

# SafetyMAP:

Measuring Health & Safety Management

4th Edition



What is SafetyMAP?

Will it suit our organisation?

Can we integrate it with our other systems?

How do we get started?



# SafetyMAP: Measuring Health & Safety Management

## What is SafetyMAP?

SafetyMAP (Safety Management Achievement Program) is an audit tool designed to assist organizations improve their management of health and safety. In doing so, it helps to establish safer working environments that will protect people at work by eliminating, or better managing, health and safety hazards. This approach is consistent with the general requirements of health and safety legislation.

The audit criteria within SafetyMAP enable an organization to:

- measure the performance of its current health and safety program;
- implement a cycle of continual improvement;
- compare its health and safety system to a recognized benchmark; and,
- gain recognition for the standards achieved by its management of health and safety.

SafetyMAP does not prescribe how to manage health and safety - it provides a systematic way of measuring how well health and safety is being managed. The design and flexibility of SafetyMAP means you can audit any health and safety management system.

## Will it suit our organization?

SafetyMAP is being used by organizations of differing sizes, management structures and business activities throughout Australia and overseas, and is suitable for use in public and private sector organizations across all types of industries.

Every organization, large or small, needs to evaluate the level of risk associated with its operations if it is to manage health and safety. The higher the risks, the more extensive the management system needed to maintain a safe workplace. The level of documentation and the type of system required are determined by the exposure of people to health and safety risks, not the size of the organization. SafetyMAP will help you to measure and evaluate your ability to control these risks and become more productive.

Because SafetyMAP provides a flexible 'do it yourself approach', it can be modified to suit the needs of your organization.

## How can we use SafetyMAP?

The audit criteria in SafetyMAP are used to measure current performance and identify those areas where your organization can improve its health and safety management system. There are two levels of achievement to aim for, and these enable you to recognise and celebrate your progress along the way.

Some organizations have found that the audit criteria provide valuable guidance when considering what features to include in their health and safety management system and procedures.

## Does it fit with modern management thinking?

Striving for best practice while benchmarking progress against known standards is a widely used risk management strategy. As with many other initiatives, success begins with the commitment of senior management to provide the focus and support for the health and safety program. It also requires the consultation and involvement of people at all levels of the organization.

The criteria in SafetyMAP are based on current best practice, but it will take a cycle of continual improvement to achieve this goal.

Where the organization identifies a problem, it makes the necessary changes and then reviews the results achieved. As new system procedures are introduced, they are incorporated into the evaluation and review cycle. Using the audit criteria to verify that the existing system is working, and to identify any failures, or areas that require fine-tuning, helps you to determine priorities and to allocate your resources in the way that best suits your organization's needs.

## Can we integrate SafetyMAP with our other systems?

SafetyMAP is based on the principle that health and safety management is not isolated from the way an organization conducts its day to day activities. There will be overlaps with other systems such as the purchasing of goods and services, recruitment and induction of staff, internal communications, equipment maintenance and records management.

It is expected, though not mandatory, that the health and safety management system is compatible, and preferably integrated, with other management functions such as quality and environmental management.

## How do we get started?

Whether or not you wish to aim for SafetyMAP Certification, your safety management journey can start right now.

The following quiz helps you make a quick and easy evaluation of your existing health and safety management system and identify its strengths and weaknesses.

**If you then decide that a more rigorous assessment is warranted, the next step is to purchase the publication SafetyMAP – 'Auditing Health and Safety Management Systems' 4th Edition including SafetyMAP User Guides and workbooks on CD. These will help you to gain a comprehensive insight into what needs to be done to develop your systems to the stage where they meet the SafetyMAP audit criteria.**

**Note: all documentation can now be obtained free of charge from the WorkSafe website.**

## Health and Safety Management System Diagnostic Quiz:

For a quick and simple assessment of how well you are managing health and safety you can score your organization against each of the following statements. This diagnosis can be carried out by an individual or small team and is not based on any preconceived management structure.

- 0 Nothing in place to show that this occurs
- 1 Little evidence exists to show this occurs and it is likely to be overlooked on many occasions

- 2 Some evidence exists that things are in place but there are significant gaps in implementation
- 3 A fair amount of evidence exists but there is still some way to go until everything is in place
- 4 A significant amount of evidence is in place to demonstrate that this occurs but more could be done to ensure that it will happen on a consistent basis
- 5 There is significant evidence to demonstrate this occurs and you have confidence that appropriate actions will occur when needed

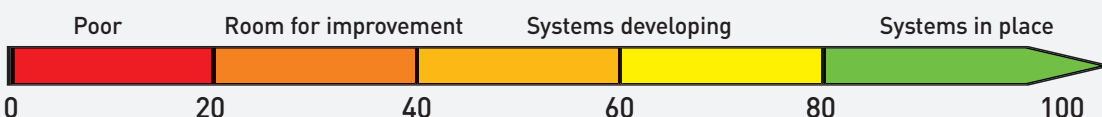
Your Score (0 to 5)

- 1. We have a formal health and safety policy that sets clear responsibilities, goals and objectives for all parts of our organization.
- 2. We have a health and safety plan that shows what we are trying to achieve and we have communicated this to all employees.
- 3. We have provided adequate resources to implement our health and safety plan.
- 4. We have reviewed our legislative obligations for health and safety and checked that we comply with them.
- 5. Our employees are consulted about health and safety and involved in identifying and resolving health and safety issues.
- 6. Our organization has identified all workplace hazards and has reduced the risk associated with these hazards to an acceptable level.
- 7. All of our employees, including supervisors and managers, are trained in the health and safety requirements relevant to their position.
- 8. We have an induction process that ensures the health and safety of new employees.
- 9. We have developed documented work procedures for all hazardous tasks and we monitor and enforce compliance with them.
- 10. We have appropriate first aid resources that meet the needs of our organization.
- 11. We record any injuries and incidents and investigate the causes to prevent recurrence.

Your Score (0 to 5)

- 12. We have identified possible emergency situations that may occur, and have trained our employees in the procedures to respond to them.
  - 13. We conduct regular inspections of our workplace to identify hazards and to check that our hazard control measures are working.
  - 14. We specify our health and safety requirements when purchasing goods or using the services of contractors.
  - 15. We have a health and safety manual that includes our safe work procedures, and these are known and used by our employees.
  - 16. We have obtained current Material Safety Data Sheets for all the chemicals we use and we make them available in the workplace.
  - 17. The materials we use are stored safely to minimise manual handling and to prevent spills or undesirable chemical reactions.
  - 18. We maintain our plant and equipment according to a schedule and we keep records.
  - 19. We regularly audit our organization's health and safety management system and review the results.
  - 20. We have a process to collect, file and retain our health and safety records.
- TOTAL SCORE**

Now check how your total score compares to this scale



# SafetyMAP:

## Measuring Health & Safety Management

### Does SafetyMAP link to Australian Standards?

SafetyMAP's five elements follow the framework of Australian Standard AS/NZS 4801:2001 (Occupational health and safety management systems – Specification with guidance for use). This also links neatly with AS/NZS ISO 14001:1996 (Environmental management systems – Specification with guidance for use) and AS/NZS ISO 9001:2000 (Quality management systems – Requirements).

### What happens during a SafetyMAP audit?

A SafetyMAP audit determines whether the health and safety management system conforms to the relevant SafetyMAP criteria, and whether it is capable of achieving the organization's policy and objectives for managing risks. The auditors should base their decision on objective evidence such as:

- an examination of any documents that describe how the system or process works;
- records that confirm that the system is followed as described in the written documents;
- interviews with relevant personnel which explore whether activities match the documented requirements, and whether there are any opportunities for improvement; and
- observations of the workplace to confirm that it is really happening.

Observations and discussions with relevant personnel may sometimes provide sufficient evidence to make this decision, but some form of supporting documentation is usually required.

An audit should go beyond the 'paper trail' and seek to establish the level of implementation within the workplace. The auditors make a judgement whether the audit criteria have been met and whether the arrangements contribute to the provision of a healthy and safe working environment.

### What are SafetyMAP certificates?

Some organizations choose to seek external recognition of their achievements through an independent audit of their system which may lead to them being awarded a SafetyMAP Certificate.

A list of accredited Certification Bodies that can provide this service can be obtained from JAS-ANZ – the Joint Accreditation System – Australia and New Zealand by telephoning: (02) 6232 2000 or visiting their website at [www.jas-anz.com.au](http://www.jas-anz.com.au).

Certification is available at two levels of system performance:

- Initial Level
- Advanced Level

Initial Level requires an organization to satisfy the requirements of 82 SafetyMAP audit criteria. These criteria have been selected as encompassing the building blocks for an effective, integrated health and safety management system that is also capable of meeting legislative requirements. Success at Initial Level is a significant milestone that should be seen as a foundation for further improvement.

Advanced Level requires the organisation to satisfy the requirements of all 125 SafetyMAP audit criteria. Organizations operating at this level will possess the systems and processes to enable them to maintain their health and safety system at 'best practice'. They will be deriving maximum benefit from their health and safety management system and will have reached a level of excellence that others acknowledge and respect.

The decision to apply for formal certification of your system is a voluntary one, and a cost/benefit analysis may help you choose the best course of action.

### What are the advantages of Certification?

Certification provides different benefits to different organizations. Here are some that may apply to yours.

#### • Performance verification:

An SafetyMAP Certificate provides independent verification that your organization's health and safety management system is functioning as intended and is effectively implemented.

#### • Cost efficiencies:

A health and safety management system that is functioning effectively will help to deliver long-term cost efficiencies through the prevention of work related injury and illness, better industrial relations and constructive ideas for improved performance.

#### • Recognition for the organization:

As a public demonstration of health and safety achievements, you may advertise your SafetyMAP Certification to customers, suppliers and the public by displaying the SafetyMAP logo.

#### • Due diligence:

A SafetyMAP Certificate confirms that your organization has the capacity to fulfil its legal and ethical responsibilities for health and safety, and is doing so effectively.

#### • Competitive advantage:

A SafetyMAP Certificate is independent recognition of the attainment of the health and safety standards that are often required as part of a tendering process. This may help you to win contracts.

### How does it match up with local legislation?

The SafetyMAP audit criteria are not tied to any specific health and safety legislation or jurisdiction, and can therefore be used throughout Australia and New Zealand, as well as other countries.

In the course of a SafetyMAP Certificate audit, organizations are required to demonstrate how their system considers the relevant legal obligations, and it would therefore be expected that organizations with SafetyMAP Certification are more likely to have adopted the management practices needed to comply with health and safety legislation.