

# HOW TO CREATE A SAFETY MANAGEMENT SYSTEM IN 10 STEPS

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## **STEP ONE – STRUCTURE**

Design a structure (e.g. a safety committee, designated safety managers or champions, etc.) and delegate sufficient authority to the persons in that structure to draw upon the resources and exercise the decision-making capacity required for attainment of the targets.

## **STEP TWO – CONSULT**

Consult with your staff, volunteers and participants. Each person with a duty has a requirement to consult, communicate and coordinate with all other person sharing that duty to ensure that safety is effectively managed.

## **STEP THREE – LEADERSHIP**

Commit to safety; nobody should be harmed by participating in workplace activities. Create a safety management policy and share it with all staff, volunteers and participants. If your workplace is new to safety management review your current safety performance and processes.

## **STEP FOUR – HAZARDS & CONTROLS**

Through consultation, identify the safety hazards and plan how to control them to minimise risks staff, volunteers and participants. Cast your net widely; the more people you involve the more issues you will identify and manage successfully.

## **STEP FIVE – SIMPLE & CLEAR PROCEDURES**

Ensure that your operational and emergency procedures are documented and that each person with a safety duty has contributed to their development and has access to the latest version.

## **STEP SIX – TRAIN & DEVELOP**

Consider the training needs to implement the controls effectively. Safety happens by design; staff and volunteers will need to develop skills in safe work practice and may require training.

## **STEP SEVEN – IMPLEMENTATION**

Practice makes good; for the highest risks perform a safety exercise and check that your staff, volunteers and participants react as required. Use the drill to learn and improve your processes.

## **STEP EIGHT – MONITOR**

Set objectives and targets for the system; then plan a process for developing and implementing the system to manage the safety hazards identified in step two above. All risks must be managed to a level “as low as reasonably practicable” in order to comply with safety legislation.

## **STEP NINE – CONTINUOUS IMPROVEMENT**

Record safety performance and incidents including near misses. This will inform what controls are working effectively and what may need to be focussed on and reconsidered. Absence of incident reports and monitoring is indicative of a very poor safety culture.

## **STEP TEN – REVIEW**

Continue to consult and review the results of your system to generate continuous process improvements. Be sure to document these improvements through regular formal reviews.