

 Department of Education and Early Childhood Development		Procedure No. DEE EHU-05-1-3 Authorised By: Manager EHU
Title: Safe Work Procedure		
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1. Purpose:

The purpose of this procedure is to ensure that all tasks conducted at the Department of Education and Early Childhood Development (DEECD) workplaces with an inherent risk level of 'high' or 'extreme' have a **Safe Work Procedure** (SWP) developed. All persons carrying out these tasks are expected to be competent in the related SWP.

2. Scope:


This procedure applies to all DEECD workplaces including schools and central and regional offices.

3. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

4. Definitions:

Competent Person:	A person who has acquired through training, qualification or experience, or a combination of both the knowledge and skills required to safely carry out a task.
Deputy Health and Safety Representative:	An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS in the absence of the HSR.
Health and Safety Representative (HSR):	An elected employee responsible for representing employees within a DWG on matters relating to OHS.
OHS:	Occupational Health and Safety
Safe Work Procedures (SWP):	Are documented procedures that outline: <ul style="list-style-type: none"> ▪ The hazards associated with performing a particular task (which may include equipment use, chemical use or working in hazardous environment) ▪ Safety instructions in performing that task including any checks and pre-cautions to be exercised ▪ A list of the persons authorised to supervise and train persons in how to undertake the task safely ▪ Any required Personal Protective Equipment to protect employees, students and contractors.
Workplace Manager:	The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

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5. Responsibility:

The **Workplace Manager and/or Management OHS Nominee** is responsible for:

- Identifying all tasks that require a **Safe Work Procedure**;
- Developing controls to manage these risks in consultation with the HSR and employees;
- Documenting **Safe Work Procedures** for all tasks or delegating this to a competent person;
- Ensuring employees are trained in **Safe Work Procedures** and ensuring they are competent to perform the tasks safely prior to commencing work;
- Reviewing **Safe Work Procedures** for appropriateness to the task; and
- Training employees in **Safe Work Procedures** and ensuring they are competent to perform tasks safely prior to commencing work.

HSRs:

The functions of the **HSRs** can include:

- Assisting the Workplace Manager or Management OHS Nominee to identify tasks that require a **Safe Work Procedure**; and
- Participating in the development of **Safe Work Procedures**.

Employees are responsible for:

- Reporting tasks which may have associated hazards onto **eduSafe**;
- Not undertaking tasks within the workplace where there is a **Safe Work Procedure** developed and they have not been deemed as competent in its application;
- Following **Safe Work Procedures** they have been deemed competent in applying; and
- Reporting any discrepancies between the documented **Safe Work Procedure** and the actual method adopted to perform tasks in the workplace to the Workplace Manager and/or Management OHS Nominee.

6. Procedure:


6.1 Identifying tasks that require SWPs

The **Workplace Manager or Management OHS Nominee**, in consultation with **HSRs and employees**, must identify tasks that will require a **Safe Work Procedure**.

The **Workplace Manager and/or Management OHS Nominee** should have regard to the following sources of information when determining tasks that will require a **Safe Work Procedure**:

- **Hazard and Incident Reporting Procedure** (**eduSafe**);
- **OHS Risk Management Procedure**;
- **OHS Risk Register** (high and extreme inherent risk ratings);
- **Workplace Inspections**;
- **Contractor Management Procedure**; and
- **OHS Purchasing Procedure**.

As a minimum the **Workplace Manager and/or Management OHS Nominee** should make sure that all tasks conducted at DEECD schools and workplaces with an inherent risk level of 'high' or 'extreme' have a **Safe Work Procedure** developed for those tasks.

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6.2 Documenting Safe Work Procedures

The **Workplace Manager, Management OHS Nominee and/or competent employee** are to document SWP using the **Safe Work Procedure Template**. This is to be done in consultation with the HSR and relevant employees.

The **Safe Work Procedure** is to be tailored for specific tasks and should consider:

- The hazards associated with performing a particular task (which may include equipment use, chemical use or working in hazardous environment);
- Safety instructions in performing that task including any checks and pre-cautions to be exercised;
- A list of the persons authorised to supervise and train persons in how to undertake the task safely; and
- Any required Personal Protective Equipment to protect employees, students and contractor.

Tasks that may require a SWP to be developed in DEECD workplaces may include:

- Working at Heights;
- Hot Work;
- Electrical Isolation and Tagging;
- Blood, body fluid or chemical spill management; and
- Use of hazardous plant or equipment.

The **Workplace Manager and/or Management OHS Nominee** are responsible for communicating the tasks within the workplace that have an associated **Safe Work Procedure** developed to all employees (see **Consultation and Communication Procedure**).

6.3 Training Employees


The Workplace Manager and/or Management OHS Nominee are to make sure the **Safe Work Procedure** identifies the training needs of employees and that these are implemented as per the requirements of **Induction and Training Procedure**. The training is to include a combination of verbal description and practical demonstration to instruct the employee in:

- how to perform the task step by step (including pre-operation, operation and post operation);
- the hazards associated with the task; and
- the controls to be adopted to manage the risk associated with the task.

In order for an **employee** to be deemed competent in performing a task the **Workplace Manager, Management OHS Nominee and/or competent person** must make sure that the **employee/s** are observed performing the task in accordance with the relevant **Safe Work Procedure**. The competent person is to be recorded on the **Safe Work Procedure** and also by the **Workplace Manager and/or Management OHS Nominee** in the **OHS Training Register**.

If an employee is initially deemed as not yet competent they are to be retrained in the **Safe Work Procedure** until the **Workplace Manager, Management OHS Nominee and/or competent person** is satisfied that the employee is able to follow all steps outlined in the **Safe Work Procedure**.

The training process is to be repeated annually for each **Safe Work Procedure**. Training on a specific **Safe Work Procedure** that would also be relevant to a new employee should be included on the **OHS Induction Checklist**.

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6.4 Maintaining Records

The **Workplace Manager and/or Management OHS Nominee** is to maintain copies of completed **Safe Work Procedures**. The **Workplace Manager and/or Management OHS Nominee** must also make sure that copies of completed **Safe Work Procedures** are provided to **employees** who have been deemed as competent following training.

6.5 Reviewing Safe Work Procedures

The **Workplace Manager and/or Management OHS Nominee**, in consultation with **HSRs and employees**, are to review all **Safe Work Procedures** annually or when:

- a task changes;
- new equipment or plant is purchased; and
- a hazard or incident is reported (**EduSafe**).


If, as a result of the review, any changes are made to the **Safe Work Procedure** the **Workplace Manager and/or Management OHS Nominee** is to make sure that **employees** are re-trained in accordance with the amended procedure.

6.6 OHS Risk Register

The **Workplace Manager and/or Management OHS Nominee** should also make sure that any controls identified and implemented as a result of developing or reviewing a **Safe Work Procedure** are included in the **OHS Risk Register**.

7. Related Documentation:

Safe Work Procedure Template
Hazard and Incident Reporting Procedure
OHS Risk Management Procedure;
OHS Risk Register
Workplace Inspections
Contractor Management Procedure
OHS Purchasing Procedure
Work at Height Procedure
Hot Work Procedure
Electrical/Isolation/Tagging Procedure
Induction and Training Procedure
OHS Induction Checklist
eduSafe

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8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	4	Changed definition of safe work procedure.	16-06-09	Employee Health Unit
2	6.2 and 6.5	Replaced reference to safe work instruction to safe work procedure.	16-06-09	Employee Health Unit
2	6.2	Changed wording to align with the definition of safe work procedure.	16-06-09	Employee Health Unit
3	All	Minor wording changes	April 11	Employee Health Unit