

**SAFETY MANAGEMENT PROCEDURE
FOR
SHIFT HANDOVERS**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE.....	4
3. SCOPE	4
4. TERMS AND DEFINITIONS.....	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Methods of Hand-Over.....	5
6.2. Hand-over Information	5
6.3. Communication of Hand-over Information	5
6.4. Resolution of Hand-over Issues.....	6
6.5. Records of Hand-over information	6
6.6. Training, Monitoring of Hand-over Effectiveness	6
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	6
8. REVIEW CRITERIA	6
9. RECORD MANAGEMENT	7
10. REFERENCES	7

1. APPROVAL

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<p>This procedure is reviewed to ensure its continuing relevance to the systems it describes that it describes. A record of contextual additions or omissions is given below.</p>					
Amendment Record					
Version	Date	Context	Summary of Amendments		
1.0	Insert Date	To ensure the necessary information is accurate and reliable communication between shifts.	Original		
<p>The latest revision 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’.</p>					
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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 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 work time.
Worker	Includes an employee, contractor, personnel or subcontractor, employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned, an apprentice, trainee or a student learning work experience.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring hand-over requirements are identified and that appropriate communication (including the communication of these requirements and the implementation of them) are in place and effective.

Information provided in this procedure when determining hand-over requirements.

Supervisors are responsible for:

- Passing relevant information to incoming work crews through formal briefing sessions when receiving the hand-over.
- Documenting 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.