# Safe Work Procedure (SWP) Review Form

This document provides guidance for supervisors when reviewing established safe work procedures.  The regular review of a safe work procedure aids in keeping the procedure relevant to changing work environments and provides workers with an opportunity to recommend practical changes.

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| **Title:** | |  |
| **Supervisor:** | |  |
| **Faculty/Department:** | |  |
| **Review Date:** | |  |
| **Approval Date:** | |  |
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|  | Review and update applicable regulatory requirements for your procedure. For information and resources visit the following websites: [Safety Programs](https://srs.ubc.ca/health-safety/safety-programs/), Laboratory [Research Safety](https://srs.ubc.ca/health-safety/safety-programs/) and/or [WorkSafeBC OHS Regulation](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation) | |
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|  | Review training content and requirements to ensure competency in completing procedure safely | |
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|  | Review materials and equipment used to ensure they still are suitable for tasks in procedure | |
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|  | **(Interim) Using the UBC Employee COVID-19 Physical Distancing Guidance Document, review all steps in the procedure to ensure the following** [**COVID-19**](https://covid19.ubc.ca/) **requirements have been addressed. Contact** [**ready.ubc@ubc.ca**](mailto:ready.ubc@ubc.ca) **or the assigned SRS Resource on your Joint Occupational Health and Safety Committee (JOHSC) for assistance** | |
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|  | Review and amend all steps in procedure to ensure Hierarchy of Controls has been considered (ranked most effective to least effective) | |
|  | 1. Elimination | |
|  | 1. Substitution | |
|  | 1. Engineering Controls | |
|  | 1. Administrative controls | |
|  | 1. Personal Protective Equipment (PPE) | |
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|  | Review and amend emergency procedures | |
|  | * Immediate work area specific emergency procedures (Hazardous materials, emergency shut-offs, etc.) | |
|  | * Building Emergency response Plan (BERP) | |
|  | * First aid communication | |
|  | * Training and education on emergency procedures | |
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|  | Provide copy of the revised SWP to the [Joint Occupational Health & Safety Committee (JOHSC)](https://safetycommittees.ubc.ca/johsc/find-your-johsc/joint-occupational-health-safety-committees/) for review | |
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|  | Provide copy to the Administrative Head of Unit for review (after the JOHSC review) | |
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|  | Have the approved document signed and dated | |
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|  | Supervisor and users (faculty and staff) of the SWP are consulted with for changes | |
|  | * Collaborate with users to develop proposed changes | |
|  | * Review any related inspection and incident investigation notes | |
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|  | Communicate reviewed procedure and highlight amendments to relevant staff | |