

Safe Work Procedure

Function of Management

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
	Steel toed boots Safety glasses Hard hat Hearing protection Any other safety equipment as per job site / task performed	

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Use all required PPE 2 Employee orientations every year 3 Train all workers through offered programs 4 Provide all safety devices 5 Encourage and participate in safety inspections 6 Support company safety committee 7 Provide safety education through weekly toolbox meetings and documentation of these 8 Investigate accidents, near misses and incidents and implement corrective measures 9 Provide a safe work environment for all 10 Do not allow employees to work unsafely to save time or money 11 Do not allow employees to opt out of toolbox meetings 12 Not to ignore any employee concerns regarding safety

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: Workplace Safety & Health Act 4 Duties of the employer 7.2 Duties of owners	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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