

Systems and Procedures

If you're too busy to build good systems, then you'll always be too busy. – Brian Logue

What it is

Health and safety systems and procedures are a way to organise and manage work and provide information on risks. They provide workers and others with protection against harm from work risks, as is reasonably practicable.

Why do it

Health and safety systems and procedures provide a coordinated and systematic approach to managing health and safety risks. They enable forestry businesses to improve safety performance and comply with legislation and standards. They establish safer working environments that protect people by eliminating, or better managing, health and safety risks. In tandem with effective worker engagement processes, they enable workers to take a constructive role in promoting improvements in work practices and in achieving a healthier and safer working environment.

How to do it

- ▶ Involve workers in the development of systems and procedures
- ▶ Keep systems and procedures clear, easy to read and in good condition (not dirty, torn, or with pieces missing)
- ▶ Keep systems and procedures easy to find
- ▶ Clarify responsibilities for implementing and maintaining the systems and procedures
- ▶ Specify all items of special equipment (tools, clothing) needed for each job
- ▶ Supplement with other job aids (e.g., pocket-sized checklists)
- ▶ Check that work can be done as outlined in procedures
- ▶ Check that systems and procedures are understood
- ▶ Allocate time and resources to reviewing systems and procedures
- ▶ Involve workers in the review of systems and procedures.

Track it

Use the following checklist to track whether your systems and procedure practices are on track or need action.

In our crew/team, we...	Seldom	Sometimes	Always
Systems and procedures are clear			
Rules and procedures are easy to follow			
Workers are involved in reviewing rules and procedures			
Leaders support workers to follow the rules			
	Urgent action required	Action required	On the right track

Remember...

Health and safety systems and procedures must be user-friendly, functional, and seen as adding value if we are to continue to improve the way we work.