

SafetyMAP STANDARDS

NUMBER	TITLE	Latest Amendment Date	Page Number
SMS 01	Control of SafetyMAP Standards Manual	1 May 2009	2
SMS 02	Use of SafetyMAP Logo	1 May 2009	3
SMS 03	Role of WorkSafe Victoria	1 May 2009	5
SMS 04	Role of SafetyMAP Certification Bodies	1 May 2009	6
SMS 05	Audit Duration	1 May 2009	7

Most Recent Amendment Date: 1 May 2009

SMS 01

CONTROL OF SafetyMAP STANDARDS MANUAL

Date this Standard takes effect: 1 May 2009	Replaces previous issue dated: 6 January 2005
Next review date: July 2010	Authorised by: Manager, Management Systems Services, WorkSafe Victoria

PURPOSE: To outline a procedure for the maintenance and change of the SafetyMAP Standards Manual.

BACKGROUND The SafetyMAP Standards Manual contains authorised standards that guide the conduct of SafetyMAP audits and the issue of SafetyMAP certificates.

DEFINITIONS: None

STANDARD:

1. The SafetyMAP Standards Manual shall be located on the WorkSafe Victoria Internet Site (www.worksafe.vic.gov.au). This shall act as the control manual.
2. Standards shall be reviewed when necessary to reflect changes in services, definitions or operating environment but shall occur no later than 16 months from the date of the Standard. This review shall normally occur in January of each year.
3. The Manager, Management Systems Services, WorkSafe Victoria shall be the only person able to authorise changes to the SafetyMAP Standards Manual.
4. SafetyMAP Certification Bodies shall nominate a contact person to whom all communication on standards and proposed changes shall be directed.
5. The Manager, Management Systems Services, WorkSafe Victoria shall notify the nominated contact person in all SafetyMAP Certification Bodies and JAS-ANZ, in writing or electronically, of any proposal to change a SafetyMAP Standard. SafetyMAP Certification Bodies and JAS-ANZ shall have no more than 30 days from the date of notification to respond in writing or electronically, to any proposed change. The Manager, Management Systems Services, WorkSafe Victoria shall consider the views of the SafetyMAP Certification Bodies and JAS-ANZ before changing any Standard.
6. The Manager, Management Systems Services, WorkSafe Victoria shall inform the nominated person in each SafetyMAP Certification Body and JAS-ANZ of any change to a Standard.
7. The Manager, Management Systems Services, WorkSafe Victoria is responsible for authorisation of all revisions to SafetyMAP Standards, and shall keep a record of all revisions.
8. Whenever a change is made to a Standard the effective date, review date and previous issue shall be modified.

FURTHER INFORMATION: Manager, Management Systems Services
WorkSafe Victoria

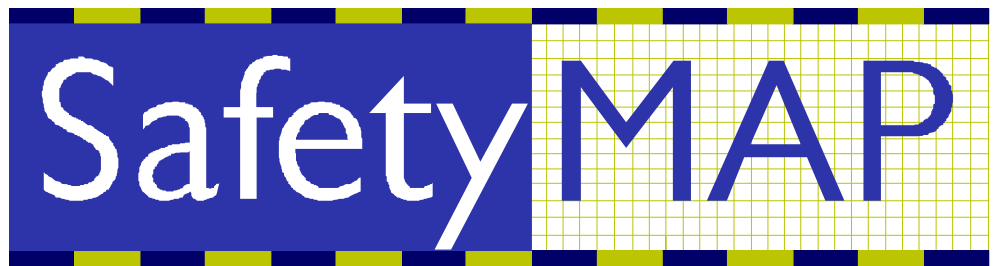
SMS 02

USE OF SafetyMAP LOGO

Date this Standard takes effect: 1 May 2009	Replaces previous issue dated: 6 January 2005 (as SMS 03)
Next review date: July 2010	Authorised by: Manager, Management Systems Services, WorkSafe Victoria

PURPOSE: To outline the conditions under which organizations can use the SafetyMAP logo.

BACKGROUND: 1. SafetyMAP Standard logo refers to this design:



2. SafetyMAP Certification logo refers to these designs:

A SafetyMAP certified Organisation



Safety through systems

Initial Level

and

A SafetyMAP Certified Organisation



Safety through systems

Advanced Level

DEFINITIONS: None

STANDARD:

1. SafetyMAP Certificated Organizations

The use of the SafetyMAP Certification logo by organizations with SafetyMAP

certification is conditional upon acceptance of, and continuing compliance by the organization with the conditions listed below. The Certification Body shall inform successful organizations of these conditions.

Note: The Certification Body shall have documented procedures to follow in the event that the logos are misused, including false claims as to certification and false use of certification logos.

- 1.1. The SafetyMAP Certification logo may only be displayed during the period of the validity of the SafetyMAP Certificate.
 - 1.2. The SafetyMAP Certification logo may only be used in the format issued by WorkSafe Victoria, unless another format has been specifically approved by WorkSafe Victoria.
 - 1.3. The SafetyMAP Certification logo may only be used on stationery, vehicles, advertising, etc. related to those sections of an organization to which the SafetyMAP Certificate applies.
 - 1.4. The SafetyMAP Certification logo must not be used to state or imply WorkSafe Victoria endorsement of products.
 - 1.5. The SafetyMAP Certification logo used must be appropriate to the SafetyMAP level reached.
 - 1.6. The right to display the SafetyMAP Certification logo is only conferred for the period of time that the certified organisation retains SafetyMAP Certification.
 - 1.7. The organization undertakes not to use the SafetyMAP Certification logo where the image of WorkSafe Victoria or health and safety could be adversely affected.
 - 1.8. The organization agrees that WorkSafe Victoria has the right to refuse the organization's use of the Certification logo, where WorkSafe Victoria deems the use of that logo to be inappropriate.
- 2. Use of SafetyMAP Standard logo by organizations not SafetyMAP certified.**

Approval for use of the SafetyMAP Standard logo shall only be given after consideration of a written request. The request must detail how the logo will be used and, where possible, will provide an example of the document or material showing how the logo is proposed to be used. Approval shall be given in writing by the Manager, Management Systems Services, WorkSafe Victoria and shall be for a specific request only.

FURTHER INFORMATION: Manager, Management Systems Services,
WorkSafe Victoria.

SMS 03

ROLE OF WORKSAFE VICTORIA

Date this Standard takes effect: 1 May 2009	Replaces previous issue dated: 6 January 2005 (as SMS 04)
Next review date: July 2010	Authorised by: Manager, Management Systems Services, WorkSafe Victoria

PURPOSE: To define the role of WorkSafe Victoria in assisting SafetyMAP Certification Bodies.

BACKGROUND: Management Systems Services, WorkSafe Victoria is responsible for the management of SafetyMAP. This includes the development of products and audit standards.

DEFINITIONS: None.

STANDARD:

1. WorkSafe Victoria will provide the following services:
 - 1.1. Provision of information to SafetyMAP Certification Bodies on SafetyMAP, and interpretation of SafetyMAP audit criteria.
 - 1.2. Continuous improvement of SafetyMAP Standards and support materials.
 - 1.3. Provision of technical expertise in the accreditation and monitoring of SafetyMAP Certification Bodies to assist JAS-ANZ.
2. WorkSafe Victoria shall maintain the confidentiality of all information relating to Certification Bodies, auditors and the clients of Certification Bodies excepting where the Certification Bodies or auditors grant permission for the information to be provided to third parties.

FURTHER INFORMATION: Manager, Management Systems Services,
WorkSafe Victoria.

SMS 04

ROLE OF SafetyMAP CERTIFICATION BODIES

Date this Standard takes effect: 1 May 2009	Replaces previous issue dated: 6 January 2005 (as SMS 05)
Next review date: July 2010	Authorised by: Manager, Management Systems Services, WorkSafe Victoria

PURPOSE: To define the role of the SafetyMAP Certification Bodies.

BACKGROUND None

DEFINITIONS: None

STANDARD

The role of SafetyMAP Certification Bodies is as follows:

1. Develop standard operating procedures that, as a minimum, are consistent with:
 - 1.1. [JAS-ANZ Procedure 02 \(General Requirements for Bodies Operating Assessment and Certification of Occupational Health and Safety Management Systems\)](#); and
 - 1.2. the SafetyMAP Standards and enable the fulfilment of the requirements of all SafetyMAP Standards.

Where there is a conflict between the SafetyMAP Standards and JAS-ANZ Procedure 02, the requirements of the SafetyMAP Standards shall prevail.

2. Manage the audits of organizations seeking SafetyMAP certification and undertake those audits in accordance with [JAS-ANZ Procedure 02 \(General Requirements for Bodies Operating Assessment and Certification of Occupational Health and Safety Management Systems\)](#) and the SafetyMAP Standards.
3. Provide advice to WorkSafe Victoria regarding improvements to SafetyMAP products and SafetyMAP auditing standards, and provide comment on proposals to change auditing standards.

FURTHER INFORMATION: Manager, Management Systems Services,
WorkSafe Victoria.

SMS 05

AUDIT DURATION

<p>Date this Standard takes effect: 1 May 2009</p>	<p>Replaces previous issue dated: 6 January 2005 (as SMS 15)</p>
<p>Next review date: July 2010</p>	<p>Authorised by: Manager, Management Systems Services, WorkSafe Victoria</p>

PURPOSE: To specify the minimum time to be spent on audit activity by a Certification Body for the purpose of certification, surveillance and renewal of certification.

BACKGROUND: Sufficient time must be allocated to evaluate the effectiveness of the client's occupational health and safety management system against the audit standard.

DEFINITIONS: None

STANDARD:

- For SafetyMAP Advanced certification audit duration shall be calculated according to Annex 1 'Duration of audits' in [JAS-ANZ Procedure 02 \(General Requirements for Bodies Operating Assessment and Certification of Occupational Health and Safety Management Systems\)](#).
- For SafetyMAP Initial certification the audit duration shall be calculated as above, except that the following table shall substitute for the Table 2. Audit Duration contained in [JAS-ANZ Procedure 02 \(General Requirements for Bodies Operating Assessment and Certification of Occupational Health and Safety Management Systems\)](#). The 'notes' mentioned in the table below shall be the same as those written in the JAS-ANZ procedure.

Table 2. Audit Duration

No of employees (EFT)	1 to 10		11 to 50		51 to 250		251 to 1000		> 1000	
	D	Max	D	Max	D	Max	D	Max	D	Max
Total Stages 1 & 2 <i>Note 1</i>	2	3 <i>Note 2</i>	3	5	4	7	5	9	6 <i>Note 3</i>	
Annual surveillance	<i>Annual surveillance shall be at least 1/3 of the audit duration for the combined Stages 1&2, rounded up to the nearest ½ day, but as a minimum, one day.</i>									

FURTHER INFORMATION: Manager, Management Systems Services, WorkSafe Victoria