



LOYOLA SENIOR HIGH SCHOOL SAFE WORKING PROCEDURES

Definition:

A set of written instructions that identifies the health and safety issues that may arise from the jobs and tasks that make up a system of work.

A safe working procedure should be written when:

- designing a new job or task
- changing a job or task
- introducing new equipment or substances
- reviewing a procedure when problems have been identified, eg from an accident or incident investigation

The safe working procedure should identify:

- the supervisor for the task or job and the employees who will undertake the task
- the tasks that are to be undertaken that pose risks
- the equipment and substances that are used in these tasks
- the control measures that have been built into these tasks
- any training or qualification needed to undertake the task
- the personal protective equipment to be worn
- action to be undertaken to address safety issues that may arise while undertaking the task