Health and Safety Improvement Project

PCG Meeting

July 2020

What is the Safety Management System (SMS) ?

A safe system of work for all where safety is the outcome.

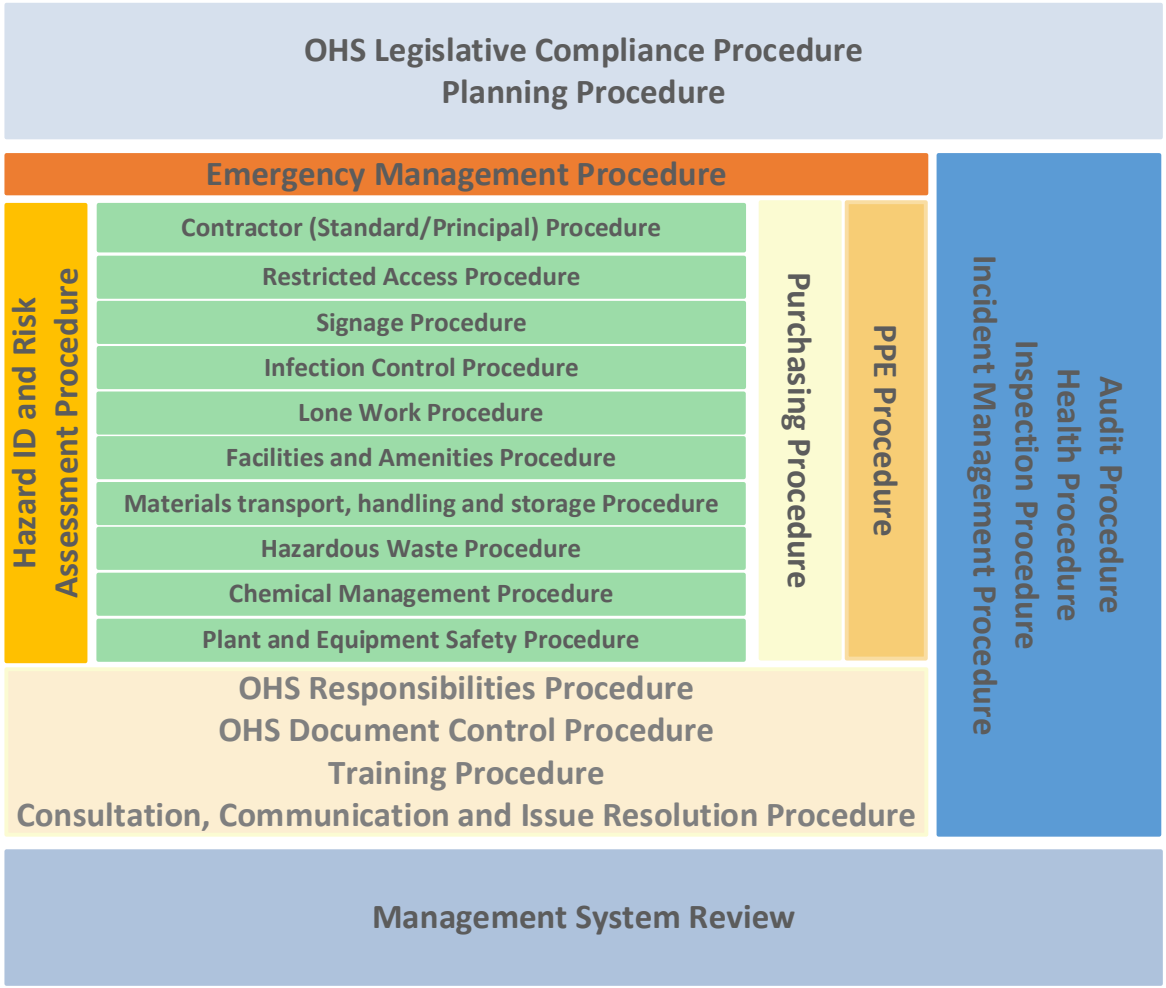
This encompasses policies, objectives, plans, organizational culture and procedures (with clear accountabilities and responsibilities).

Health and Safety Improvement Project

Five key development areas:

- Procedures (SMS)
- Infrastructure
- Safety Culture
- Well-being Plan
- OHS Plan

SMS Procedures Overview



SMS Procedures Deliverables

Develop 26 procedures — by Sept 2020

(and associated guidelines and tertiary documents)

- Draft content (OHS)
- Edit content (The Creative Works) – 80% complete
- Review with key stakeholders
- Final edits (100%)

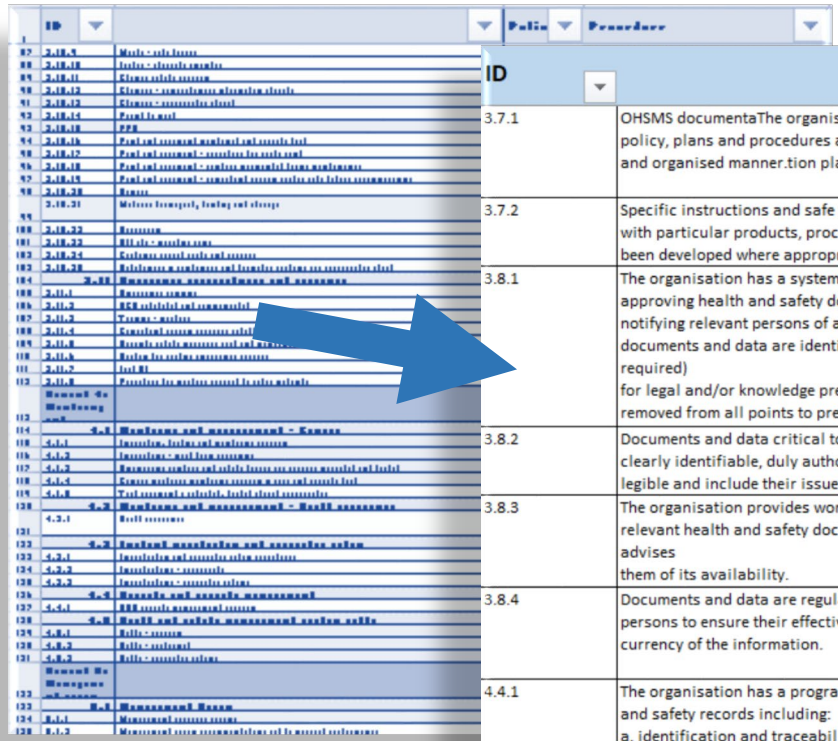
Plan (with each department) — by Jan 2021

- Change Impact Analysis
- Change Action Plan

Implement (by department) — tbc

- Implement Change Action Plan

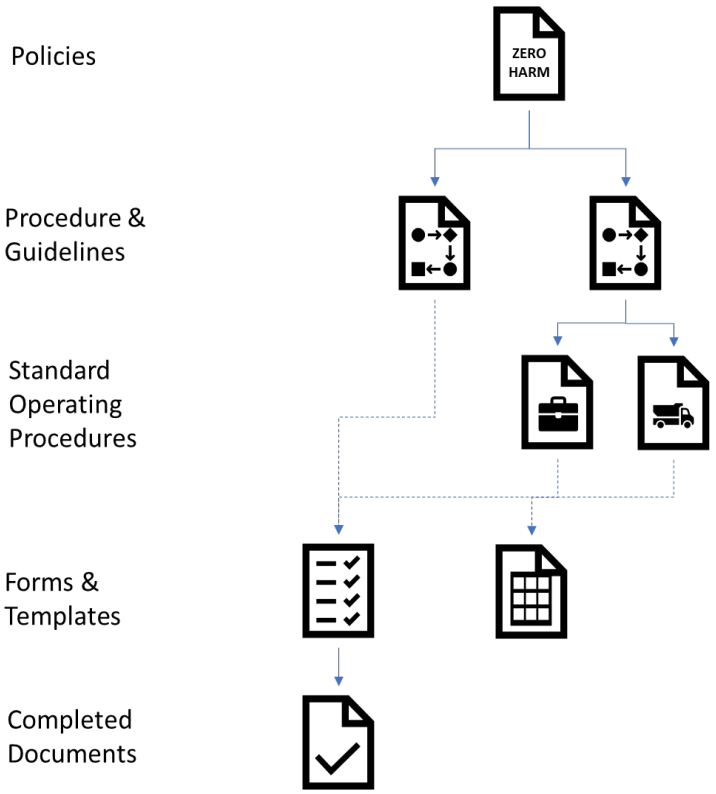
SMS matrix mapped to the 108 NAT criteria



ID		Procedure
3.7.1	OHSMS documentaThe organisation's health and safety policy, plans and procedures are documented in a planned and organised manner.tion planned and organised	OHS Document Control Procedure
3.7.2	Specific instructions and safe work procedures associated with particular products, processes, projects or sites have been developed where appropriate.	OHS Document Control Procedure
3.8.1	The organisation has a system for creating, modifying and approving health and safety documents and data, and notifying relevant persons of any changes. Obsolete documents and data are identified and retained (where required) for legal and/or knowledge preservation purposes and are removed from all points to prevent unintended use.	OHS Document Control Procedure
3.8.2	Documents and data critical to health and safety shall be clearly identifiable, duly authorised prior to issue, kept legible and include their issue status.	OHS Document Control Procedure
3.8.3	The organisation provides workers with ready access to relevant health and safety documents and data and advises them of its availability.	OHS Document Control Procedure
3.8.4	Documents and data are regularly reviewed by competent persons to ensure their effectiveness, suitability and the currency of the information.	OHS Document Control Procedure
4.4.1	The organisation has a program for management of health and safety records including: a. identification and traceability b. collection, indexing and filing c. access and confidentiality d. retention and maintenance e. protection against damage, deterioration or loss f. retrieval g. disposal.	OHS Document Control Procedure

Document Control Procedure

Structure



Document Type
CHK - Checklist
CON - Contract
FLO - Flowchart
FRM - Form
GDE - Guideline
INF - Information Sheet
JHA - Job Hazard Analysis
PLAN - Plan
POL - Policy
PRO - Procedure
REG - Register
REP - Report
SOP - Standard Operating Procedure
SWMS - Safe Work Method Statement
TPL - Template

Document Control Procedure

Naming Convention (Emergency Management example)

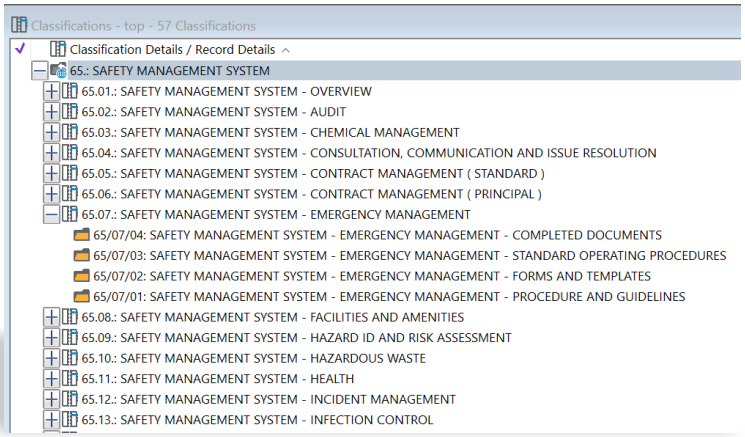
SMS-EMERG-PRO Emergency Management Procedure

SMS-EMERG-CHK First Aid Officer Inspection Checklist

ECM classification (example)

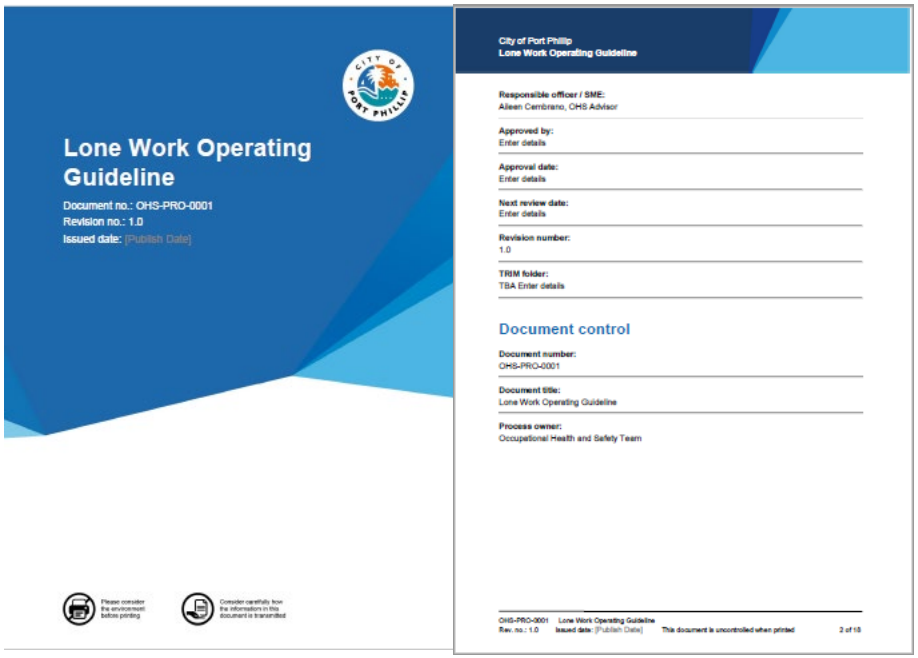
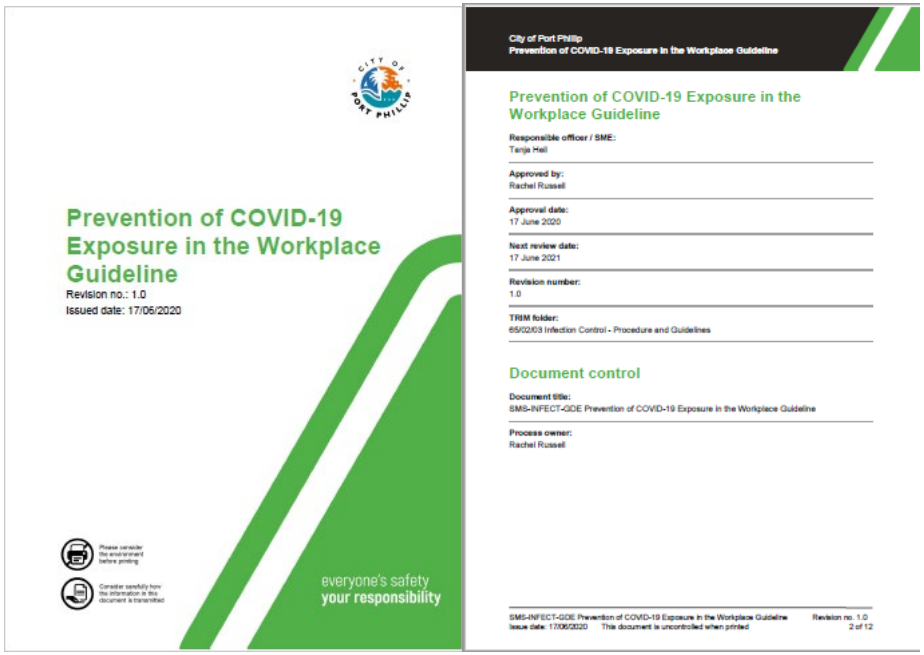
65/18/01 SAFETY MANAGEMENT SYSTEM – EMERGENCY MANAGEMENT – PROCEDURE AND GUIDELINES

65/18/02 SAFETY MANAGEMENT SYSTEM – EMERGENCY MANAGEMENT – FORMS AND TEMPLATES



Branding and Templates

Previous branding

Branding and Templates

Templates (CoPP and revised internal design)