

Health & Safety Policy

Summary – Safe Systems of Work



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A safe system of work is a formal procedure which is developed from the examination of tasks in order that hazards and degrees of risk can be identified and assessed. Safe methods of work are then developed and introduced to ensure that either hazards are eliminated or the degree of risks associated with each hazard is minimised.

An initial assessment of the tasks should be carried out to determine what is being used, by whom, where, and how the task is being performed. As part of this assessment it will be necessary to identify the hazards associated with the task and to determine the degree of risk of injury or ill health to those exposed to the hazard.

Implementation of the system will require supervisors and involved staff to be briefed on the hazards/risks and the safe system of work, ensuring that the necessary skills/experience exist or are acquired.

Monitoring of the system by supervisors and Deans of School/Directors of Service will be required once the system of work is introduced to check compliance with the procedure and the effectiveness of the system.

Action will require to be taken, e.g. counselling, disciplinary measures (in line with HR policies), where monitoring discloses failure to comply with the safe system of work. Measures to improve effectiveness of the system should be introduced with the minimum of delay.

Any changes to the safe system of work, requires that all personnel are informed and involved in the re-drafting/re-implementation of the safe system of work.

The policy covers in more detail:

- what is a safe system of work
- assessment of tasks
- implementation of system
- monitoring
- changes to safe system of work
- enforcement action



Further information and related links

Full policy document - [click here](#)

[Provision and Use of Work Equipment \(PUWER\)](#)

[Health & Safety website](#)