

 UNSW <small>THE UNIVERSITY OF NEW SOUTH WALES</small>	Writing Safe Work Procedures Guideline
UNSW Guideline	
Control number	OHS027
Linked UNSW Policy	This guideline details actions and processes pursuant to the UNSW OHS Policy.
Responsible Officer	Director, Human Resources
Authorisation	Director, Human Resources
Contact Officer	Manager, OHS and Workers Compensation
Effective Date	15 September 2007
Superseded Documents	Guide to Writing Safe Work Procedures, v1.1
Review	This guideline will be reviewed in accordance with the OHS Management System Review Procedure
File Number	TRIM 2007/1197

1. Purpose

Safe Work Procedures (SWP) are written instructions that address the health and safety issues for activities and processes undertaken in the workplace. An SWP outlines the mandatory and safest method of undertaking an activity or process.

2. Scope

This Guideline applies to all Safe Work Procedures written by staff and students for activities or processes undertaken at UNSW.

3. Definitions

No definitions apply.

4. Guidelines

4.1 Development of SWPs

SWPs should be written by a staff member(s) or student(s) with sound, hands on experience and knowledge of the tasks. Gaining input from a number of staff or students will greatly enhance the usefulness of the procedures. For some processes or tasks it may be necessary to seek the input of a person with mechanical, electrical or other technical competence. This may be through in-house expertise or may need the services of an external expert. The manufacturer's user manual should be consulted for safety information to include in the SWP.

It is recommended that the local OHS Committee or OHS Representative be consulted during the development of the SWP. The supervisor of the task or process must sign off on the SWP after being satisfied that sufficient expertise has been sought in the development of the procedure.

4.2 Priorities for the development of SWPs

Bearing in mind the potentially enormous number of tasks that are carried out in the area, it will be necessary to prioritise the tasks for which SWPs need to be written. The following is an example of the order that could be followed:

- new tasks/processes/equipment where there are medium to high risks;
- existing tasks where there are high risks;
- existing tasks that are carried out by a large number of staff/students;
- existing tasks that are carried out most frequently;
- existing tasks where there are medium risks etc.

4.3 SWPs should include

- title of the SWP
- basic description of the activity (eg use of a drill) or process (eg decanting a hazardous substance)
- title and location of associated risk assessment, if applicable
- clear step by step instructions for undertaking the task in a safe manner including:
 - plant, chemicals and personal protective equipment and clothing to be worn;
 - potential hazards and risk controls including specific precautions required;
 - instructions for emergency shutdown;
 - correct clean up and waste disposal requirements.
- legislation, standards and codes of practice used in the development of the SWP
- person or position that has supervisory responsibility for the activity or process
- competency and training required – qualifications, certificates, licencing, etc

4.4 Use of SWPs

For plant or equipment, the SWP should be displayed prominently close to the location of the plant or equipment. All SWPs should be readily accessible by persons who undertake the activity or process.

4.5 Training

Training in the SWP must be provided before an individual is required to undertake the activity/process. Training provision, competency assessment and recordkeeping must comply with the [OHS Training Procedure](#).

4.6 Review of SWPs

SWPs should be reviewed when new information becomes available, eg. legislative changes, incident with equipment, environment changed, equipment modified etc.

5. Legal & Policy Framework

NSW OHS Act 2000
NSW OHS Regulation 2001

5.1 Associated documents

[Safe Work Procedure form \(OHS026\)](#)

6. Modifications & History

Version	Date	Author	Approval	Sections modified	Details of amendments
1.1	26/07/2007	Lindsay O'Keeffe	Director Human Resources	N/A	Minor edits to v1.0
2.0	15/09/2007	Lindsay O'Keeffe	Director Human Resources	All	Reformat document to comply with UNSW guideline template

7. Acknowledgements

Workplace Safety Kit Guide 2000