

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR SHIFT HANDOVERS

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1. APPROVAL

Document Control			
Document:	HSEQ-MP-123 – Shift Handovers		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given below.

Amendment Record				
Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To ensure that all necessary information is accurately communicated to all staff.	All	Original

The latest version of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Shift Handovers	Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date

2. PURPOSE

The purpose of this procedure is to ensure that all necessary information is accurately and reliably communicated between outgoing and incoming shift personnel.

3. SCOPE

This procedure applies to the change of shifts at the **Insert Your Company** to ensure the effective hand-over of responsibility and information at the change of shift and/or for the transfer of works to new management or supervision responsible for controlling those works.

4. TERMS AND DEFINITIONS

Term	Definition
Shift	Is a period of scheduled work.
Worker	Includes an employee of a contractor, personnel or subcontractor, an employee of a contractor or subcontractor, a hire company who has been assigned to work, an apprentice, trainee or a student gaining work experience.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring that hand-over requirements are identified and that appropriate arrangements (including communication of these requirements and the training to conduct them) are in place and effective.
- Communicating information provided in this procedure when determining hand-over requirements.

Managers are responsible for:

- Providing information to incoming work crews through formal briefing and receiving the hand-over.
- Recording hand-over details.
- Resolving disputes as raised from hand-over.
- Conducting training of management and/or supervision who are required to conduct hand-over activities.

Workers are responsible for:

- Being familiar with the requirements of this procedure.
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