

Safe Work Procedure

Time Management

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| Facility: | Written By: | Approved By: | Date Created | Date of Last Revision: |
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| Hazards Present: | PPE or Devices Required: | Additional Training Required: |
| MSI injuries Repetitive Motions | Steel toed boots | Fire Extinguisher Training Company Safety Rules/Policies |

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| Safe Work Procedure: |
| <ol style="list-style-type: none"> 1 Hurrying to make a deadline and taking short cuts can lead to accidents. 2 Be responsible for safety. When you see a hazard stop and eliminate it on the spot. 3 Report any hazards that cannot be easily fixed to your supervisor 4 Use the right tool for the job and use whatever safeguards are available 5 Know where emergency equipment is stored and how to use it. |

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

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| Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: Safe Work Bulletin #246 4 General Workplace Requirements 8 Musculoskeletal Injuries 16 Machines, Tools and Robots | 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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