

# SAFE TIME

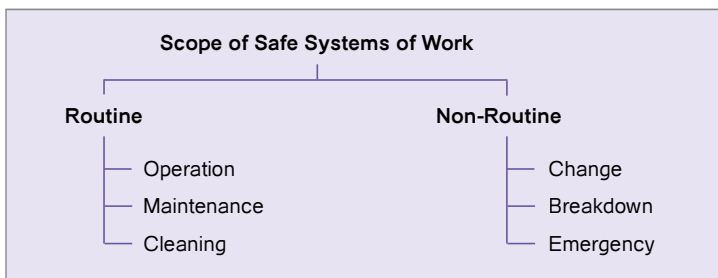


by Ir. Shum Keng Yan

## Safe Systems of Work

### WHEN DO YOU NEED IT?

When there is an element of risk that remains and you still need to get the job done, *Safe Systems of Work* will come in handy. *Safe Systems of Work* should cover the following:



### CAN YOU SPOT THE SIMILARITIES?

Refer to last month's tips on *Developing Safety Programmes*, follow the process, and you will be able to see a familiar pattern on how to address safety issues.

They are all written in the *Safe Work Instructions*. Regardless of various names being used, they are pretty much the same. For instance, *Safe Work Instructions*, *Safe Work Methods*, *Method Statements*, *Standard Operating Procedures*, and so forth. The bottom line – they feature all the steps on how to work safely.

In the final write-up, all the steps, tools, equipment, personal protective equipment, qualified persons, supervision, human factors, permits, approvals and so forth, are clearly specified.

### HOW DO YOU SUPPORT THE WORK INSTRUCTIONS?

To support the work instructions, methods such as *Permit to Work* might be employed. The *Permit to Work* system is a communication tool between the parties handing over the job and the parties carrying out the job in a hazardous condition, where precautions and checks must be done to ensure that the job is safe.

### DO YOU KNOW THAT IT IS A REPETITIVE PROCESS?

It is a repetitive process, where upon completion of the job, the area should be restored to a safe operations mode. This is indeed very useful, if only you do not view it as a cumbersome administrative process.

### HOW TO ENSURE THAT IT WILL WORK?

To ensure that the *Safe Systems of Work* actually works, training and signage will be necessary to enable those requirements to be understood and complied with.

Finally, the system needs to be reviewed (but not in the management sense of review). And a common method to review the system is via an audit process.

If you know the differences between *Safe Work Instructions*, *Safe Work Methods*, *Method Statements*, and *Standard Operating Procedures*, you are welcomed to share them with our readers. Just email to: [pub@iem.org.my](mailto:pub@iem.org.my). ■

*The idea is to come to work and return home in the same (or better) condition. Wishing all readers Happy Malaysia Day!*