

Policy and annual safety planning

When developing a safety management system (SMS) the first step is to list what goals you want to achieve. This is referred to as a policy. Writing down the goals will guide you with the planning of the SMS.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** Once you have written down the goals of your policy have a worker and management representative sign it.
3. **WHO:** This will ensure that workers have a sense of ownership and commitment for the system. If your only worker is a casual truck driver or plant operator have them sign the policy. The casual worker is the worker most often left out and unaware of the policy.
4. **HOW:** The WHS policy must be regularly reviewed as stated in health and safety legislation.
5. **WHEN:** You need to decide how often the policy will be reviewed and record it. An annual safety plan should be developed with your workers stating what safety targets you wish to achieve for the year, e.g. hold a set number of safety meetings, review safety management programs and audit various safety areas. This annual plan should support the goals that you have listed in your WHS policy.
6. **ACTION:** These targets should be written on Form 1A. A selection of activities/targets has been already supplied and you should review and update according to your needs.
 - Review this annual plan at the end of each year and add unfinished targets to the new yearly plan.
 - Nominate a person to complete and manage the annual safety plan.
7. **DOCUMENT CONTROL:** A copy of the policy and yearly plan should be displayed in the workplace. State where the policy and annual plan will be displayed.

References:

Work Health and Safety (Mines & Petroleum Sites) Regulation 2017 Clause 14(1)(a)
Health and Safety in Quarries