definitions and Acronyms	8
6	Supporting Documentation	9
7	Versioning	9

1 Objective

The objective of this procedure is to ensure Standard Work Procedures (SWPs) are developed, implemented and reviewed for tasks, techniques, processes and the operation and maintenance of plant and equipment where there is a risk of harm to any worker or other person.

2 Scope

This procedure refers to all University of Tasmania (University) staff, students, volunteers and contractors.

3 Procedure

3.1 Training and Competency Requirements

SWPs are to be developed in consultation with:

- a person who has hands-on experience and knowledge of the task; and
- a person who is competent in the type of risk assessment that is being undertaken; and
- as far as practicable, the Health and Safety Representative (HSR) of the area.

3.2 Documentation of Safe Work Procedures

SWPs are to be documented using one of:

- the SWP template (available on the WHS website);
- an approved Organisational Unit (OU) format;
- the FieldTeq™ database (to be used for all high-risk/complex field activities);
- the OnGuard™ database (to be used for metalwork, woodwork and clean technology workshops).

3.3 Development of a New Safe Work Procedure

The following procedure is to be followed when developing a new SWP:

STEP	TASK	RESPONSIBILITY
1.	Develop the draft procedure by performing the following activities: <ul style="list-style-type: none"> – perform a risk assessment to identify any hazards associated with each task step, and to ensure appropriate controls are in place to eliminate or minimise risks so far as is reasonably practicable; – refer to the University <i>Project and Task Risk Work Health and Safety Management Procedure</i>; – consult and document the procedure together with relevant workers; – for existing processes, observe and test (if practicable); 	Person delegated to facilitate SWP development/HSR

STEP	TASK	RESPONSIBILITY
	– identify and incorporate applicable standards/legislation/ manufacturer's instructions, etc.	
2.	Write up the procedure clearly in compliance with an approved format and in sufficient detail for workers to understand/apply consistently.	
3.	Review the draft procedure with relevant workers, if applicable.	
4.	When the final draft is ready, obtain written approval from the OU head or manager/supervisor.	OU head or manager/supervisor
5.	File a copy of signed/approved SWP. If the SWP is electronic, keep an original 'editable' copy of the document for future changes. If it is an update to an existing SWP, ensure the current SWP is replaced so there is no duplication.	
6.	Where there is an area SWP development/priority list, update it to track progress of SWP development.	OU administration
7.	Ensure that the SWP is accessible to all relevant workers.	
8.	Identify any training requirements, which may include: <ul style="list-style-type: none"> – communication to relevant workers; and – sign-off (using the Notification of Procedure/Change of Procedure form, or similar which is available on the WHS website). 	OU head or manager/supervisor
9.	Return completed documentation for administration and filing.	OU admin. (file)

3.4 Alteration to existing SWPs

Where a change is required to a SWP, the following process is to be followed:

STEP	TASK	RESPONSIBILITY
1.	Discuss and forward an outline of the proposed changes to the relevant OU head or manager/supervisor for consideration.	Originator (person requesting change)
2.	Make a decision on the proposed changes	
	Where a change is not agreed: <ul style="list-style-type: none"> – Discuss the proposed changes with the originator to explain the reasons for rejection. – Where required, seek advice from the WHS Unit, otherwise no further action is required. 	OU head or manager/supervisor
	Where a change is agreed:	

STEP	TASK	RESPONSIBILITY
	<ul style="list-style-type: none"> <li data-bbox="427 264 1126 427">– Ensure a risk assessment of the task has been reviewed, consultation with workers has occurred and review of any relevant reference materials (e.g. manufacturer’s instructions) has been completed. <li data-bbox="427 450 1038 517">– Ensure the final draft of the SWP has been developed in a recommended format; <li data-bbox="427 539 1118 595">– Follow Steps 4 – 9 in the “Development of a New SWP” section above. 	

3.5 Prioritisation of Development

In areas where multiple SWPs are to be prepared, development is to be prioritised to ensure that:

- for any new task with a risk rating of moderate or high a SWPs is prepared before the task is first undertaken;
- for existing processes, SWPs are prioritised in order of task risk ranking (i.e. tasks with a higher risk rating are prepared before lower risk rated tasks); and
- a higher priority is placed on those tasks that are carried out by students and on those tasks that are carried out frequently (i.e. tasks with greater exposure).

It is recommended each OU has a SWP priority/progression list to document the order of development, track progress, and monitor SWP review dates. The University Risk Management Risk Register template can be utilised for this purpose. It is available on the University Risk Management and Audit Assurance (RMAA) website.

3.6 Consultation

There is to be consultation and communication with those who may be affected by a SWP. In particular, consultation is required when:

- undertaking a risk assessment of the task (identifying hazards, assessing risks, and developing control measures); and
- implementing new or revising current SWPs (e.g. if there is a planned change to the work environment).

3.7 Review, Approval and Communication

Before a task commences, the SWP and associated documentation (e.g. risk assessments) are to be reviewed, signed and dated by the Manager/Supervisor, and an area safety trained person (if nominated).

The OU head or manager/supervisor may delegate this approval function to another suitably trained and competent person in their OU (e.g. Senior Lecturer/Researcher or University Manager level person), provided it is not an extreme/high risk task.

Once a SWP has been approved and before the task commences, a copy of the SWP must be available/accessible to participants for review to ensure all required controls are implemented. Examples of this include:

- SWPs for a particular item of plant are displayed prominently close to the

location of the plant.

- SWPs for techniques/processes are included in the area Safety Manual, which is readily available in each location where the technique/process is carried out.

All persons involved in the task are to acknowledge they have read and understood the SWP and agree to comply with all steps and control measures. This is verified, by:

- signing the *Notification of Procedure/Change of Procedure* form (available from the WHS website) or other approved OU sign-off sheet; or
- registering in the FieldTeq™ database as a participant for that particular task; or
- registering in the OnGuard™ database as a participant for that particular plant or signing onto Permit-to-Work documentation required as part of the task, which makes reference to the SWP; or
- completion of a signed-off training session that includes an explanation of the SWP.

Participants are to STOP and review the work area before starting the task to check to ensure no new hazards are present or have been introduced since the SWP was developed.

3.8 Monitoring and Review

Two forms of SWP review are required:

SWP REVIEW	RESPONSIBILITY
<p>1. Reviewing the contents of a SWP is to occur every 5 years at minimum; or more frequently for:</p> <ul style="list-style-type: none"> – extreme/high-risk SWPs (as designated by the OU head or manager/supervisor); – where an incident has occurred that required medical treatment or had the potential to cause an injury requiring medical treatment; – an incident has occurred that is a Notifiable Incident; – where changes occur in the workplace that could impact the health and safety of workers or other persons (including changes that impact on the outcomes of the risk assessment . <p>Items to consider as part of a SWP review include:</p> <ul style="list-style-type: none"> – changes to plant/process in the area; – procedural changes (legislative or organisation); – incident and hazards raised; – consultation with workers; – observations from reviews of compliance with SWP (see point 2 below) <p>Where a review is undertaken and no alterations are required</p>	<p style="text-align: center;">Officer</p> <p>Note: WHS Unit must be involved in review of SWPs if the review is required as a result of a Notifiable Incident</p>

SWP REVIEW	RESPONSIBILITY
<p>to the SWP, the date of review still needs to be documented for auditing/legislative purposes. This is to be documented:</p> <ul style="list-style-type: none"> – at the end of the SWP in the ‘Revision History’; – on the area SWP progression list; – in the risk register if utilised. 	
<p>2. Review of compliance with SWP requirements.</p> <p>Reviews are to occur in each OU to check that SWPs are being followed. Where any non-compliances are identified, appropriate action is to be taken. For example where the review finds:</p> <ul style="list-style-type: none"> – workers are not following a SWP because they believe the way they are performing the task is safer, then appropriate action is to be taken to review the SWP risk assessment and determine if the SWP needs updating; or – workers are not following a SWP because they are not aware of the SWP, then appropriate action is to be taken for refresher training of all relevant workers. <p>All actions from SWP reviews/audits are to be entered into area WHS/hazard action plan for follow-up.</p>	<p>OU head or manager/supervisor</p> <p>(with support from WHS Unit/HSRs)</p>

3.9 Exemptions

SWPs are not required to be completed for routine tasks deemed to be a low risk, every-day task, and where appropriate supervision is allocated (e.g. conferences/meeting, inter-University travel, and visits to local public venues/attractions such as the museum).

Exemptions for any other requirements in this procedure may only be approved by the WHS Unit, following consultation with the relevant OU head.

4 Responsibilities

Administration (Organisational Unit)

- SWP priority/progression lists or registers are updated when SWPs are developed/revised;
- copies of completed SWPs and associated project/task risk assessments are retained within the OU and made available to all persons undertaking the particular activity or task;
- original SWP files are adequately protected, to prevent unauthorised personnel from changing/updating without permission; and
- completed *Notification of Procedure/Change of Procedure forms* are filed/maintained. Minimum retention period of this document is 5 years (or permanently kept with an incident form if the SWP relates to a specific incident).

- Manager/Supervisors**
- this procedure is implemented effectively within their area of responsibility, including that SWPs developed/reviewed comply with this minimum standard;
 - information and training is provided for project/task risk assessment and control, and when new/revised SWPs are rolled out;
 - there is adequate consultation with relevant workers and other persons, including communication of SWP developments/changes;
 - regular review of compliance with SWPs is undertaken;
 - new and revised SWPs are approved prior to implementation (this may be delegated);
 - tasks are risk ranked to prioritise the development of new SWPs; and
 - persons conducting risk assessments and developing SWPs are appropriately trained and experienced.
- Organisational Unit Heads**
- the provision and maintenance of safe systems of work;
 - the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the University.
- Persons involved in SWP development**
- complying with the requirements of this procedure;
 - completing appropriate training/experience relevant to the task;
 - performing a risk assessment as part of the development of SWPs;
 - consulting with relevant workers and other persons as part of the SWP development; and
 - assisting with communicating SWP changes/developments where required.
- Work Health and Safety Unit**
- overseeing the University's compliance with this procedure and providing advice/guidance to OUs;
 - assisting in the facilitation of hazard identification and risk assessment processes, and providing timely advice and information when required; and
 - approving any exemptions to meeting the requirements outlined in this procedure.
- Workers and Other Persons**
- be proactively involved in hazard identification and risk assessment processes;
 - only proceed with tasks if they have read and

understood the procedure, are clear on how to carry out the task in a safe manner, and are authorised to perform work in the area;

- follow requirements outlined in SWPs when performing tasks;
- raise any concerns with a SWP, with an OU head or manager/supervisor before performing the task;
- sign off on new/revised SWPs relevant to their work area, to acknowledge they have read and understood the task.

5 Definitions and Acronyms

Term/Acronym	Definition
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
Consequence	Outcome or impact of an event
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, a badly designed workplace and inadequate management systems (for example, no procedures for performing tasks safely).
Hazard Identification	The process of identifying any reasonably foreseeable situation or event that may give rise to the potential of injury or illness to any person, or damage.
Likelihood	Used as a general description of probability or frequency
Organisational Unit Head or Manager/Supervisor	An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service (which includes those with responsibility for students).
Other person	For the purposes of this minimum standard, 'other persons' refers to all other persons that may be at the University that are not workers, including students and visitors.
Plant	Plant includes any machinery, equipment, appliance, container, implement and tool, any component of any of those things, and anything fitted or connected to any of those things.
Reasonably practicable	When deciding upon a way to control the risk, reasonably practicable means having regard for the following: <ul style="list-style-type: none"> · the likelihood of a hazard or risk occurring;

	<ul style="list-style-type: none"> · the degree of harm that could result; · what is the cost of removing or minimising the risk; · how much is known about the risk, and ways of minimising or removing the hazard; and <p>the available and suitable ways of minimising or removing the hazard.</p>
Residual risk	The risk that remains after mitigation strategies and controls are put in place.
Risk	Risk is the likelihood that a harmful consequence (death, injury or illness) might be result when exposed to a hazard.
Risk assessment	In relation to SWPs, a risk assessment is a systematic method of identifying hazards, assessing the associated risks (consequence and likelihood of an event occurring).
Risk control	Risk control means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
Safe Work Procedure (SWP)	Safe Work Procedures are written instructions outlining the preferred, step-by-step process to be followed when undertaking a task, which include WHS hazards and controls to minimise any risk(s) of harm.
Worker	Any person carrying out work in any capacity at the University, including work as an employee, contractor or sub-contractor, employee of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and volunteer.

6 Supporting Documentation

- *Code of Practice: How to Manage Work Health and Safety Risks*
- *Fieldteq™ software program*
- *On-Guard™ software program*
- *University Project and Task Work Health and Safety Risk Management Procedure*
- *University Risk Management Policy*
- *Safe Work Procedure (SP) Template*
- *Notification of Procedure/Change of Procedure form*

7 Versioning

Former Version	Version 1	Appendix in “Project Task Risk Assessment and Control Procedure;
-----------------------	-----------	--

Former Version	Version 2	WHS Minimum Standard – Safe Work Procedure Development approved June 2011
Former Version	Version 2.1	WHS Minimum Standard – Safe Work Procedure Amendment to reflect new WHS Laws introduced in Jan 2013 approved by A/Executive Director, Human Resources; January 2014.
Current Version	Version 3	Safe Work Procedure – (current document) approved November 2014. Amended in December 2016 to incorporate Colleges.