

**Mercy Services
Work Health & Safety**

Safe Work Practices

Safe Work Practices are written instructions for each job task. They provide the documented explanation of the best and safest way to perform each task in each job at Mercy Services. As such they are constantly updated as we identify better equipment and better ways of completing these tasks.

All staff who are required to complete these tasks will receive training according to the Safe Work Practice. During the training process staff will have an opportunity to suggest improvements to the SWP and demonstrate that they are competent in their use.

This folder contains all the Safe Work Practices that apply to your service. You may have Safe Work Practices from a few of the seven activity types:

- (1) Administration
- (2) Cleaning & Security
- (3) Food & Catering
- (4) Garden & Maintenance
- (5) Personal & Medical
- (6) Support
- (7) Transport

Coordinator/Nurses might want to use the SWP in the following way:

1. Identify risks and appropriate controls

- a.** *Ask staff to identify risks to their health/safety and that of others that arise during this task and ways that they can eliminate or minimise these risks*
- b.** *Explain the risks and controls already noted on the Safe Work Practice – record the risks and controls just identified by staff*

2. Identify Personal Protective Equipment (PPE) and other equipment

- a.** *Ask staff to identify PPE and equipment needed to complete this task well*
- b.** *Explain the PPE and equipment already noted on the Safe Work Practice – record any better equipment or PPE just identified by staff*

3. Explain and Improve the Safe Work Practice

- a.** *Ask staff to identify the steps they would follow in completing this task well*
- b.** *Explain the steps already noted on the Safe Work Practice – record any better processes just identified by staff*

4. Assess staff competency

- a.** *Ask staff to demonstrate the SWP (you may ask questions, give praise, prompt them of things they would normally see/hear/experience when completing the task in a normal setting or with a client)*
- b.** *You can only say a person is competent if you are sure that they could safely complete the task without your presence. If you are unsure they should have another opportunity to have the SWP explained to them and then demonstrate the SWP for you.*

You cannot roster a task to a person unless you are sure they can complete it safely.