DEVELOPING A SAFETY PROCEDURES MANUAL

Safety procedures are the backbone of an organization's Safety Management System. They provide consistency and when followed create a safe working environment and greater productivity due to less injury down time. However, safety procedure writing is more difficult and time consuming than it at first appears. This one-day course will give you the foundation to start writing effective safety procedures.

This one-day workshop will help you teach participants:

- ✓ Develop a Safety Procedure Template
- ✓ Develop a flowchart to accurately depict process activities
- ✓ Use brainstorming to gather necessary information for safety procedure creation
- ✓ Understand a variety of procedure types (Step-by-Step, Playscript, Decision Tree, Decision Tables)
- ✓ Write and revise Step-by-Step safety procedures
- ✓ Add communication elements to safety procedures

COURSE OUTLINE

Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Setting the Stage

Procedures are the set of steps followed in order to fulfill the policies in a safe manner. This session discusses minimum required safety procedures.

Safety Procedures Basics

Good safety procedures teach employees what they require to be safe in their jobs. This session teaches students guiding principles for writing effective safety procedures and examines a variety of procedures to help in drafting procedure templates.

Flowcharting

This session focuses on flowcharts and here your students will learn how to construct flowcharts.

Gathering Information

It is crucial to have the correct and proper information regarding a process. This session looks at how brainstorming is a good tool for gathering the needed information.

Procedure Writing

For written procedures to be successful they must be easily understood. This session looks at ways to keep written procedures clear, concise, complete, and correct.

Honing the Draft Procedure

This session discusses aids to communication within a procedure.

Some Other Methods

Different procedure types are available for creating workplace safety procedures and those models and introduced and discussed in this session.

Procedures Building

This session lets students write a safety procedure to have a template that they can bring back to their workplace and apply.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.