1. **Purpose**

These guidelines outline the requirements for the development of Safe Work Procedures (SWP) for all processes (tasks) and machinery and equipment use, where there exists a risk of harm to any persons, property or the environment.

1. **Scope**

These guidelines apply to staff, visitors and contractors of Tasmanian Independent Retailers (TIR) and Island Fresh Produce (IFP).

1. **Responsibilities – ALL EMPLOYEES**

A comprehensive list of SHE Roles and Responsibilities is provided in the document SHE 28 Roles and Responsibilities Procedure. The specific responsibilities with respect to developing SWPs are summarised below.

**Executive Management Team**

* It is the responsibility of the CEO and Executive Management Team to ensure that these procedures are implemented in their area.

**Wellbeing Health and Safety Committee**

* It is the responsibility of the Wellbeing Health and Safety Committee to provide advice and feedback to TIR/IFP Management team and Supervisors on actions needed to comply with these guidelines.

**TIR / IFP Supervisors**

* It is the responsibility of supervisors to ensure that SWPs are developed and implemented for all processes (tasks), machinery and equipment, where there exists a risk of harm to any persons, property or the environment, in their areas of responsibility.

**All Employees**

* All staff, visitors and contractors of TIR are expected to familiarise themselves with and comply with the SWPs that exist in their area of work; including signs, manuals and general safety instructions.

1. **Definitions**

**Safe Work Instruction (SWP):** Written instruction(s) for tasks that outline the method of undertaking a task, whilst emphasising ways to reduce any risk of harm to persons, property or the environment.

1. **Safe Work Instruction Guideline**
   1. **Risk Management**

A risk assessment of the task/machinery/equipment /process should be completed before developing SWPs to identify the hazards, associated levels of risk and suitable risk controls. The SHE 5.0 Risk Management Procedure describes the risk management process at TIR.

The SWP should be attached to the related risk assessment and submitted together with the risk assessment for approval.

* 1. **Format of SWPs**

The use of tables, photographs, diagrams and charts within the SWP may be helpful.

An example SWP template can be found in Section 6: Tools.

* 1. **Development of SWPs**

SWPs are written by the person who is performing the tasks to be conducted. SWPs for shared equipment and processes may be developed by the shared facility subject matter expert/s in consultation with the users, where possible.

It is recommended that SWPs are developed in consultation with subject matter experts, technical staff and the SHE Specialist. Where employees are completing the activity, the Health & Safety Representative (HSR) should also be consulted.

Other resources such as the manufacturer's User Manual provided with the equipment/machinery and any other relevant SHE procedures and guidance material should also be consulted, where appropriate.

* 1. **SWPs should include:**
* Reference to the risk assessment, including safety controls for hazards, and authorisations required to undertake the technique/process or use of equipment/machinery. For example:
  + SHE induction and specific training requirements, qualifications and certificates
  + Specific operator competency requirements; or
  + Names of personnel who can approve that competency has been achieved.
* Precautions to be undertaken before commencing the task.
* Personal protective equipment to be worn while undertaking the task.
* Emergency procedures specific to the task, such as a power isolation procedure, spill containment, First Aid and emergency response.
* Specific restrictions or requirements if the work is to be conducted after hours. After hours work may require additional authorisation from your supervisor and SHE Specialist.
* Clear instructions for undertaking the task.
* Instructions to ensure that the area is left safe for others to use, such as clean up and shut down procedures, and Correct waste disposal guidelines.
  1. **SWPs should be:**

Attached to the related risk assessment, where appropriate.

Where SWPs are not linked or attached to an approved risk assessment; they must be reviewed, signed and dated by the Team Lead or Supervisor and SHE Specialist.

Displayed prominently in close proximity to the location of the machinery and equipment or where the task is to be performed.

Listed in on the Data Management Library on Sharepoint and in a physical register within the work area or in the safety manual of the work area. The register should be readily available in each area where the tasks are carried out.

Used as an integral part of the training process, but not as a replacement for training programs.

1. **Tools**

The following tool is associated with these guidelines.

* SHE 9.01 Safe Work Instructions template

1. **Record Keeping**

SWPs should be reviewed:

* When a process changes or modification takes place
* When the information in a document is found to be inadequate
* If an incident takes place
* At least every 3 years.

SWPs for out-of-service machinery and equipment, processes or tasks should be reviewed before they are returned into general use.

1. **Legal & Other Referenced Documents**

Legislation mandating compliance

* Work Health & Safety Act 2012
* Work Health & Safety Regulations 2012
* Code of Practice – CP112 How to Manage Work Health & Safety Risks

Australian and International Standards

* ISO 45001: 2018 OHS Management Systems - Requirements with guidance for use

TIR SHE documents

* SHE 28 OHS Roles and Responsibilities Procedure
* OHS 5.0 Risk Management Procedure
* OHS 30 Records Management
* OHS 22 OHS Consultation

1. **Authorisation, Effective & Evaluation Dates**

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| **Authorisation** | WHS Committee |
| **Effective Date** | July 2022 |
| **Evaluation Review Date** | July 2025 |

1. **Evaluation & History**

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| **Date** | **Author** | **Sections Modified** | **Details of Amendments** |
| June 2022 | M. Axford | ALL | New Document creation and implementation |
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