

Safe Work Practices vs. Safe Job Procedures

Manitoba legislation requires employers to write and implement safe job procedures for the types of work they do; it is the employer's responsibility to ensure that all employees are trained and knowledgeable of the information within those procedures. The National COR™ Audit Instrument requires companies to implement applicable safe work practices *and* safe job procedures into their workplace. Employees must know what safe work practices and safe job procedure are, what the difference is between the two, and what information is found in both.

What's the Difference???

A **Safe Work Practice** (also known as a general operating guideline or manufacturer's guideline) includes general information about a job, tool, piece of equipment or work condition. It is **good-to-know information** and can be used as a refresher to employees during toolbox talks. The information found in safe work practices is basic and generalized – what most experienced employees would consider “common sense.”

Example of a Safe Work Practice:

Safe Work Practice – Ladder Use		
Created by: John Smith (supervisor)	Approved by: Joe Smidlap (project manager)	Date of Implementation: January 1, 2009 Date of Review: September, 2009 December 15, 2010
<ol style="list-style-type: none"> 1. Always wear proper PPE 2. Inspect ladders prior to use 3. Ensure firm, level work surface 4. Secure ladders to prevent movement. Tie-off is best; if not, have a worker hold the ladder 5. Step ladders can not be used as extension ladders (do not lean them up against a building, wall, etc.) 6. 3-point contact must be maintained when climbing up or down the ladder 7. The 4:1 ratio must be observed (the ladder must come out one foot for every four feet it goes up) 8. Any work exceeding 15 minutes will require an alternative method (scaffold, aerial lift, etc.) 		

A **Safe Job Procedure** (sometimes referred to as a safe work procedure or safe operating guideline) is a step-by-step instruction that explains how to safely complete a job from start to finish. This is **need-to-know information** that should be provided to all employees during the training process and as a refresher as part of the employer's due diligence. A “green” employee (little to no experience or knowledge) should have a good idea of how to complete a job after reading a safe job procedure – this is verified by on-the-job training with the supervisor.

Employers are required to write safe job procedures for everything they do. Additionally, any jobs that are not performed on a regular basis or require additional attention or training must be deemed as “critical.” Critical task procedures must be written first and foremost. To establish your company's critical jobs, make a list of all tasks. Prioritize those tasks based on severity, probability and frequency of occurrence, and write your safe job procedures. Failure to implement procedures and train employees may result in employers or supervisors receiving improvement orders or stop work orders.

Example of a Safe Job Procedure:

Department: All	Written By: John Smith	Approved By: Joe Smidlap	Date Created: April 17, 2008	Date of Last Revision: May 20, 2011
Safe Job Procedure – Lock-out / Tag-out				
Hazards Present: Electrical hazards, lighting, working at heights, pinch points		PPE Required: Safety Glasses, Safety Footwear, Hardhat		Additional Training Requirements: Working Alone, Fall Protection, Ladder Safety
<ol style="list-style-type: none"> 1. Conduct a pre-job hazard assessment. Ensure identified hazards are controlled 2. Turn the main source of power off (turn off, unplug, power down) 3. Attach a lock at the power source to prevent accidental start-up. Only the person who applies the lock may remove the lock 4. Attach a red tag with the date, reason for locking out and the name of the person performing maintenance or repairs 5. Test the equipment / machine / tool to ensure that there is no stored energy 6. Proceed with required maintenance or repair 7. Once the maintenance / repairs are complete, remove the red tag and lock from the power source. Only the person who applies the lock may remove the lock 8. Turn on the equipment / machine to test for normal function 9. Update the red tag information to include what maintenance / repairs were performed and the date of completion 10. Submit the completed red tag to the safety coordinator or superintendent 				
Guidance Documents/ Standards / Applicable Legislation / Other: MB Regulation 217 / 2006 - Part 6 (Personal Protective Equipment), Part 9 (Working Alone or in Isolation), Part 16 (Machines, Tools and Robots), Part 28 (Scaffolds and Other Elevated Work Platforms), Part 13 (Entrances, Exits, Stairways and Ladders)				

All employees, as part of their right to participate *and* their right to know, must be part of the implementation of new job procedures and review of existing procedures. Safety meetings are an excellent opportunity to do refresher training, and practices and procedures are important training components of an effective safety and health program. At minimum, all safe work practices and safe job procedures must be reviewed every three years; however, if there is any change to the type of work done within a company, a new tool or piece of equipment is introduced or there is an incident in the workplace a review is required sooner.

For more information on creating safe work practices and safe job procedures, contact the Construction Safety Association of Manitoba or visit the SAFE Manitoba website: www.safemanitoba.com



February 7 & 8, 2012 – MARK YOUR CALENDARS!!!

Online Registration available soon!

www.constructionconference.ca

HEAD OFFICE 290 Burnell Street, Winnipeg MB R3G 2A7
WESTMAN OFFICE 950-10th Street, Brandon MB R7A 6B5

P 204.775.3171 F 204.779.3505
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Upcoming Training in Westman:

Tuesday, October 4 Principles of Safety Management	8:30 a.m. – 4:00 p.m.
Tuesday, October 11 Safety Auditor Training	8:30 a.m. – 4:00 p.m.
Thursday, October 13 ****Prime Contractor	8:30 a.m. – 12:00 p.m.
Thursday, October 13 ****Legislation 101	1:00 p.m. – 4:00 p.m.
Tuesday, October 18 and Wednesday, October 19 (2-day course) Leadership for Safety Excellence	8:30 a.m. – 4:00 p.m.
Thursday, October 20 ****Safety Rep Awareness	8:30 a.m. – 12:00 p.m.
Tuesday, October 25 WHMIS / Train the Trainer	8:30 a.m. – 4:00 p.m.

******Indicates courses that are held in preparation for those interested in writing the Construction Safety Officer (CSO) exam. These courses are held on an as-needed basis; minimal interest may result in postponing until a later date. Although recommended, these courses are not required as part of the COR™ Certification education process. Safety reps, supervisors, employees and employers are encouraged to attend!**

Any applicants wanting to complete their Construction Safety Officer (CSO) exam may contact Jennifer jennifer@constructionsafety.ca for more information.

COR™ Certification – A Decade of Safety!



Your Construction Safety Association is pleased to recognize **Ben Wiebe Construction (1985) Ltd.** from Brandon on being COR™ Certified for ten years! COR™ Certification is the ultimate distinction for construction companies who have implemented an effective safety and health management system into their workplace. The CSAM greatly appreciates your commitment to providing a safe workplace for all employees and your ongoing effort to reduce the risk of injury and illness on the job – CONGRATULATIONS!