



— GUIDE 05

How to produce safe working procedures

— Creating comprehensive and effective Safe Working Procedures (SWPs) is essential for ensuring a safe work environment. Below is an overview which outlines what companies should include in their SWPs and how they should approach developing them:

1. Introduction

Purpose:

- Define the aim of the SWP, emphasizing the importance of safety and compliance with regulations.

Scope:

- Outline the activities and processes covered by the SWP.

Definitions:

- Provide clear definitions for technical terms and abbreviations used in the procedure.

2. Responsibilities

Management:

- Outline the responsibilities of management in implementing and enforcing the SWP.
- Ensure managers provide necessary resources and support.

Employees:

- Define the roles and responsibilities of employees in adhering to the SWP.
- Emphasize the importance of reporting hazards and following procedures.

3. Risk assessment

Hazard identification:

- List potential hazards associated with the task or process.

Risk evaluation:

- Assess the likelihood and severity of risks.
- Use a risk matrix to prioritize risks.

Control measures:

- Describe measures to eliminate or reduce risks, such as engineering controls, administrative controls, and personal protective equipment (PPE).

4. Procedures

Step-by-step instructions:

- Provide detailed, step-by-step instructions for safely performing the task.
- Use diagrams or photos where applicable.

Equipment and materials:

- List all necessary equipment and materials, including any PPE.
- Include instructions for proper use and maintenance of equipment.

Emergency procedures:

- Outline steps to take in case of an emergency, such as spills, accidents, or equipment failure.
- Provide contact information for emergency services and internal safety personnel.

5. Training and competence

Training requirements:

- Specify the training required for employees to perform the task safely.
- Include initial training, refresher courses, and competency assessments.

Documentation:

- Maintain records of all training sessions and competency evaluations.

6. Monitoring and review

Supervision:

- Describe how supervisors will monitor compliance with the SWP.
- Outline procedures for conducting regular safety audits and inspections.

Review and update:

- Establish a schedule for reviewing and updating the SWP.
- Include procedures for incorporating feedback from employees and incident investigations.

7. Communication

Distribution:

- Ensure all relevant employees have access to the SWP.
- Provide physical copies and digital access via the company's intranet or safety management system.

Communication channels:

- Use safety meetings, bulletin boards, and emails to communicate updates and important safety information.

8. Record keeping

Documentation:

- Keep records of risk assessments, training, inspections, incidents, and reviews.
- Ensure records are easily accessible for review by management and regulatory bodies.



Approach to developing SWPs

1. Engage stakeholders:

- Involve employees, supervisors, and safety professionals in the development process.
- Gather input from those who perform the tasks regularly.

2. Conduct thorough risk assessments:

- Identify all potential hazards and evaluate risks comprehensively.
- Use the findings to inform control measures and procedures.

3. Develop clear and concise procedures:

- Write instructions in plain language.
- Use visuals to enhance understanding.

4. Implement training programs:

- Ensure all employees receive adequate training on the SWP.
- Validate their understanding and competence through assessments.

5. Promote a safety culture:

- Encourage employees to take ownership of their safety.
- Foster open communication and continuous improvement.

6. Review and improve:

- Regularly review SWPs for effectiveness.
- Update procedures based on new hazards, incidents, and regulatory changes.



By following these guidelines, companies can develop effective SWPs that enhance workplace safety and ensure compliance with regulatory requirements.