

# Safety Direct™

The Cost Effective SMS Solution

NEWSLETTER No. 3



## Elements of the Safety Direct™ WHS Management System

### Training

In the last newsletter we talked about Planning for Safety and left off with the provision of training. Businesses are required to provide for information, training and instruction to workers and this may come in many forms to assist in getting the message across.

- Information may be placed on noticeboards, sent through emails or included as part of general discussions;
- Training where there is teaching provided to a person about a particular skill or type of behaviour; and
- Instruction through information about how something should be done or operated.

Safety Direct™ provides a suite of documents (or online training through the Safety Direct™ Plus version) to assist you with the provision of information, training and instruction on each procedure. Each document compliments the procedure with a brief overview followed by 5 - 6 questions (and answers on a separate page) to give users an overview of what is required from the procedure.

The online version of the Take 5 through Safety Direct™ Plus is the same information in an electronic version with the added functionality of individual training and online recording of the training completion. Other benefits of the Safety Direct™ Plus version are that the Take 5's can be pre-arranged and 'sent' to workers to complete as part of your Plan for Safety any time whilst at work.

Alternatively, you may hold weekly, fortnightly or monthly meetings and can have these Take 5's discussed, completed and recorded.

Other confirmation of learning/training comes in the form of Competency to Operate or CTOs.

Through this process users are confirmed as being able to successfully start, use, maintain and store the item of equipment. This simple set of documents is available for a broad range of items of equipment.

Now you are getting workers involved in the process and part of the Plan for Safety. There is a need to ensure that what the procedure is requiring is actually being completed so far as reasonably practicable. That is where the Safety Element Audits SEA come to assist you with identifying gaps in your processes against the Safety Direct™ procedure.

The Safety Direct™ system has over 80 procedures written to best practice against current legislation. Each procedure is regularly monitored and updated against changes in legislation, current trends in industry and as a result of trending court decisions. The procedures are seamlessly updated through the online program and administrators are provided an email with the changes and possible impacts.

40 System Element Audits have been developed to specifically address key procedures.

A simple question/answer process is used to check compliance to the procedure.

There is no Auditor training or skills required to complete this internal check of the system making the whole process achievable within the workplace.

As the path to Safety Planning becomes more involved, additional External Audits may be planned as they are beneficial for being more of a holistic view of the entire implementation process. Then you can begin to concentrate on some of the more important aspects of the Safety Management System for example Incident reporting and corrective actions, but that is for the next newsletter.

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Provides you with an OH&S, risk management and compliance control system that meets today's expectations, defines responsibility and imposes accountability whilst saving time managing tasks and people.

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if you need help with  
**Safety Direct™**

**Please call: (07) 5573 6199**

DRA: Call (07) 5573 6199

Email: [info@drasafety.com.au](mailto:info@drasafety.com.au)

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