

	STANDING OPERATING PROCEDURES	Document No:	WHS-PRO-033
		Approval Date:	1/08/18
		Approved By:	G. Mowbray
		Review Date:	1/08/20
	Responsible Officer: Employment Relations Advisor	Expiry Date:	N/A
		Issue No:	1/08/18
Authorising Officer: Business Manager, General Secretariat			

1. Purpose

The aim of this procedure is to ensure that:

- Current versions of local WHS documents are available and accessible.
- Obsolete versions of local WHS documents are removed
- There is a standard method for controlling versions of local WHS documents.

2. Scope

This procedure applies to all ACBC Agencies. It covers all workers at ACBC and ACBC controlled premises.

3. Related Documents

[ACBC Work Health & Safety Policy](#)

4. Definitions

Standing Operating Procedure (SOP)

A Standing Operating Procedure (SOP) is a procedure specific to an Agency that describes the activities necessary to complete tasks in accordance with industry regulations, state/territory laws or as determined by a person with the required expertise and/or experience in an Agency. In most cases an SOP will be a poster giving instructions, which is displayed in an appropriate place in the workplace.

Examples of SOPs are standing orders for emergencies, posters, a list of instructions for using a specific piece of equipment, instruction manuals.

Document Controller

A document controller is a person who has been assigned the task of controlling documents.

Approver

The Approver is the person who has the authority to approve the document.

Supervisor

The Supervisor is an Agency Head, a Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

5. Responsibilities

Document Controller

Any person within an ACBC Agency can be assigned to control a particular local document.

The Document Controller must ensure that:

- SOPs are in an acceptable format
- The required document control information is written on the SOP
- The SOP has been approved by the appropriate person

- Only current versions of SOPs are accessible
- All obsolete SOPs are removed and, if required, archived appropriately.

Approver

The Approver must:

- Read and approve the SOP.
- Where appropriate, promote awareness and use of the approved documents

Supervisor

The Supervisor is responsible for ensuring that:

- Workers are informed of the existence and contents of the SOPs that apply to them.
- Only current SOPs are in use.
- Obsolete SOPs are not being used

6. Developing Standing Operating Procedures

1. Determine whether an SOP outlining the steps to perform a specific activity is required. This can be through a risk assessment, a workplace inspection, WHS audit or as a result of an incident investigation.
2. Draft a SOP and submit it for review if required. If unsure whether a review is required, consult the Office for Employment Relations.
3. Trial the SOP by actually performing the steps as written
4. Include the following information in the SOP, preferably on the bottom right hand corner.
 - Name of Author or document controller
 - Issue date
5. Display the SOP in the appropriate location

7. Maintaining Standing Operating Procedures

To remain effective, SOPs must be current. An informal check of SOPs displayed can be carried out at any time, and any obsolete SOPs can be removed. A formal check of SOPs can be carried out as part of regular Workplace Safety Inspections.

Care should be taken to dispose of old SOPs when a piece of equipment is removed or replaced.

SOPs must be updated at any time when new information becomes available regarding safe practices, whether this information becomes available through legislation, new knowledge, experience or other means.

8. Records

Risk Assessments
Workplace Inspection Records