Document Revisions

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**On**

**Safety Management for AtoN Activities**

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Revisions to the IALA Document are to be noted in the table prior to the issue of a revised document.

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Safety Management for AtoN Activities

# Introduction

At EEP15, Work Group 3 was tasked with providing a basic guideline to safety management for AtoN activities. It was agreed by all WG members that the over-riding principle behind safety management is that components of a safety management system should be dictated by the relevant legislation or standards applicable to the country of operation.

The guideline was therefore not to provide a definitive framework for safety management, but more so to provide a basic overview and approach to safety management, to assist with development, review and auditing of safety management systems.

## AIM

The aim of this guideline is;

* Provide a guide to the basic principles behind effective safety management.
* Provide a basic guide to assessment of the risks in the AtoN workplace.
* Provide a basic guide to the framework of safety management plans, including the development, review, implementation and auditing of such plans.

# PRINCIPLES OF SAFETY MANAGEMENT

Safety management should be implemented in the workplace in order to;

* Ensure that risks and assessed, hazards identified and the required mitigation and control measures identified.
* Protect the health and well being of personnel, visitors and the public.
* Reduce the risk of damage to equipment and facilities.
* Would require further input to establish what else is important to different organizations

# SAFETY MANAGEMENT PLANS

## THE TERM - ‘SAFETY MANAGEMENT PLAN’

The term Safety Management Plan has been adopted for this guideline in order to broadly classify a method of managing safety in the AtoN workplace, but could also refer to:

* Safety Policy;
* Safety Management Systems;
* Safe Work Procedures.

As stipulated in section 1, this guideline understands that different legislations, organizations and situations all require a different approach to safety management, and therefore provides only an outline of what might be constituted as minimum requirements.

## SAFETY MANAGEMENT POLICY

A Safety Management policy is a top level document that outlines the general direction, focus and goals of an organization’s approach to safety management.

The Safety Policy should provide the basis for creation of the safety management plan, and all other associated safety documentation that is required, for a project, specific circumstances, or for operations as a whole.

## COMPONENTS OF A SAFETY MANAGEMENT PLAN

A Safety Management Plan is an effective and documented method of encapsulating the outline, principles, methods and reviews of safety management for a particular operation or project.

The level of detail in an SMP should be dictated by the legislation or standards of each particular country, and in the case of AtoN activities, a SMP would be as broad as the field of activities requires, but should include;

### METHOD STATEMENT / AIM

* Identifying and documenting the activities for which the SMP has been formulated;
* Identifying any policies or principles that guide the SMP;
* Identifying the goals of the SMP.

### REFERENCES TO RELEVANT LEGISLATION, STANDARDS, INSTRUMENTS, POLICIES ETC

* Identifies and lists all other documentation that may guide, affect or provide other controls over the SMP.

### ROLES & RESPONSIBILITIES

* Identifying all personnel or roles involved in the set of AtoN activities for which the SMP has been formulated;
* The roles and responsibilities should be listed in a matrix or chart that list and cascade all information from top level management down.

### IDENTIFICATION OF SPECIFIC WORK ACTIVITIES

* Identifies the key work areas, tasks, and other activities that are covered by the SMP;
* Preferably also allocating responsibilities, either on an individual or departmental basis.

### RISK ASSESSMENT OF WORK ACTIVITIES

* Work in progress

### SAFE WORK PROCEDURES / WORK GUIDELINES

* Work in progress.

### TOOL BOX MEETINGS

* Work in progress

### JOB SAFETY ANALYSIS

* Work in progress

### PPE

* Work in progress

### EMERGENCY PREPAREDNESS AND RESPONSE

* Work in progress

### INCIDENT REPORTING

* Work in progress

### REPORTING / SAFETY STATISTICS

* Work in progress
* AUDITINGWork in Progress