

## Safety Reviews

### Legal Requirements for Safety Reviews

Managing health and safety requires deliberate actions and planning activities. Whereas some activities, such as accident reporting are, by nature reactive, others, such as training, hazard management and emergency response, require reviews or regular monitoring to maintain currency and relevance

### Procedure for Safety Reviews

At least annually, a complete review of the factors affecting the health and safety system should be undertaken with the intention of amending or updating policies, practices and procedures

This may be undertaken in conjunction with the **Self Audit** and setting of **Safety Objectives**, both of which should be at least annual activities

### How to create a Safety Review

The **Safety Review** is one of the activities on the **Safety Plans** module. It prompts you to take a *fresh look* at a range of issues, including hazard management, accidents, emergencies and other elements of the safety system

If you have advanced versions of SafetyBase, they prompt you to consider increasingly wider sets of potential issues and affected parties. The Review also asks you if there has been any impact on existing policies and procedures

Review notes should be entered into the data fields and actions taken. SafetyBase will suggest some actions for you, depending on your responses

### Using Tasks to assist Safety Reviews

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

### SafetyBase Tips and Tricks for Safety Reviews

If the **Safety Review's** status is left as "Under Action", it will show on the Dashboard Open Files list. This is important, as a means of ensuring visibility to all affected parties

The Review should be undertaken by a team of persons, representing, as far as possible, all interested parties

The Review should be afforded the time and resources to allow full discussion and generation of ideas

Consider associating an electronic document (example, an existing image, pdf, spreadsheet, document, video etc), using the **"Attach Documents"** tab, or inline toolbar at the bottom of your screen while entering data. Record the document's details by completing the appropriate data fields, then click Attach Document. The document will upload and be available for viewing. Many file types will display as a thumbnail

You can associate a SafetyBase file using the **"Link Files"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Tasks tab (example, Hazard, Fault Report, Accident Investigation or similar file that has direct relevance): Record the file's details by completing the appropriate data fields, then click ADD. Use the progressive filtering of the drop lists and ADD the file you want. The file will be linked. If you follow the link, the linked file will automatically have a link back to the file you came from

Remember to link People with this file type, using the **"Associate People"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Associate People tab. Doing this will build an automatic safety history for each person, which you can view by clicking on the person's name anywhere in the account

Check file history in the **"Status Log"** tab. This automatically records status changes to the file. If you would like to monitor the file, click the **"Watch"** button at the top of the file summary. This will place the file on your Watchlist and e-mail you whenever the file status changes