



SAFE WORK

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SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

No. 249, 3 of 3
October 2007

Safe Work Procedures

Developing Safe Work Procedures (SWP)

Safe Work Procedures (SWP's) must be developed and implemented for the work carried out at your workplace (Section 2.1, Manitoba Workplace Safety and Health Regulation, M.R. 217/2006). SWP's are developed by summarizing the important information you identified while conducting a Job Hazard Analysis (JHA). Although SWP's may look different depending on your company, they must capture some basic information. Some SWP's may be more detailed based on the hazards associated with the job. Some SWP's may include sections such as scope, qualifications of operators, or materials required, for example. Other SWP's may be more simplistic, however all SWP's must:

- Use positive language (ie. Use words such as “ensure” or “always” instead of “don't” or “never”);
- Summarize the information gathered in your JHA;
- Identify the specific job that the procedure applies to;
- Identify who wrote and/or approved the SWP;
- Identify the original date it was produced and the latest revision date;
- Identify specific hazards you may encounter while performing this job;
- Identify Personal Protective Equipment (PPE) or devices required to perform this job safely;
- Identify any special equipment or controls that are required (ie. Emergency stops, lock out procedures);
- Describe the step-by-step procedures to perform the task safely;
- Refer to or describe the steps to follow in an emergency or during an equipment malfunction; and
- Refer to guidance documents, standards or legislation that applies to the specific task.

If you have more than 20 workers at your workplace, you are required to have a Safety and Health Program. Your SWP's must be referenced in the section of your Safety and Health Program that relates to hazard identification and control (Manitoba Workplace Safety and Health Act, W210, Section 7.4(5)(b)).

EXAMPLE:

(Developed from the JHA sample found in Manitoba Workplace Safety and Health Division's SAFE Work Bulletin No. 249, "Job Hazard Analysis")

SAFE WORK PROCEDURES - SAMPLE
Woodworking Band Saw

This task may only be performed by trained personnel

Facility: Shop 1	Written By: J. Carpenter	Approved By: J. President	Date Created: June 10, 2004	Date of Last Revision: October 5, 2007
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Hazards Present:	Personal Protective Equipment (PPE) or Devices Required:	Additional Training Requirements:
<ul style="list-style-type: none"> Exposed Blade – Cuts, Amputation Electrical Shock Noise Sawdust in Eyes Sawdust inhaled (possible toxic) MSI – Back Injury 	<ul style="list-style-type: none"> Eye Protection Hearing Protection Safety Footwear Disposable Respirator (N95) Push Stick or Jig Safeguards Dust Collection System 	<ul style="list-style-type: none"> Lift/Materials Handling Training Body Posture Training

Safe Work Procedure:
<ol style="list-style-type: none"> Don personal protective equipment before beginning the task. Ensure clothing fits appropriately (tight fitting). Ensure saw is unplugged or locked out. Inspect work area to ensure it is clean. Inspect the following for defects: electrical cords and switches, the blade (by opening up the wheel guards), and all safeguards. If defects are identified, refer to supervisor for maintenance before continuing. Inspect dust collection system and ensure it is engaged. Assess the weight and size of the wood. If necessary, obtain assistance. When lifting, use safe lifting techniques as per lift/materials handling training. Inspect wood to ensure no defects or foreign objects in wood. If defects are identified, place in refuse bin and continue with alternate piece. Ensure work area is clear of obstructions to prevent twisting and overreaching. Refer to body posture training. Place wood on platform and measure height of wood. Adjust the guard to 1/8th inch above the height of the stock of wood being cut. Ensure all safeguards are in place and start the saw. Ensure saw blade is running properly. Hold wood firmly and flat on the platform. Feed the wood into the blade with your body positioned to the side of the wood. Ensure that hands are kept within the safe zone identified on the platform. Additional safeguards, such as a jig or push stick, must be used if stock size permits hands to leave the safe zone. Shut off saw. Wait until blade stops. Remove wood from work platform. If wood is near blade, use a push stick to clear the blade. De-energize and lock out machine to clean off. If there is a large amount of saw dust, wear a disposable respirator (N95) while cleaning. <p align="center"><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage emergency stop and follow the lock out procedure.</i></p> <p align="center">REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR</p>

Guidance Documents/ Standards / Applicable Legislation / Other:
<p>Guidance Documents:</p> <ul style="list-style-type: none"> Operator's Manual <p>CSA Standards:</p> <ul style="list-style-type: none"> Z432-04 Safeguarding of Machinery <p>Manitoba Workplace Safety and Health Regulation, M.R. 217/2006:</p> <ul style="list-style-type: none"> 2.1 Safe Work Procedures 6.1 Personal Protective Equipment 8 Musculoskeletal Injuries 12.3, 12.4 Hearing Protection 16.4 Machine and Tool Safety 16.5 Safeguards Required. 36 Chemical and Biological Substances

This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years

(Refer to Safe Work Bulletin #247 "Recognizing MSI Risks" & Safe Work Bulletin # 253 "MSI Risk Identification and Assessment" for more information.)

All procedures obtained from operator manuals or other samples must be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!