

## Safe Work Procedures Policy

### Purpose:

This policy establishes an effective, accountable and transparent way for workers to be informed of risk associated with particular work tasks and being informed of how to avoid injury or illness whilst doing these tasks.

A Safe Work Procedure (SWP) is an integral part of the risk management process as ensures the task/s is conducted in a way to reduce the risk of injury.

### Principles:

Council takes very seriously its duty of care towards its staff and the public, and recognises its duty to comply with all relevant legislation related to ensuring the health and safety of persons, both council staff and the general community, and the protection of property

- This policy will be accessible to all workers.
- This policy supports the implementation of a safety management system.

By conducting work in accordance with this policy JCUSA aims to:

- Identify risk associated with particular tasks and document them in formal Safe Work Procedures in order for workers to safely undertake these tasks.

### Scope:

This policy applies to all Councillors, employees and persons acting for, or on behalf of the JCUSA, that are involved in the development of any SWPs used for any work activity at, or on behalf of, JCUSA.

### Policy Statement:

Council takes very seriously its duty of care towards its staff and the public, and recognises its duty to comply with all relevant legislation related to ensuring the health and safety of persons, both council staff and the general community, and the protection of property.

This policy is to be used for workers to ensure they are informed of SWPs and how they apply in the workplace.

### Responsibilities:

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management, which is the JCUSA Council. Workers also have important responsibilities for health and safety in the workplace. JCUSA Council has ultimate responsibility for all workers to comply with approved policies, procedures, safe work procedures that

- support and align with current legislation, regulations and codes of practice;
- are implemented and monitored; and
- are reviewed to evaluate the continuing effectiveness and currency.

All workers who undertake activities which involve WHS risk are expected to familiarise themselves and comply with the SWP that exist in their area of work.

Workers are to be involved in the creation of SWPS, especially those that are experienced in performing the particular task/s.

### Definitions:

Safe Work Procedure (SWP)	A means of briefly documenting the risks associated with a work task and incorporating appropriate controls into a sequence of steps for doing the task safely.
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### Acronyms

JCUSA	James Cook University Student Association
SWP	Safe Work Procedure

### Policy

A SWP is a procedure which describes how work is carried out in a safe and standardised process. Usually risk management identifies the need for a SWP as an administration control measure.

### Development of SWPs

SWPs should be developed by a worker with sound, hands on experience and knowledge of the tasks. Gaining input from a number of staff or students will greatly enhance the usefulness of the procedures. For some processes or tasks it may be necessary to seek the input of a person with mechanical, electrical or other technical competence. This may be through in-house expertise or an external expert. The legislation, Codes of Practice, manufacturer's user manual and any relevant Safety Data Sheet must be consulted for safety information to include in the SWP.

### Content of SWPs

SWPs provide information to assist workers to perform tasks safely. They include:

- describing how the work is carried out;
- identifying the work activities assessed as having safety or environmental risks;
- stating what the safety risks are;
- describing the control measures that will be applied to the work activities; and
- describing how measures will be implemented to undertake the work in a safe and environmentally sound manner.

### Priority in the creation of SWPs

Bearing in mind the potentially enormous number of tasks that are carried out in the area, it will be necessary to prioritise the tasks for which SWPs need to be written. The following is an example of the order that could be followed:

- new tasks/processes/equipment where there are medium to high risks
- existing tasks where there are high risks
- existing tasks where there are medium risks etc.

- existing or new tasks where training is required.
- existing tasks that are low risk and carried out by a large number of workers
- existing tasks that are low risk carried out frequently.

## **Document Control of SWPs**

The Document Record Management System is to be used to store the SWPs numbers and version history.

## **JCUSA Equipment that is Lent Out**

For all JCUSA equipment that is lent out to Clubs/Societies or JCU Departments requires a SWP to be created and stored electronically on the JCUSA Website/Clubs & Societies/Clubs and Societies Procedures.

All equipment use forms need to include a reference to the applicable SWP.

All equipment manuals/ manufacturers operating instructions are to be stored on the JCUSA Website/Clubs & Societies/Clubs and Societies Equipment Loans.

## **Use of SWPs**

For plant or equipment, the SWP should be displayed prominently close to the location of the plant or equipment where practicable. All SWPs should be readily accessible by workers who undertake the activity or process. Hence SWPS are to be stored in S:\Common\Sorted\Governance\Policies, Procedures & Agreements\2018 2019 Safe Work Procedures and Microsoft Teams/JCUSA- Staff/ Safe Work Procedures.

## **Training**

Workers must be trained in the SWP and be deemed competent in that activity. Training provision, competency assessment and recordkeeping must comply with the Health and Safety Training and Induction Procedure. Where there have been changes to plant or processes, a review of the SWP and training/competency of users must be undertaken.

## **Review of SWPs**

SWPs should be reviewed when new information becomes available (eg. Legislative changes), an incident has occurred, the work environment has changed, equipment has been modified and at a frequency determined in the local area based on risk.

## **Related instruments**

Department of Justice and Attorney General, Workplace Health and Safety Queensland, Safe Work Procedures, Advice Sheet 3

WHS Queensland, Managing Risks of Plant in the Workplaces, Code of Practice 2021

WHS Queensland, Managing the Work Environment and Facilities Code of Practice 2021

WHS Queensland, Work Health and Safety Consultation, Cooperation and Coordination, Code of Practice 2021

WHS Queensland, Electrical Safety Code of Practice 2021 – Managing Electrical Risks in the Workplace

WHS Queensland, How to manage work health and safety risks Code of Practice 2021

WHS Regulations 2011  
 JCUSA Integrated Safety Framework  
 POL003 WHS Policy  
 PR0021 Safe Work Procedures Procedure  
 Form 064 SWP Risk Assessment  
 Form 065 SWP template  
 SWP001 BBQ and Gas Operating Procedure  
 SWP002 Popcorn Machine Operating Procedure  
 SWP003 Snow Cone Machine Operating Procedure  
 SWP004 Marquee Operating Procedure  
 SWP005 Table\_Foldable Safe Work Procedure  
 SWP006 Bain Marie Safe Work Procedure  
 SWP007 Manual Handling Safe Work Procedure  
 SWP008 Line Marker Safe Work Procedure  
 SWP009 Fairy Floss Machine  
 SWP010 Scoreboard  
 SWP011 Urn Safe Work Procedure  
 SWP012 Bain Marie (Large) Safe Work Procedure  
 SWP013 Air Fryer Safe Work Procedure  
 SWP014 Camera Safe Work Procedure  
 SWP015 PA Speaker  
 SWP016 Projector  
 SWP017 Table Tennis Table

## Administration

Note: Printed copies of this policy are uncontrolled and currency can only be assumed at the time of printing.

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