

SAFE SYSTEM OF WORK CHECKLIST (MINIMISE)

3/
CONTROL

A safe system of work means the steps taken to minimise the risk of the hazard when completing a specific task or set of tasks. Use this checklist when developing your safe systems of work.

●	PARTICIPATION AND CONSULTATION <ul style="list-style-type: none">> Have involved all those who come in contact with the machine (operators, supervisors, health and safety representatives, maintenance staff, in-house engineers).
●	HAZARDS IDENTIFIED <ul style="list-style-type: none">> Work environment related (eg layout, lighting, ventilation).> Human factors (eg people's capabilities, shift work, fatigue).> Use and maintenance of personal protective equipment.
●	GUARDING OPTIONS CONSIDERED <ul style="list-style-type: none">> Competent person (someone with current knowledge of AS 4024 and other relevant standards, and how to use guards and other safety devices) has agreed guards cannot be used, or will not control all the hazards and that a safe system of work is the only way to control a hazard.
●	SYSTEMS DOCUMENTED <ul style="list-style-type: none">> All procedures documented (eg safe operating procedures, job or task safety analysis sheets, cleaning and blockages procedures, procedures for unexpected events, like power outages).
●	AGREEMENT AND SIGNOFF OF SYSTEM <ul style="list-style-type: none">> By competent person.> By duty holder (employer or principal).

●	OPERATORS AND SUPERVISORS TRAINED > Training programme in place (for new, existing and employees on leave when the safe system of work was put in place).
●	EMERGENCY PROCEDURES IN PLACE > Information, signage and emergency equipment in place.
●	REVIEW OF SAFE SYSTEMS OF WORK > Review process in place.

For more information on safe systems of work see Section 10 of the Safe Use of Machinery BPG.