Winnipeg Regional
Health Authority
Caring for Health

Office régional de la
santé de Winnipeg
À l'écoute de notre santé

Safety Talk!

What are Safe Work Procedures?

- A Safe Work Procedure (SWP) is a document designed to communicate safety and health risks to the worker.
- The goal of the document is to provide instructions to any worker who may be responsible for completing the task in a safe manner by detailing the hazards associated with the tasks, safety precautions put in place, and PPE requirements.
- SWPs are an educational tool to assist with hazard identification and communication in the workplace.
- SWPs are created in a joint effort with the manager/ supervisor, the worker doing the task, and the Workplace Safety and Health Committee.

Guidelines and Tips for Writing Safe Work Procedures

Based on information gathered by a risk assessment	• Safe work procedures should be developed based on focusing on higher-risk tasks first. • Please connect with OESH to assist you with a risk assessment.
Understood by workers	• When preparing and writing safe work procedures, it's important to write in plain English. • "Do's and don'ts" • Other examples include using pictures or videos to help with understanding.
Involve the Safety and Health Committee	• The committee is there to help with staff safety and health. • Committees must be involved in this process. Send the completed safe work procedures to the committee for review and input.
Living document	• Safe work procedures are a living document. • Updates need to be made when there is new equipment or process changes that occur.

For more information please contact
Occupational and Environmental Safety & Health (OESH) at
oesh@wrha.mb.ca

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Safety Alert Meeting Record		
Topic Presented by: Safe Work Pocedures	**Site/ Facility:** **Department/ Unit:**	
Attendees		
Insert Full Name	**Sign off**	**Date**
Upload the completed sign-off sheets in the TEAMs folder link here Attendance Records of Safety Talks *for the review process*		