

# Safety Management Planning

Co-Working Solutions Pty Ltd

## What Are Safety Plans?

A Safety Plan is a very functional outline and working document showing how the organisation is actively managing safety in their workplace on a day to day basis. They are a vital part of an overall Safety Management System required by government legislation and regulations. They help individual employees, contractors and employers to meet their duty of care in providing a safe workplace and minimising the potential for illness and injury at work.

Amongst other things, the regulations require:

- Consultation with the workforce
- The identification of workplace hazards and associated risks
- Hazard identification and risk assessment completion and record management
- Risk control mitigation and record management
- Continued reassessment and improvement of workplace safety

A Safety Plan alone will not guarantee a safe workplace or guarantee compliance with government regulations, but they are a mandatory first step in the process and a great place to start.

## Where to Start?

Follow these steps when developing your Safety Plan:

Step	Action
<b>1</b>	Gain management commitment
	<ul style="list-style-type: none"><li>• Identify and understand organisational OH&amp;S compliance requirements</li></ul>
	<ul style="list-style-type: none"><li>• Allocate adequate resources</li></ul>
	<ul style="list-style-type: none"><li>• Assign areas of management responsibility for Safety Plan</li></ul>
	<ul style="list-style-type: none"><li>• Ensure operational accountability for all areas of Safety Plan management</li></ul>
<b>2</b>	Develop and publish OH&S Policy
	Gather safety information from the workplace
	<ul style="list-style-type: none"><li>• Inspect work premises/work site for safety issues &amp; hazards</li></ul>
	<ul style="list-style-type: none"><li>• Gather &amp; analyse historical data</li></ul>
	<ul style="list-style-type: none"><li>• Research specific industry statistics and consult widely</li></ul>
<b>3</b>	<ul style="list-style-type: none"><li>• Involve employees, document &amp; research their concerns</li></ul>
	Develop a Safety Management Plan
	<ul style="list-style-type: none"><li>• Identify hazards associated with work</li></ul>
	<ul style="list-style-type: none"><li>• Detail risk assessment and control measures</li></ul>
	<ul style="list-style-type: none"><li>• Describe methods of hazard identification and hazard recording tools/forms</li></ul>

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Step	Action (continued)
3	• Contractor's safety requirements are identified
	• Contractor's safety compliance is captured
	• Visitor safety requirements and plan are specified
	• Special Needs employee safety requirements are specified
	• Identify safety meetings process
	• Identify safety incident and issue resolution process
	• Specify safety monitoring and requirements / standards to be used
	• Reference work procedures
	• Reference or include emergency procedures
	• Verify employees can follow emergency procedures
	• Detail Quality Assurance protocols (what, how, when information will be recorded and who will record it and how it will be verified and audited)
	• Specify regular Safety Plan review process
4	Develop a process for employee consultation and involvement
	• Involve employees from the initial planning process
	• Involve employees with work place hazard management
	• Involve employees with identification of safety training needs
5	Develop a safety training process
	• Training compliance requirements are identified
	• Training needs are identified
	• Training plan is developed, recorded, executed and reviewed

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## What More Do You Need?

On their own, Safety Plans are very effective, but they do not ensure an organisation will meet its long term safety aspirations. They work best in combination with a longer term Strategic Safety Management Plan that identifies the organisation's broader long term safety vision (5 yrs +) and the specific steps it will take over that time frame to achieve its vision. For more information on Strategic Safety Management Planning, contact us directly:

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