Safe Working Practices
for Responsible Managers and Assessors

Course Notes

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Introduction

Managers and Supervisors must ensure that all tasks are performed using safe methods and ‘safe systems of work’.

A hierarchy of control exists to ensure that the above requirements are fulfilled.

Risk Assessment is the single most important control method used in this hierarchy. However, once completed, there is a need to define the safe way of working. Any written set of rules or procedures defining a safe way of working are Safe Working Practices.

Safe Working Practices are compiled after a risk assessment is conducted and before a task starts.

Any form of Written Authorisation to undertake work (e.g. a Permit to Work) shall contain a Safe Working Practice, either incorporated within it or, attached and referred to in the Authorisation.
Forms of Communication

There are many forms of communication:

Written

• Letters
• Instructions
• Memos
• Signs

Verbal

• Person to person
• Telephone
• Recordings

Visual

• Signals
• Gestures
• Facial Expression
• Eye Contact

Which is the most effective way of communicating instructions?
Practical Exercises

Practical Exercise 1

Complete the following pro forma

Practical Exercise 2

Relay clear and concise instruction over a telephone (non-face to face), in order to complete a task.

Practical Exercise 3

Write a set of instructions to enable work colleagues to complete a task successfully.
The Hansen Method

Safe Working Practices

- Every activity must be carried out in accordance with a developed Safe Working Practice.
- This will be validated by means of a Risk Assessment.
- In addition, refer to the COSHH Assessment and Manual Handling Assessment.
- The control measures identified in the risk assessment shall form the basis for the written Safe Working Practice.
- The Safe Working Practice shall follow a logical sequence of progression.
- Consider what must be done before the task starts?
- How the task is done?
- What training is needed?
- What competence is required or certification?
- The action to be taken when the task is complete.
- The Safe Working Practice shall be developed by the persons conducting the task and led by the Responsible Manager.

How do we Compile a Safe Working Practice?

- Should the Responsible Manager delegate responsibility.
- Delegation must be confirmed in writing, and the manager must be assured that the delegate is competent to lead the development process, via internal training.
- The Responsible Manager shall review all Safe Working Practices, before adoption in the workplace.
- All Safe Working Practices shall be dated and assigned a version number.
- In order to track changes and ensure employees are using the latest version.
- Any changes considered necessary shall be discussed with the persons whom have developed the Safe Working Practice.
- Agreement shall be warranted, from all parties, before the practice is adopted.
- If in doubt, ask!
Information, Instruction and Training

Authorisation To Commence Work

- Responsible Managers shall ensure that all persons who may undertake a task covered by a Safe Working Practice have been issued with the Safe Working Practice before being authorised to start work.
- Responsible Managers shall satisfy themselves that all persons who have been issued with a Safe Working Practice have received sufficient instruction and training in the requirements of the Safe Working Practice, to render them competent to undertake the task.
- This shall be done face-to-face and explained; understanding shall be gained from the employee.
- No person shall start the defined task until the Responsible Manager is satisfied that they are competent to undertake the task.

Record Keeping

- Responsible Managers shall maintain a file entitled ‘Safe Working Practices’
- This shall contain all workplace Safe Working Practices.
- Responsible Managers shall ensure that any additions or amendments are correctly issued and outdated copies destroyed.
- Responsible Managers shall record of all issues of Safe Working Practices.
- Including records of instruction or training provided.
Practical Exercise 4

Compile a Safe Working Practice for a task you complete.

The task will use substances and involve manual handling.

The following will be issued:

Material Safety Data Sheet
Risk Assessment Record
Manual Handling Assessment Record
COSHH Assessment Record
Safe Working Practice pro forma
Remember!

- Keep it Simple!
- Make sure people know it and understand it!
- Say what we do!
- Do what we say!