

# Process for developing safe work procedures

1. **List the hazardous tasks done in your business**
2. **Choose one hazardous task and do a task analysis**
  - a. Break it up into its steps – identify every step of what is done before, during and after the task. List this under 'Steps of task'
  - b. For each step brainstorm:
    - What could hurt someone?
    - What could make someone sick?List these under 'What can go wrong (hazards / risks)'
  - c. Brainstorm what to do about each of those hazards and risks and list these in the 'What to do about it (controls)' column.

*NOTE for b. and c. – refer to information such as legislation (including codes of practice) equipment manuals, safety data sheets for chemicals, industry guides, etc. Remember your workers are often a great resource for information about doing the tasks.*

3. **Choose the controls you are going to use from the 'What to do about it (controls)' column.**
  - a. Sort out which controls can be completed at this point:
    - Some control measures you have brainstormed might be unsuitable now – cross these out but leave them on your task analysis for future reference.
    - Some controls will require you to make permanent changes to your workplace, for example buying new equipment or applying engineering control measures like fitting a guard. Tick these on your task analysis once they are done.
    - Some control measures will be general things you need to do in the workplace but aren't completely related to that task, for example sweep the floor once a week. These general things can often go into your general workplace rules and/or induction training rather than into every safe work procedure. Tick these on your task analysis once you find somewhere else for them to go.
  - b. The remaining control measures will describe how to do the job safely – these are the ones you use to write a safe work procedure.

**4. Apply the results of your task analysis to write your safe work procedure.**

- a. Combine what you wrote in the first column of the task analysis 'Steps of task' with what remains (not crossed out and not ticked) in the last column of the task analysis 'What to do about it (controls)'.
- b. Write this remaining information on to the safe work procedure template.
- c. Polish your safe work procedure – add pictures, improve the grouping and order, place higher level controls first, then include the administrative controls and the PPE. Add extra steps before and after if needed.
- d. Have the safe work procedure signed and dated by senior management.

**5. Choose your next hazardous task and go through the process again from step 2.**