

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 here at the Division.

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 PTSD activities.

3. The Principal or Supervisor of the area signs to approve the Safe Work Procedure.

It is the Division's position that Principal's / Supervisors 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 the Divisional S&H Officer.

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 and used in the curriculum as required. It will be posted on the Safe Work Procedure Database by the Divisional S&H Officer.

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 the Divisional Safety & Health Officer from the Environmental Health and Safety Department.

