

# OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

**Subject:** Safe Work Procedure (SWP)

**Effective Date:** May 2009 (version 2)                      **Supersedes:** January 1, 2008

**Review Date:** 3 years or legislation or job changes

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## 1.0 GUIDING PRINCIPLES

- 1.1 In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.080), the following Operational Procedure has been developed to ensure this policy is supported by providing written detailed instructions on how to perform a job/task or procedure safely.
  - 1.2 This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded by developing and implementing safe work procedures, training workers in these safe work procedures and ensuring that workers comply with these safe work procedures.
  - 1.3 As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.
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## 2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.
- 2.3 **Employer:**
  - 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,
  - 2.3.2 and The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.
- 2.5 **Worker:**
  - 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.
  - 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not
  - 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.

- 2.6 **Director:** means the person administratively responsible for the department or unit. Director includes heads of departments.
- 2.7 **OESH:** means the Occupational and Environmental Safety and Health Unit
- 2.8 **Safe Work Procedures (SWP):** A system of written practical instructions that must be followed by workers to reduce and control the hazards of specific work tasks. SWP shall be made readily available to workers in the workplace.
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### 3.0 OPERATIONAL PROCEDURE

- 3.1 Written Safe Work Procedures (SWP) will be developed for tasks/work that is done at the workplace that detail the safest manner in which the job/task or procedure is to be performed. SWP will form the basis of worker training programs.
- 3.2 Staff will be trained in the safe work procedures pertinent to their job description.
- 3.3 Staff will comply with the safe work procedures.
- 3.4 A SWP manual will be located in each work unit, available to all employees. The manual will contain the SWP for tasks performed in the workplace identified by work unit/area employees and those listed on the Job Hazard Analysis (JHA).
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### 4.0 RESPONSIBILITIES

#### 4.1 Employer

- 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.

#### 4.2 Facility/Program Executive Team

- 4.2.1 Support the development, staff training, and enforcement of the Safe Work Procedures throughout the facility/program.
- 4.2.2 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.2.3 Ensure that sufficient equipment/aids and devices are available for staff to use when required by a safe work procedure as far as is reasonably practicable.
- 4.2.4 Ensure that a record keeping system is in place to ensure that training records are kept
- 4.2.5 Ensure that regular scheduled Workplace Safety and Health Committee meetings are held to review Job Hazard Analysis (JHA) forms, employee concerns and Work-Related Injury/Near Miss reports to identify tasks that require additional SWP. (See Operational Procedure Job Hazard Analysis)

#### 4.3 Managers/Supervisors

- 4.3.1 Consult workers in the development of SWP.
- 4.3.2 Consult with OESH in the development of SWP if required.
- 4.3.3 Complete SWP form (see Resources section Element 2)
- 4.3.4 Submit a copy of the SWP to OESH.
- 4.3.5 Make SWP readily available to workers at the work site by retaining a copy of each SWP in the department's SWP manual
- 4.3.6 Ensure SWP are kept up-to-date. Revisions shall be made immediately upon change of a work procedure, new equipment, new hazard, etc

- 4.3.7 Communicate revisions to all workers who perform the task.
  - 4.3.8 Ensure all workers are trained in safe work practices if they pertain to their job or tasks performed
  - 4.3.9 Submit and/or maintain training record that includes the name of employee, identification of SWP and date of training.
  - 4.3.10 Monitor workers' performance in compliance with SWPs
  - 4.3.11 Ensure Safe Work Practices (SWP) are implemented and followed.
  - 4.3.12 Ensure a performance management approach with documentation is used for non-compliance
- 4.4 Workers**
- 4.4.1 Through regular scheduled Workplace Safety and Health Committee meetings, the worker or their representative shall aid in the development of SWP
  - 4.4.2 Follow safe work practices in the performance of their job or tasks.
  - 4.4.3 Communicate with their manager/supervisor the need for information or assistance required to work safely.
  - 4.4.4 Report to their manager/supervisor any workplace hazard/risk or suggestion including those related to safe work procedures.
  - 4.4.5 Expect to be evaluated on safety as part of ongoing performance reviews
  - 4.4.6 Understand that a disciplinary approach will be used for non-compliance
- 4.5 Departmental/Facility/Program Workplace Safety and Health Committees**
- 4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure.
  - 4.5.2 Review and monitor the effectiveness of this operational procedure.
  - 4.5.3 Participate in the development and implementation of SWP in consultation with the department managers
- 4.6 Occupational and Environmental Safety & Health - Site**
- 4.6.1 Consult with the facility/site/program on all aspects of this operational procedure.
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## **5.0 TRAINING REQUIREMENTS**

- 5.1 The training program must be workplace specific, effective and updated annually or when changes which may affect the procedure are introduced in the workplace.
- 5.2 All employees need to be informed of their rights and responsibilities related to this operational procedure at orientation.
- 5.3 Managers/Supervisors and members of the Workplace Safety and Health Committee must receive training which includes control measures and developing safe work procedures.
- 5.4 All employees must be trained in the safe work procedures relative to their position during departmental orientation.
- 5.5 A worker may perform a work activity while being trained if the worker is under the direction of a supervisor or another person who is fully trained and has sufficient experience in performing that work activity to ensure that the safety or health of the worker and any other person is not at risk.
- 5.6 Dependent on the SWP, competency may need to be demonstrated. (This is indicated on the SWP form.)
- 5.7 All training must be documented. Records must be retained as required by the Workplace Safety and Health Act and Regulations.
- 5.8 Retraining will be offered if necessary or upon request.

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**REFERENCES:**

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

**APPENDIX:**

Appendix A – Safe Work Procedure Template

Appendix B – Contents of Training Sessions

## Safe Work Practice (SWP) Template

<b>Name of Task:</b>	
<b>Performed by</b>	
<b>Position/Job :</b>	<b>Department/Unit:</b>
<b>Equipment and/or Tools required:</b>	<b>Personal Protective Equipment Required:</b>
<b>Hazards:</b>	
<p><i>Note: This task may expose workers to musculoskeletal injury (MSI) risks. Signs and symptoms include pain, burning, numbness, tingling, swelling, loss of movement or strength in a body part.</i></p>	
<b>Education and training prerequisites:</b> e.g. instructions or other SWPs→→→	
<b>Training and Proficiency:</b>	
<input type="checkbox"/> Read Procedure and Sign <span style="margin-left: 200px;"><input type="checkbox"/> Demonstrated Competency</span>	
<b>Steps to be taken to complete task safely:</b> <i>(clear description in order of steps to follow to safely perform the task. If required add attach an additional form to list all steps)</i> <i>Include do's and don'ts</i>	
1	
2	
3	
4	
5	
6	
7	
8	
9	
<b>Responsibilities, Completion and Review</b>	
<i>Performs all duties in accordance with established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per safe work procedures). Notifies their Manager or their designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, their co-workers, or any others who enter the premises.</i>	
<b>Completed By:</b>	<b>Date Completed:</b>
<b>Last Reviewed by and date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.

## OPERATIONAL PROCEDURE SAFE WORK PROCEDURES

### *Appendix B: Contents of Training Sessions*

#### TRAINING SESSIONS TO INCLUDE

##### **Determine and Implement Appropriate Control Measure(s) for Each Hazard**

The employer is responsible for determining and implementing control measures in an attempt to reduce, eliminate or control the hazard(s).

Controls may be implemented at the source of the hazard, along the path between the hazard and the worker, and/or at the worker level.

Often, more than one control method needs to be implemented in order to protect the health and safety of workers. Strategies used to reduce, eliminate or control hazards may include:

##### **Controls at the Source**

Engineering controls either reduce or remove the hazard at the source or isolate workers from the hazard.

**Eliminate** the risk by getting rid of the hazardous job, tool, process, machine or substance

**Substitute** the hazard with a less hazardous process or material

**Redesign** the layout of the workplaces, workstations, work processes and jobs to prevent ergonomic hazards

**Isolate, contain or enclose the hazard**, often used for chemical or biological hazards

**Automate** dangerous work processed by using mechanical equipment. For example, using mechanical patient lifts can eliminate the hazards associated with manually lifting patients

##### **Controls along the Path to the Worker**

**Relocate** by moving the hazard a safe distance from the worker

**Create barriers** between worker and the hazard to block the hazard path. For example, use of screens, walls, lead aprons or personal protective equipment

**Absorb** the hazard by using baffles to decrease noise; use local exhaust ventilation to remove toxic gases at the source where they are produced

**Dilute** the hazard, such as hazardous gases, by mixing with clean outside air

##### **Controls at the Worker**

**Work practice controls** alter the manner in which a hazardous task is performed, such as minimizing exposure, prohibiting smoking, inspecting equipment and eating in regulated areas

**Administrative controls** such as implementation of new policies improved and standardized work procedures, job rotations, shift scheduling and good supervision

**Housekeeping, maintenance and repair** to ensure cleaning, waste disposal and spill clean up at the workplace, as well routine preventive maintenance and repair of equipment

**Hygiene practices** that can reduce the spread of infections such as frequent hand washing, lockers for changing between work and street clothes and footwear, separate eating areas away from the hazardous work area, etc.

**Personal protective equipment (PPE)** such as gloves, gowns, hearing protection and face shields are to be used as controls when other controls are not feasible, or where additional protection is required

**Train** workers in safe work procedures and inform them of workplace hazards

**Supervise workers** to ensure worker compliance

#### **Develop Written Safe Work Practices**

Managers/Supervisors are responsible for ensuring that any existing hazards and measures to protect the worker are included in the written safe work practices. Information from job hazard analyses (JHAs) may also be used to develop safe work practices.

Once hazards have been identified and control measures have been selected to reduce, eliminate or control the hazard, the safest way to perform the task must be put in writing. Safe work practices outline the step-by-step method for performing a particular task, including any potential or existing hazards present and the control measures that must be taken to eliminate, reduce or manage the risk. Safe work practices should also outline any emergency procedures required in the event that control measures are sufficient to protect the worker from harm.

#### **Train Workers About the Potential Hazard(s) and Required Controls**

Managers/Supervisors are responsible to ensure that, prior to performing any hazardous task(s), workers are trained regarding potential and existing hazard(s), and required safety measures. Workers should be trained in the proper use and care of safety equipment, work processes and emergency procedures.

#### **Ensure Worker Compliance**

Managers/Supervisor are responsible to ensure that workers comply with safe work procedures. Procedures are written to provide information and guidance to anyone performing a hazardous task or work process. Workers must comply with safe work procedures by using equipment and/or tools provided in order to do the task safely. Non Compliance with safe work practices may result in disciplinary action of the worker. Working safely is a condition of employment.