

Safety Direct™

The Cost Effective SMS Solution

NEWSLETTER No. 4



Elements of the Safety Direct™ WHS Management System

Reporting and Recording Actions

We ended the last newsletter discussing Safety Element Audits of your process to assist in aligning with the Safety Direct™ Procedures. We are now going to look at what to do when you do find a 'difference' between what you have in place and what the Safety Direct™ procedure requires.

When you do find an issue with a particular Safety Direct™ procedure you will need to decide on and spell out a corrective action to remedy the discrepancy, allocate a person/s responsible for this action and then a suitable time frame to complete the action. Some actions will be readily completed and others may involve additional resources including costs that may need special approval and will take time. These decisions still must be weighted considering the risk and what is reasonably practicable by taking into account and weighing up all relevant matters.

This is the reasonable practicable concept where, only after assessing the extent of the risk and the available ways of eliminating or minimising the risk, should the cost associated with available ways of eliminating or minimising the risk be discussed, including whether the cost is grossly disproportionate to the risk. Cost should not be the predetermined decision tool.

Identifying what needs to be completed as a whole assists the planning process. Sometimes one action/remedy may overlap or satisfy another thus reducing time, costs and other resources spent on the action.

Other elements of the Safety Direct™ system require monitoring. For example, incidents and near miss events should be recorded, actions developed and allocated to a person with an agreed time to remedy.

Safety Direct™ provides forms, templates and registers to assist you through the process in 2.4 Hazard Reporting and Risk Management. This Safety Direct™ procedure is also the guide to the basic process that underpins the legislative requirements of the WHS Legislation i.e. Risk Management.

Safety Direct™ Plus adds online functionality to this process where users can access online forms and add issues they identify like the near miss. However, it is suggested that this functionality only be introduced to workers following training, so not to fill the system with poorly thought out issues.

When you begin to build and work through the actions, all the small steps you make at this stage will begin to tie together the elements of the Safety Direct™ system and people will begin to see issues being resolved and hopefully become more engaged. The path to safety requires their assistance and support to maintain the momentum.

This whole process of identifying issues, assessing the risks, implementing controls and then monitoring and reviewing the controls is the key to the implementation of the Safety Direct™ system, and sets the framework for continual improvement.

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