**WHAT IS A SAFE WORK PROCEDURE?**

A Safe Work Procedure describes a singular work activity, all of the hazards within that work activity and how you manage each of them to ensure the workers safety.

SWPs are also referred to as Standard **Operating Procedure** (SOP) or Safe Reliable Methods (SRM), etc.

A **Safe** **Work Procedure** is a step by step description of the safest and most efficient way to perform a task.

WHY ARE SAFE WORK PROCEDURES IMPORTANT?

BC Law – WCA, Part 3 Division 3 – 115 General Duties of Employers states: that every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.

Safe Work Procedure let you consistently carry out tasks, limit human error, and make it easy for newer team members to complete their work to the same level of safety and accuracy (if not standard) as veterans. Without Safe Work Procedures, the employer is relying on the memory (and motivation) of every worker involved to get things done right and as safely as possible.

HOW TO WRITE A SAFE WORK PROCEDURE.

1. Break down the task or operation into the basic chronological steps (from start to finish) to complete the work task. i.e. Operation of machinery/equipment.
2. List all potential hazards/risks which could occur in the work task or activity.
3. Recommend control measures to manage each hazard/risk in the work task or activity.

*i.e.* **Personal Protective Equipment**(PPE) *is just one means which should be present in the* **Safe** **Work Procedure** *for the management of the hazards/risks in the work task or activity. The hazards managed by PPE include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.*

1. Perform the work task or activity and test the tools and controls you have identified and implemented to ensure they manage effectively all of the hazards/risks in the work task or activity.
2. Implement the Safe Work Procedure with all current workers, and ensure copies of their Safe Work Procedures are available for them to continually access/review.
3. Continue to review and update the Safe Work Procedure as new hazards and risks are identified in the activity, and then implement the changes with all workers.

It is up to supervisors to ensure the workers are following the Safe Work Procedures provided by their employer, and to safeguard the workers for all work tasks performed on behalf of their employer.