## SAFE WORK PRACTICE

**Purpose**

The purpose of this section is to ensure that all work tasks regularly performed by the workers have safe work practices/procedures; to control hazards and to eliminate or reduce workplace injuries or illnesses.

**Scope**

This policy applies to all managers, workers and contractors.

**Definitions**

| **Safe Work Practices** | SWP are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. Safe job procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. |
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| **Competent** | In relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision |

**Responsibilities**

Management

* Identify workplace tasks regularly performed.
* Develop safe work practices and procedures for identified tasks.
* Ensure safe work practices and procedures are communicated to all workers.
* Provide training, when required, to ensure compliance to the OHS and applicable regulations and industry standards.
* Conduct an annual review of SWPs and to make improvements when deemed necessary.
* Provide adequate resources to support the appropriate procedures.
* Provide only CSA approved equipment, tools and safety devices.
* Ensure that all safety equipment is available and appropriately used.
* Ensure records/reports are kept and filed as required.
* Provide and maintain a safe, healthy work environment.
* Provide competent supervision for all workers.
* Ensure management has an awareness of actual and potential health and safety hazards in their area of responsibility.
* Investigate all injuries and accidents and take corrective measures.
* Participate in developing safe work practices.
* Ensure workplace safety procedures are followed.
* Continually recognize hazards and implement corrective measures to eliminate or control the identified hazard.
* Advise workers of actual and potential hazards.
* Ensure that only qualified/authorized workers operate equipment/tools and perform designated work tasks. When required, train all personnel. Submit all documentation to mManagement in a timely manner.

Worker

* Participate in developing safe work practices
* Follow the safe work practices/procedures
* Work in accordance with the [Organization Name] OHS Program, the OHS Act, Code and applicable Regulations, and industry standards.
* Only perform a work task if they are competent to do so.
* Appropriately use all safety equipment.

Joint Health and Safety Committee

* Review the safe work practices.
* Make recommendations to management on all matters concerning the health and safety program.
* Participate in the annual review of this policy.

Contractor

* Ensure their workers are working in accordance with this policy.
* Ensure their workers are adequately trained.
* Report all unsafe conditions or acts to the [Organization Name] management.

**Procedure**

* Following the hazard risk assessment, a list of work tasks regularly performed will be established.
* Procedures and safe work practices are detailed under specific work tasks and accompany this policy.
* Management and JHSC will create Safe Work Practices for all tasks identified.
* During the internal audit process an annual review of all SWPs will be conducted to ensure the SWPs remain accurate, legally compliant, efficient, etc.

**Enforcement**

Safe Work Practices are developed with the sole intent of eliminating or reducing injury and illness. It is essential that all parties comply with this policy and its procedures.  Failure to comply may result in disciplinary action(s) taken against the worker(s) in accordance with "[Organization Name] “Policy.

**Communication**

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

**Training**

* Ensure workers are trained in their roles and responsibilities.
* Train all management to ensure competency.
* Ensure that all workers are trained on the proper use and maintenance of vehicles, equipment/tools or safety devices.

Training will be provided to workers through safety meetings, one-on-one training or through organized and topic- specific training or by any other means when and where necessary.

**Evaluation**

Evaluation of the program will be done on an annual basis.