

Safe Work Procedures

Safe work procedures are extremely important to ensure a safe work environment for workers, clients and visitors. Safe work procedures enable workers to perform their duties with a minimum of risk to people, environment, and property. Procedures ensure worker protection from identified hazards and facilitate the training and supervision of workers. When followed, safe work procedures ensure that the minimum requirements of Saskatchewan's occupational health and safety legislated are met or exceeded.

What is a safe work procedure?

A safe work procedure is a document which describes how work is to be carried out in a safe and standardized process. It identifies the risks associated with a specific work task and incorporates the appropriate risk control measures into a detailed sequence of steps for doing the task safely. The safe work procedure includes a description of the equipment used in the work, the standards or codes to be complied with, and the qualifications and training required to do the activity.

Safe work procedures should outline:

- who may perform the task
- when the task should be performed
- what the risks or hazards are when performing the task
- what protective measures should be put in place prior to, or during, the performance of the task
- what training is required to perform the task
- what the emergency response plan is if the worker should be hurt or injured while performing the task

Safe work procedures provide a standard for:

- *training and orientating workers*
- *reviewing work processes with all workers*
- *completing work activities safely*
- *evaluating work performance*

Developing safe work procedures

Safe work procedures are required for all hazardous work detailing the safest manner in which the hazardous task or procedure is to be performed. Safe work procedures should be developed with input from staff members who have sound, hands on experience and knowledge of the tasks. Gaining input from a number of workers will greatly enhance the usefulness of the procedures. The local occupational health committee may be consulted during the development of the safe work procedure.

Review and Evaluation

Safe Work Procedures are required to be reviewed whenever:

- the task or activity changes
- a new hazard is identified
- there is an associated near miss, injury or illness with the task or activity
- there is a change to legislation, standards or codes of practice

Training and Education

Safe work procedures form the basis of worker training programs. All workers are to be trained in the safe work procedures relative to their position. Safe work procedures should be reviewed regularly at staff safety meetings.

source: adapted from Sunrise Health Region, Safe Work Procedures Safety Talk, January 21, 2013

Safety Talk Discussion

Be Accountable: Choose safety - work safe - and go home injury free!