



# Safety Direct

*Improving Workplace Safety*

## What is Safety Direct?

Safety Direct is a membership based product aimed at assisting organisations in achieving effective outcomes. Furthermore, it is a cost effective solution for businesses and organisations that currently don't have an effective Safety Management System or the in house skills to manage safety systems. Safety Direct is a hosted product available all over the world. It is a one stop shop that allows organisations to build their own safety management system.

This product provides a vehicle to share documents in order to achieve best practice in terms of safety thus reducing injuries and ensuring compliance with current Workplace Health and Safety Legislation. DRA Safety Specialists aims to work with businesses to improve safety and reduce workplace injuries. As a partner with businesses, we will be there to assist you in achieving your safety goals and objectives.

## What does membership cost?

**\$4,500** for the first year subscription plus GST\*

**\$2,000** for annual membership each year after plus GST\*

\* Cost is based on a per site basis.

## What do I get for my money?

As a member of Safety Direct you will receive a number of benefits which would normally cost double your initial subscription fee. The benefits include:

1. Business Safety Management System Template
2. Workplace Health and Safety Forum
3. Business specific Forms and Templates
4. Notification in changes to relevant legislation and procedures
5. Workplace Health and Safety Help Desk

## Where can I get more information?

For more information on Safety Direct and other services offered by DRA Safety Specialists please contact our office on (07) 5573 6199.

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## What will I find on the Safety Direct site?

### Policies and Procedures for developing a Safety Management System

The Safety Direct WH&S Management System has been divided into seven key parts to make finding various WH&S topics easier. The structure is also based on AS4801 – *Occupational health and safety management systems* to make it easier for auditing purposes.

The seven parts include:

Part 1: Policy, Commitment & Management

Part 2: System Planning

Part 3: Compliance Management

Part 4: Managing Specific Work Environment Risks

Part 5: Managing Specific Equipment Risks

Part 6: Monitoring, Reporting & Evaluation

Part 7: Review & Continual Improvement

Note: Sample policies and procedures for specific Work Environment and Equipment Risks as detailed in Elements 4 & 5 are being expanded continually.

#### Part 1: Policy, Commitment & Management

- 1.1 WH&S Policy Statement Procedure
- 1.2 Leadership and Management of WH&S System
- 1.3 Resources
- 1.4 Responsibility and Authority Statements
- 1.5 Responsibility Matrix
- 1.6 Counselling and Disciplinary Guidelines
- 1.7 Workers' Compensation Management

#### Part 2: System Planning

- 2.1 WH&S Management System Plan
- 2.2 Performance Measures (Targets and objectives)
- 2.3 Compliance
- 2.4 Hazard Reporting & Risk Management

#### Part 3: Compliance Management

- 3.1 Consultation
- 3.2 WH&S Inductions
- 3.3 Training
- 3.4 Contractor Control
- 3.5 Purchasing and Supplier Control
- 3.6 Document and Data Control Management
- 3.7 Emergency Preparedness
- 3.8 First Aid Management
- 3.9 Information and Communication



#### Part 4: Managing Specific Work Environment Risks

- 4.1 Manual Tasks Management
- 4.2 Noise Management
- 4.3 House Keeping
- 4.4 Hazardous Substances and Dangerous Goods Management
- 4.5 Infection Control
- 4.6 PPE Management
- 4.7 Electrical Safety
- 4.8 Working Outdoors
- 4.9 Working at Heights
- 4.10 Construction Work
- 4.11 Isolation – Tagging and Lockout
- 4.12 Office Safety and Ergonomics
- 4.13 Lighting
- 4.14 Welding Safety
- 4.15 Pressure/Compressed Air Safety
- 4.16 Confined Spaces Safety
- 4.17 Smoking and Alcohol
- 4.18 Outdoor Play Areas

#### Part 5: Managing Specific Equipment Risks


- 5.1 Plant
- 5.2 Equipment Hire
- 5.3 Machine Guarding
- 5.4 Vehicle Safety and Use
- 5.5 Tractor Safety

#### Part 6: Monitoring, Reporting & Evaluation

- 6.1 Incident Reporting and Recording
- 6.2 Incident Investigations
- 6.3 Workplace Environment Monitoring

#### Part 7: Review & Continual Improvement

- 7.1 WH&S Statistics
- 7.2 WH&S Inspections and Audits



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### **Workplace Health and Safety Forum**

Members of Safety Direct have the benefit of becoming part of a larger network of similar businesses and thus the ability to share their experiences and ask questions of other organisations that may have experienced similar challenges. This is an excellent way to ask for advice, and request information, documents etcetera from other members. Simply click on the WH&S Forum tab, select new and ask your question of the membership group. You can also view other questions asked of the forum.

### **Safety Management System Template**

As part of the membership fee, a hosted safety management system template page is created for the member organisation. This enables them to build their own safety management system with policies and procedures specific to their context using the Safety Direct Master Document Library page. This means that they will have their own internal one stop safety kiosk of information. With the added benefits of built-in version control, staff can be assured that they have the most recent versions of each procedure, form, template, risk assessment etc. Using the optional \*compliance functions, tasks and timelines can be allocated to specific staff via email from the site. The organisation’s Safety Officer and General Manager can then track progress to ensure action items are closed out. Compliance items, such as electrical testing and tagging, maintenance schedules etc., can put into the compliance section to ensure they are completed on time by the responsible person. Come audit or accreditation time the system can generate reports to demonstrate due diligence and compliance with legislative requirements.

### **Forms and Templates**

Over the past 15 years of working with general industry, DRA Safety Specialists has developed a range of forms and templates which are applicable to all industry types. These forms and templates are associated with procedures and are available from the document library. There is also the option of enhancing the functionality of forms by turning them into \*electronic forms which will enable records to be readily retrieved and exported for analysis.

*\*Note: Compliance items and electronic forms are an optional feature available at extra cost to enhance the functionality of the standard Safety Direct System.*



### **Notification of Changes to Legislation**

Members will be advised of any amendments or updates to a procedure in the master library by way of e-mail notification. This will be done whenever there is a change required as a result of legislative changes or current best practice. This automatic service will be supplemented with a quarterly newsletter that will be available for download and will advise of recent WHS activity, relevant prosecutions, pending legislative changes etc.

### **Workplace Health and Safety Helpdesk**

From time to time organisations require assistance in solving complex workplace health and safety issues. DRA Safety Specialists have extensive industry experience and knowledge of the current Workplace Health and Safety Legislation and are eager to assist you in finding practical and financially viable solutions. As a member of Safety Direct you have access to a range of safety professionals via email or phone.

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***DRA Safety Specialists***