**Safe Work Procedure Guidance Document**

**OVERVIEW**

A standard operating procedure is a step-by-step guide that workers follow to ensure quality of final product. A safe work procedure, on the other hand, is a guide that incorporates all the information from the hazard identification and risk assessment in a manner that allows one to carry out the task safely. It is a detailed record of the step-by-step process of how to conduct a task. Before writing a safe work procedure, there must be a completed hazard identification and risk assessment. Once the procedure is written, individuals need to be trained on the procedure and that training needs to be documented.

**GENERAL PROCEDURE OF CREATING A SAFE WORK PROCEDURE**

These steps are to be completed by the supervisor:

1. Conduct a “Risk Assessment” to identify the hazard(s) associated with each task and the associated pre control risk level
2. Establish controls to minimize the risk and then identity the post control residual risk level
3. Develop a “Safe Work Procedure (SWP)” to carry out the job. This procedure will incorporate findings from the “Risk Assessment” and identified controls.
4. Submit the completed SWP for review to the Joint Occupational Health and Safety Committee (JOHSC). The SWP will undergo review as per Figure 1.
5. Train all applicable workers on the approved “Safe Work Procedure” and document the training.
6. Ensure documented training records are readily available to indicate that the worker has been trained in the task/procedure that will be carried out.



Figure 1: Safe Work Procedure Approval Process

Note: The risk assessment should be based on what is reasonably anticipated. If at any time, there is a change in location, timing, equipment, environment or any other factor that could affect the worker’s safety, a new hazard identification and risk assessment will be required and changes to the safe work procedure may be necessary.

**INSTRUCTIONS FOR COMPLETING THE SAFE WORK PROCEDURE:**

The UBC “General Safe Work Procedure Template” is to be used alongside the UBC “General; Risk Assessment Template.”

Complete the sections in the “General Safe Work Procedure Template” with the aid of the supporting documentation provided in the appendices of this document: “General Safe Work Procedure Guidance Document.”

**APPENDIX A: PURPOSE**

*Describe the content of this document in 2-5 lines.*

e.g. This document describes safe work procedures for running column chromatography in a chemistry lab.

**APPENDIX B: SCOPE**

*Identify who this document applies to: faculty, staff, paid students, volunteers, visiting researchers, etc.* e.g. This document applies to all UBC employees (faculty, staff and paid students).

**APPENDIX C: REGULATIONS**

*Identify the relevant sections of the any or all of the following regulations as it pertains to the work. Some examples regulations and relevant sections are listed below.*

* [Workers Compensation Act](http://www.bclaws.ca/Recon/document/ID/freeside/96492_00)
	+ [Section 115: General Duties of Employers, 116: General Duties of Workers, General Duties of Supervisors 117](http://www.bclaws.ca/Recon/document/ID/freeside/96492_03#section115)
* [WorkSafeBC Occupational Health and Safety Regulation](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions)
* [Transportation of Dangerous Goods Regulations](https://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm)
* [Human Pathogens and Toxins Act](http://laws.justice.gc.ca/eng/acts/H-5.67/)
* [Radiation Protection Regulations](http://laws.justice.gc.ca/eng/regulations/SOR-2000-203/index.html)
* [Nuclear Substances and Radiation Devices Regulations](http://laws.justice.gc.ca/eng/regulations/SOR-2000-207/index.html)

**APPENDIX D: DEFINITIONS**

*Copy and paste any definitions below that will apply to your safe work procedure. Define any additional terminology that will be used in the document.*

***Administrative Controls:*** The modification of work processes or activities to minimize risk

***Engineering Controls:*** The modification of the physical work environment to minimize risk

***Hazard:*** A potential source of harm to a person that can lead to a risk of injury or occupational disease

***Risk:*** The chance of injury or occupational disease

***Risk Assessment:*** The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

***Supervisor:*** The person directly responsible for overseeing the tasks of the worker

***Worker:*** All employees of UBC including faculty, staff, and paid students

**APPENDIX E: RESPONSIBILITIES**

*Copy and paste the relevant personnel and their associated responsibilities into your safe work procedure. Do not delete any responsibilities listed within each category, however, you may add additional items.*

Department Head

* Review and approve safe work procedures outlined in this document prior to their implementation

Supervisor

* Identify all workers who carry out this task under your supervision
* Conduct a risk assessment to identify the potential hazards associated with the task and their associated risks
* Implement controls using the hierarchy of controls to minimize the risk due to the hazard
* Ensure safe work procedures are documented
* Ensure proper training has been provided to workers PRIOR to commencing work (e.g. safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented
* Ensure workers have access to and understand any required documentation such as manuals, Safety Data Sheets (SDS) etc.
* Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
* Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
* Communicate risks that may arise outside of those that are predetermined

Workers

* Understand and follow this safe work procedure
* Complete the required training for the task
* Use proper personal protective equipment
* Report any unsafe conditions to their supervisor
* Report all incidents in [CAIRS](http://www.cairs.ubc.ca)

**APPENDIX F: TRAINING REQUIREMENTS**

*Document all safety related training courses completed including site specific training on procedures required for the task or emergency response. Mandatory UBC Safety Courses have already been listed. Copy and paste the Minimum Training Requirements into your Safe Work Procedure.*

**Table 1: Training Courses**

|  |  |  |
| --- | --- | --- |
| **Course** | **Name of Worker**  | **Date Completed**  |
| New Worker Safety Orientation |  |  |
| Violence in the Workplace |  |  |
| Preventing and Addressing Bullying and Harassment |  |  |
| *List any other* [Program Specific Training Courses](http://rms.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/#What%20training%20is%20required%20for%20working%20in%20a%20lab?) *that have been completed* |  |  |

**Table 2: Procedures**

|  |  |  |
| --- | --- | --- |
| **Procedure Name** | **Read by Trainee** | **Proficiency Witnessed by Supervisor/Trainer** |
| **Full Name** | **Initial** | **Date** | **Full Name** | **Initial** | **Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**APPENDIX G: MATERIALS/EQUIPMENT**

*List the* ***specific*** *materials and equipment that would be used to perform your tasks. Some* ***categories*** *of examples are listed below:*

* Personal protective equipment
* Tools
* Equipment
* Chemicals
* Materials (wood, sheet metal, concrete, etc.)

**APPENDIX H: SAFE WORK PROCEDURE**

**Before Commencing Work:**

*Outline steps associated with personal protective equipment, equipment set up, meetings that occur before work commences, etc.*

**Commencing Work/Work Procedure:**

*Outline your methodology used to carry out your task in a clear systematic process. Translate each row on your Risk Assessment into 1-2 steps that incorporate the task, hazards and controls.*

**Post Procedure:**

*Outline items related to methods of disposal, expectations of housekeeping, etc.*

**Other Important Information**

*Identify other important information that can help protect staff against injury and damage.*

**APPENDIX I: EMERGENCY RESCUE AND EVACUATION PROCEDURES**

**Emergency Contact Information**

*List all relevant emergency agencies and associated number to summon them. See examples below:*

* Fire Department (911)
* Police (911)
* Canadian Coast Guard
* Or any other predetermined emergency assistance agency

**Mode of Emergency Communication**

*Identify the mode of communication used to contact emergency services*

* Cell phone
* Radios: Two-way (Walkie-Talkie) or HAM
* Satellite phone
* Closest landline phone identified within short walking distance, etc.

**First Aid**

*Name and certification level of first aid attendant*

* **Name of Person**: Occupational First Aid Level 2 certificate

**Emergency Procedures**

*List procedures associated with all reasonably possible emergencies (e.g. spills, motor vehicle incident, drowning etc.). See generic steps below.*

* On campus
	+ Seek first aid
	+ Contact supervisor
	+ Report incident in CAIRS
* Off Campus
	+ Seek first aid
	+ Contact supervisor
	+ Report incident in CAIRS

**Specialized Training Certificates**

*Provide the name and certifications of members of the research team that may have specific training useful in an emergency.*