Checklist –Safety Management Plan *<Insert organisation name/logo here>*
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Safety Management Plan

1. Is someone responsible for keeping our plan up to date?

2. Do we have current procedures that ensure we know:

• How many copies there are and who has them?

• When it was last updated?

• When it's due for review?

3. Do we ensure our team are fully involved in regular reviews?

4. Have we checked with our team that there are no gaps/holes in the plan from their perspective?

5. How do we reassure ourselves that they are being followed consistently by everyone?

6. When was it last reinforced, to every team member, the importance of following our agreed procedures?

7. Is our team clear about procedures which must be done a certain way every time (fixed 'must do' actions) versus those in which we expect them to apply more judgement and initiative?

8. Is our plan part of induction and ongoing training?

9. Have we talked with other operators in our sector and/or undertaken an external audit to help ensure we are meeting current industry practice?

10. Have we checked our operation against each point within the 'Operational Areas' section of this guide and where applicable, are they applied in a tailored way to our operation?

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