The Sydney children's Hospitals Network
care, advocacy, research, education

SAFE WORK PRACTICE

PROCEDURE ©

DOCUMENT SUMMARY/KEY POINTS
o This procedure provides steps on how to develop and review a safe work practice o Identify the responsibilities of all hospital staff with regards to safe work practices.   **NSW Health Policy Directives** o Work Health and Safety: Better Practice Procedures: PD2013_050   **Related Information** o Safework Australia - How to manage work health and safety risks: Code of practice: December 2011   All SCHN WHS Policies and Procedures available on the intranet

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1st October 2016	**Review Period**: 3 years
Team Leader:	Manager	**Area/Dept**: Work Health & Safety

CHANGE SUMMARY

- (Updated from SCH to Network Policy

- Update of references

READ ACKNOWLEDGEMENT

- All staff should be aware of this document.

- All managers should read and acknowledge this document.

- All staff should be made aware of new Safe Work Practices and acknowledge this.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

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1 Background

SCHN recognises that it has a legal responsibility to ensure that safe work practices are developed for complex and/or high-risk tasks, which enable workers to carry out their job accurately, efficiently and safely. Safe work practices (SWP) should integrate safety, quality, clinical and other requirements into the one procedure.

Safe work practices should be used to:

- Minimise the risk of injury/illness
- Provide individuals with training in safe, efficient procedures
- Instruct new employees on their job as part of orientation/induction
- Ensure practices comply with WHS legislation, standards and facility policies
- Maximise the ability of staff to carry out tasks accurately, efficiently and safely
- Improve work methods.

A risk assessment is integrated into the new SWP Template, however a separate risk assessment is required if the task involves manual handling (See intranet for manual handling risk assessment) and/or chemicals (see Chemalert).This ensures that all hazards and associated risks are identified and suitably controlled.

It is recognised that, in some areas, the preparation of safe work practices may take some time. The priorities for the preparation of safe work practice **must** be:

- All new tasks where there is a high to medium risk should have safe work practices prepared before they are put into general use
- For existing processes, safe work practices for high risk tasks should be prepared first, followed by medium and low risk tasks
- A higher priority should be placed on the tasks that are carried out by new or inexperience staff e.g. students/volunteers and/or tasks carried out most frequently.

Remember - Consultation Is Crucial: consult the experts in the task - that is the team members that regularly conduct the task as part of the job function. The more people involved the better the control and the more sustainable the outcome. For some processes or tasks it may be necessary to seek the input of a person with mechanical, electrical or other technical competence. You can also contact the WHS team for assistance.

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2   Responsibilities

- **Workers will:** comply with WHS and IM policies and procedures, and any measures put in place to protect their health and safety at work.

- **Managers will:** implement and comply with WHS and IM policies and procedures.

- **Directors will:** establish and maintain WHS and IM policies and procedures to achieve WHS policy objectives.

- **Chief Executive will:** ensure WHS and IM procedures are in place to achieve the Network's WHS&IM objectives.

3   Procedure for development of SWP

Step 1 - Observe Task

Observe the task in real time and in the real workplace, this gives a true indication of what risks the team member is exposed to. Managers should include staff during this process as a way of consulting on the agreed 'practices'.

Step 2 - Break Task into Steps

Each task is broken down into a series of ordered steps that must be taken to complete the task. These task steps will form the basis of the procedure or practice. To break the task into steps, each activity in the task must be observed and noted. The completed list must then be edited to include only those steps of significant value.

Step 3 - Identify Hazards or Loss Potential for Every Step

Each key step of the task identified must be assessed for potential hazards and/or loss potential. Safety is one of many areas (quality, clinical) that should be considered in this process to ensure there is only one procedure developed for the one task. Areas where hazards or loss may arise include: people, equipment, materials and environment.

Identify all plant, equipment, substances, tools, work locations and personnel required for the task or procedure. This includes safety equipment, signs, clothing and emergency procedures.

Assess each procedure or task component to determine the nature and extent of any hazard and the degree of risk. Decide if an injury may be caused by the procedure or task as a whole or any of its components.

If the task involves Manual Handling or Chemicals then a separate risk assessment must be completed by legislation. (see intranet for Manual Handling Risk Assessment and Chemalert)

Step 4 - Review Whether Each Step in the Task Is Being Performed In the Most Appropriate Manner

Once the nature of the task is defined and risks at each step identified, a review should be conducted to determine whether each significant step in the task is being performed in the most appropriate and efficient manner. This will assist in improving work methods.

Step 5 - Develop Controls

The manufacturer's user manual should be consulted for safety information to include in the SWP. Controls that will correct risks should be specified and incorporated into the procedure for each significant step. When developing controls consider requirements made under Legislation, Codes of Practice, Australian Standards, Ministry of Health and SCHN Policy and Programs.

Step 6 - Safety Rule Development

Key safety instructions may be highlighted as critical as a result of developing safe work practices. These critical safety instructions or safety rules should be displayed at the location the task that is being carried out.

This type of visual reminder will prompt the worker's memory, and warn others that they should not be entering an area or carrying out a task without prior instruction. **Safety rules should not take the place of the safe work procedure, they merely accompany and highlight critical components of the safe work procedure for high risk tasks.**

Step 7 - Writing the SWP

The following points should be considered when documenting the SWP:

- Include a statement outlining the name of the task
- Include the date of development and a revision date
- Insert the level of risk as per the completed Risk matrix
- Include step by step description of how to complete the task including controls
- Ensure they are written in an active, positive language e.g. reinforcing 'what to do' not 'what not to do'
- Explain why key steps must be done in a specific way
- Ensure they are clear, concise, correct and complete
- Ensure the format is easy to read
- Insert Images (WHS Thumbnail Images) to highlight the required PPE or other important information

Step 8 - Test and Approve the SWP

Distribute the safe work procedure for review – have your experienced workers conduct the task using the SWP and look for uncontrolled risks. Review the safe work practices and make amendments as appropriate. Once completed, the safe work procedure requires approval from the supervisor, manager of the department involved. Approval should be made on the safe work procedure form including the date.

Step 9 - Implement the SWP

Conduct task-specific training for all employees and implement the new SWP – this includes ongoing training as required e.g. for new staff and refresher training (and document this).

Step 10 - Update and Maintain the SWP

Safe work practices and safety rules should be updated:

- Every three years; or

- When significant changes are made to the work process or materials; or

- In the event of an incident or loss situation.

4   Audit

The compliance with this procedure will be audited through SCHN Internal WHS Audit and Ministry of Health WHS Audit every two years.

5   References

- WHS Act 2011 and WHS Regulation (2011)
- How to manage Work Health and Safety Risks – SafeWork Australia Code of Practice December 2011

6   Templates

Please see the WHS Department Intranet for the Safe Work Practice Template and Guidelines, as well as training sign off sheet.

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Appendix: SWP Record and SWP Template

**Work Health and Safety
Safe Work Practice Record**

I acknowledge that I have read and understood the safe work procedure for the is of
_____
within the _____ Dept/Ward. (copy attached) I understand
that it is an expectation of my employment with SCHN that these safe work practices are
followed. I am aware that I should report to my supervisor any problems/situations, which
prevent me working in accordance with this safe work practice.

Name	Signature	Date

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SAFE WORK PRACTICE

Task:	Risk Rating: 1 2 3 4	SWP#
Department:	Equipment used:	
Facility:	Model Identification:	
Date Developed:	Staff consulted:	
Review Date Due:	Manager authorizing task:	

Reference Documents (eg Instruction manual, MSDS, Australian Std):

POTENTIAL HAZARDS	HAZARD CONTROLS
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

SAFETY RULES

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BASIC STEPS:

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