Supervisor writes Safe Work Procedure

Can the task result in an immediately reportable incident?*

Submit the Safe Work Procedure to the JOHSC for review

Is the Safe Work Procedure Generic??

Changes Required

Department Head Reviews and Approves

No further review is required though you may still request a review by the JOHSC, SRS, intra-department safety advisor or any knowledgeable person

* Immediately Reportable Incidents
  - Fatality
  - Serious Injury – life threatening or permanently impairing injury
  - Major release of a hazardous substance
  - Fire or explosion that had a potential for causing serious injury to a worker
  - Major structural failure or collapse
  - Diving related (decompression illness or over-pressurization)
  - Blasting (resulting in serious injury or an unusual event)

** Generic means the SWP is applicable across an entire faculty, facility, school, department, building and is not localized to one particular unit or work group

*** If a review from SRS is requested, it must be received at least 2 weeks prior to the implementation of the Safe Work Procedure