

# Health and Safety System Implementation Plan

## Note:

*It is strongly recommended that you familiarise yourself with at least the SafetyBase Overview and preferably the Health and Safety Procedures Manual before embarking on this Plan*

This section provides you with a step by step Implementation Plan for introducing a health and safety management system using SafetyBase

The Plan assumes you are starting from scratch. We recommend you check off all the steps more or less in the sequence given, regardless of your current level of achievement

**Please note that Foundation Edition does not include all the modules referred to below, in which case, you should consider an alternative means of compliance, such as paper records, or call 0800 000 267 (in New Zealand) or +64 9 535 4355 for an upgrade**

## Month One:

Confirm the Responsibilities. See Help/Getting Started/Setting up SafetyBase

You can, if you wish, create detailed role descriptions in the file type **Safety Responsibilities** under the **Documents** heading. Use it as a template or attach existing **Job Descriptions** to files, as a way of organising and accessing them

Appoint an **Implementation Team**, comprising people with some of the above roles to oversee the process. Meet regularly and keep minutes

Set some initial safety improvement objectives. You can use the **Safety Objectives** template under the **Safety Plans** header. Or attach existing documents to the file

Train key personnel in the use of SafetyBase and the relevant health and safety legislation, so they understand the context of what they are expected to do

Ensure accidents are reported in all work areas. This can be at two levels: 1. First Aid Reports (booklets will suffice); 2. Statutory Report Forms, for significant injuries and incidents

Ideally, get direct input to SafetyBase's **Accident Reports** files under the **Accidents** heading. Alternatively, you can collate paper records and have an appropriate user enter the data on line. It's essential to get the data entered, because accident and loss summaries, charts and reports are the single most important form of information you can extract from your database. Internet enabled computers should be available for casual users, to avoid the need to transfer paper records to the system later

Make sure lost days and cost data is entered into the **Lost days & Costs** tab when submitting an **Accident Report**

## Month Two:

Document hazards in the **Hazard Details** file type. This is a key phase in the process and may take some time but we recommend investing time and effort. By accurately identifying hazards and then using the prompts in the **Hazard Details**, you will ensure that a wide range of related risk control measures, such as monitoring, maintenance and training are created. To get assistance in identifying hazards, you can use the **Hazard Analysis** file type, which is a template to identify a variety of situations and hazard types. Then, use the **Hazard Details** file type to generate all the immediate and downstream actions associated with each hazard

To create a Hazard Register for each location, go to **Reports**, click **Add Custom Report**, then, in **Step 1**, select as follows: **Report = A list of Files in = Hazard Details; In = (Choose your location)**. In **Step 2**, you can filter out Hazard Details if you wish, but otherwise just go to **Step 3**. In **Step 3**, select the column headings for your Hazard Register, edit the name of the Report, then save. To put the Hazard Register on your Dashboard, find it in the Reports list, click Edit and select "Show on Dashboard"

Create Data Sheets on substances and processes that require knowledge and special precautions. You can use the **Hazardous Processes** file type under the **Training** heading if you wish, or attach existing data sheets and product warnings

Implement the hazard controls. This may take months, so you can do it concurrently with the rest of the **Implementation Plan**

## Month Three:

Ensure your team understand that new developments, plans, equipment and also adverse events should be analysed and actions generated using the **Critical Event Reviews** file type under the **Safety Plans** heading. Or, you can attach any similar review documents to these files

Adopt and display publicly an agreed Safety Policy Statement, dated and signed by the senior manager. Register this as one of your documents in the **Safety Documents** file type under the **Documents** heading. A Sample Policy is provided at Help/Health and Safety Procedures Manual/Documents/Safety Documents (top of page)

Create in house **Safe Operating Procedures** (S.O.Ps) for safety-critical tasks where the hazard cannot be eliminated or isolated. Examples might be a specific toolsetting method, an office practice for avoiding gradual process injuries, or use of hazardous equipment. The **Hazard Details** should outline issues where S.O.Ps are required. You can create them in file type **Safe Operating Procedures** under the **Training** heading

Document a training plan. The **Hazard Details** should identify a number of hazard related training issues, however, not all training is hazard-specific, such as First Aid training and Evacuation Procedures, so you need to think quite broadly about this. You can use the **Training Record** file type under the **Training** heading to plan and record training with internal and external providers. Some training can be achieved using the **Assessments** module under the **Training** section. If your account does not include the **Assessments** module, call SafetyPro on +64 9 535 4355 or 0800 000 267 for an upgrade

Ensure new or transferred employees receive orientation training. You can record this as above. Note, there is **Sample Orientation Information** for you to copy and paste into a document at Help/Health and Safety Procedures Manual/Training/Training Records (top of page)

Consider making management training in health and safety skills part of your training plan. Typical topics should include Legislation, Hazard Management and Accident Investigation

Document your training providers and their expertise, both internal and external, as evidence that you use all diligence in giving competent training. Record in **Training Providers** under the Training section

## Month Four:

Audit your safety signs, warnings and information. Check the relevance and availability. Provide new or replacement information

Commence regular inspections. This is part of the monitoring requirement for hazards, so the **Hazard Details** and your **Hazard Register** should have suggested some monitoring requirements. It may also require you to do maintenance on hazards. You can use the file types **Inspection Checklists** and **Maintenance Checklists** under the **Hazards** heading

Ensure people report safety issues. They can use the **Fault Reports** file type under the **Hazards** heading

Measure environmental health risk exposures, such as noise, dusts, hazardous substances, to determine if the exposure is above the relevant exposure standard. Use specialist advisors for this. Record the details of specialist advisors on your **Training Providers** list

Commence health monitoring for employees who are exposed to health risks above the exposures you determine. You can record results in the **Health Monitoring** file type under the **Hazard** heading. Use specialist providers for this and record their details in your **Training Providers** list

Ensure accident investigations are being carried out. You can use the **Accident Investigations** file type under the **Accidents** heading. Refer to the Health and Safety Procedures Manual if necessary for guidance on what accidents need investigation

### Month Five:

Ensure rehabilitation opportunities are provided for injured employees. You can use the **Rehabilitation Plans** file type under the **Accidents** heading or attach existing Plans

Commence accident statistics generation by entering lost days and costs data on the **Days Lost & Costs** tab on the accident file. Use SafetyBase's charts to print and e-mail charts or download a CSV file to create spreadsheet based graphs and reports

Identify potential emergency scenarios. Typically, this will include building evacuation and any other emergencies inherent in your activity and/or geographical location. You can create procedures in the **Emergency Procedures** file type under the **Emergencies** heading, or attach existing documents

Train **Fire Wardens** and/or **Emergency Teams**. You can create plans and reminders for this training in the **Training Record** file type

Display a fire warden list and your **Emergency Procedures**

Hold your first emergency drill or exercise. Record the results in the **Drills or Events** file type under the **Emergencies** heading. Create a **Recurring Task** for future drills/exercises

### Month Six:

At about this point, or sooner if appropriate, have employee safety representatives elected, or by default, selected. Commence safety meetings at levels and sites appropriate to the number of employees and risks

You can use the agenda in the **Meeting Records** file type under the **Safety Meetings** heading. Using this agenda will ensure your consultation covers a suitable range of topics

Put in place visitor controls. The **Hazard Register** should have generated some issues and actions already. You can use the **Sign In** file type under the **Visitor Safety** heading

You can register your contractors and record their credentials using the **Approved Contractors** file type under the **Contractor Safety** heading

Create **Site Safety Rules** and **Safety Contracts**. Note that a **Sample Safety Contract** wording is provided for you to copy and paste at **Help/Health and Safety Procedures Manual/Contractor Safety/Safety Contracts**. The link is at the top of the page

Ensure contractors complete a **Sign In**, if appropriate, sign off on the **Safety Contract**, **Site Safety Rules** and are given a **Safety Induction**. You can use the **Work Permits** file under the **Hazards** heading as a template for high hazard work

If any ideas, suggestions, complaints or other issues arise that need to be deferred, you can park them in the **Safety Suggestions** file type under the **Safety Ideas** heading so they can be addressed later. It will help if you can associate any other relevant information using the **Attach Documents** or **Link Files** functions

### Forward Planning:

This marks the end of your initial implementation, however, you need to have planning and review systems to maintain and develop what you have started. You can create an **Annual Plan** under the **Safety Plans** heading. This will prompt you to plan for a **Self Audit**, **Safety Review**, **Safety Objectives** and **Training Analysis**