



### INTRODUCTION

Procedures provide direction for the safe order of operations, verification that all steps are performed, and provide high level guidance and standards to be met by the task at hand. Sometimes procedures may seem to make a job more attention demanding, or increase the perceived demand required of the job. Good procedures actually simplify tasks, and provide a check to verify each step is performed properly.

Using the procedure properly depends on the development of the procedure, the storage of and accessibility to the procedure, and the individual who requires the procedure to assist their task. Failure of any of these will compromise the value of the procedure. Whether it is because of a missing step, a poorly located procedure, or checklist, failure on the part of the user or supervisor, a poorly used or developed procedure can introduce hazards to the workplace.



The top ways procedures may present a hazard to the work environment

- Situation not covered;
- Unclear communication;
- Facts wrong;
- Work party coordination/supervision;
- Not readily available.



Each of these factors can be improved by improved verification processes of both procedure development and implementation, by improving supervision of critical tasks, clearly communicating the requirements, and ensuring that all facts are correct and clearly understood. Remember that procedures are designed to make tasks easier, and when designed and used properly will enhance safety on board. When using a procedure pay attention, follow the steps and, as always, keep the spotlight on safety!



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