

Safe Work Procedures

Now that you have completed a **Job Hazard Analysis** for tasks defined in your **Critical Job Inventory**, the next step is creating the **Safe Work Procedure**.

According to section 2.1 of the Manitoba Workplace Safety and Health Regulation, M.R. 217/2006, Safe Work Procedures must be developed and implemented for the work carried out at your workplace.

As mentioned in Step Two - Job Hazard Analysis, a great source of information that can be used as a reference for the **Safe Work Procedures** to be written can be found through the internet and in Operator's Manuals. Although, you must ensure that the steps and controls referenced from these documents are the same as how the job is completed at Red River College.

A **Safe Work Procedure** template is available on the final pages of this document or as a working document on the website.

How?

1. Summarize the information in each step that has been identified through the Job Hazard Analysis and include the hazard control.

The Safe Work Procedure Template available on the website has been created to help assist in writing the procedures. It includes the following sections and has the instructions for each described on the template:

- Required Training
- Required Personal Protective Equipment and Devices
- Potential Hazards
- Pre-operational Safety Checks
- Prohibited Activities
- Safe Work Procedure
- Housekeeping
- Guidance Documents/ Standards/ Applicable Legislation/ Other
- The last section which identifies specific dates as well as identifies the writer and the person with the authority to approve the procedure will be kept on file with the Environmental Health and Safety Services Department. This section will not be posted with the procedure.

There are a few rules that apply to all **Safe Work Procedures**:

- The specific job that the procedure applies to must be identified. This will be the Safe Work Procedure Name.
- The original date it was produced and the latest revision date must be listed.

- The procedure must include the specific hazards you may encounter while performing the job.
- Positive language must be used when writing the steps.
 - Inform users of what to do to complete the job, not what not to do. For example use words such as “*always*” or “*ensure*” not “*don’t*” or “*never*”.
- The Personal Protective Equipment (PPE) or devices required to perform the job safely must be listed.
- Any special equipment or controls that are required (ie. Emergency stops, lock out procedures) must be included.
- The step-by-step procedures to perform the task safely must be described.
- The steps to follow in an emergency or during an equipment malfunction must be described.
- Reference must be made to guidance documents, standards or legislation that applies to the specific task.

2. Have individuals who are skilled and knowledgeable in the task review the Safe Work Procedure.

Make changes as necessary to ensure the task is described in a way that eliminates or lowers the identified hazards, risk of injury or equipment damage. Be sure that the procedure is applicable to Red River College activities.

3. The Chair or Manager of the area signs to approve the Safe Work Procedure.

It is the College’s position that Chairs/Managers who approve the safe work procedures in good faith within the scope of their employment duties will not be held personally liable for such approvals.

4. Send the completed, signed Safe Work Procedure including Job Hazard Analysis (if applicable) to safety@rrc.mb.ca.

This can also be completed by using the link available on the website which states “Have a JHA or Safe Work Procedure to Share? [Email Here](#)”.

5. After the Safe Work Procedure has been approved it must be posted in the area of work or made available for staff and students to review as required. It will be posted on the Safe Work Procedure Database by EHSS.

The **Safe Work Procedure** must also be used during training activities.

If you have further questions on how to complete writing Safe Work Procedures please contact Kerilyn Zielinski from the Environmental Health and Safety Services Department.

Reference:

SAFE Manitoba (2007), Safe Work Bulletin, No.249, 3 of 3, *Safe Work Procedures*. Retrieved October 30, 2009 from http://safemanitoba.com/uploads/bulletins/bltn249_1.pdf

Safe Work Procedure

[Click here to enter name of Procedure.](#)

Department(s):	Click here to enter text.
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Program(s):	Click here to enter text.
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Safe Work Procedure Developed by: Click here to enter a name

Origin Date of SWP Click here to enter a date.	Replaces previous version: Click here to enter a date.	Date Revised: Click here to enter a date.	* Date to Review SWP (3 years): Click here to enter a date.
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****THIS SAFE WORK PROCEDURE MUST BE REVIEWED ANY TIME THE TASK, EQUIPMENT, OR MATERIALS CHANGE, FOLLOWING AN INCIDENT, AND AT A MINIMUM EVERY THREE YEARS.***

DO NOT perform this procedure until you have been trained and authorized to do so by your supervisor.

REQUIRED TRAINING – list all training that is required previous to completing this procedure Examples: WHMIS, PPE use/care
1. Click here to enter text, then press enter for the next line 2.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT / DEVICES and specify type - Remove the rows not required
Eye Protection Required
CSA Approved Safety Footwear Required
Hearing Protection Required
Click here to enter type of glove Gloves Required
Gloves must NOT be worn when operating this equipment
Fall Protection Required
Laboratory Coat Required
Approved Dust Mask Required
Approved Respirator Required (fit testing required)
Face Shield Required
Protective Apron Required
Protective Clothing Required
Fume Hood Required
Click here to enter text.

Click here to enter text.

Click here to enter text.

PROHIBITED ACTIVITIES – List any activities or actions that are prohibited while completing this procedure.

1. No loose fitting clothing
2. No jewelry, watches, rings, necklaces, etc
3. No long hair or loose hair, must be tied back
- 4.

POTENTIAL HAZARDS – list all potential hazards associated with this procedure

1. Entanglement in moving parts
2. Noise produced by machine
3. Sharp edges
- 4.

PRE-OPERATIONAL SAFETY CHECKS - Enter Pre-Operational checks that must be completed prior to completing this procedure. If there are no pre-operational checks to be performed, enter NA.

1. Click here to enter text, then press enter for next line.

SAFE WORK PROCEDURE

1. Inspect required personal protective equipment and replace if required
2. Put on all required personal protective equipment
3. Click here to enter text then press enter for next line.
- 4.

CAUTION: - Continue entering any caution statements as required.

1. **If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.**
2. **Report any hazardous situation to your instructor/supervisor immediately.**
3. Click here to enter text, then press enter for next line.

HOUSEKEEPING – List any housekeeping tasks that are required after completing the task.

1. Click here to enter text, then press enter for next line.

GUIDANCE DOCUMENTS / STANDARDS / APPLICABLE LEGISLATION / OTHER

Enter all documents that apply to this procedure/task.

Guideline Documents: Operator's Manual
CSA Standards:

Manitoba Regulation 217/06:
2.1 Safe Work Procedures
6.1 Personal Protective Equipment

Approved by:

Title:	
Department:	
Signature of Chair/Manager:	
Date Approved : Click here to enter a date.	