

# OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

**Subject:** Safe Work Procedure (SWP) version 3

**Effective Date:** January 2016      **Supersedes:** May 2009 version 2

**Review Date:** 3 years or legislation or job changes

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## 1.0 GUIDING PRINCIPLES

- 1.1 In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.20.030), the following Operational Procedure has been developed to ensure staff are provided with written instructions to control identified safety or health risks in their job that cannot be eliminated through effective work design, processes, or equipment.
  - 1.2 This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
  - 1.3 As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.
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## 2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.
- 2.3 **Employer:**
  - 2.3.1 Every person who, by himself or his agent or representative, employs or engages one or more workers, and
  - 2.3.2 The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.
- 2.5 **Worker:**
  - 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.
  - 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not

- 2.5.3 Any person undergoing training or serving an apprenticeship at an educational institution or at any other place.
  - 2.6 **Director:** means the person administratively responsible for the department or unit. Director includes heads of departments.
  - 2.7 **OESH:** means the Occupational and Environmental Safety and Health Unit
  - 2.8 **Safe Work Procedure (SWP):** A system of written practical instructions that must be followed by workers to reduce and control the hazards of specific work tasks.
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### 3.0 OPERATIONAL PROCEDURE

- 3.1 Written Safe Work Procedures (SWP) will be developed for tasks/equipment which have been identified as having potential to pose a risk of injury to workers when the risk of injury cannot be eliminated through work design, process, or equipment changes. Specific tasks that require Safe Work Procedures are outlined in Appendix A.
  - 3.2 Safe work procedures will detail the safest manner in which the job, task or procedure is to be performed. Safe work procedures will form the basis of worker training programs.
  - 3.3 Staff will be trained in the safe work procedures pertinent to their job description in a manner that ensures workers are able to apply the training provided to protect the safety and health of themselves and others.
  - 3.4 Staff will comply with the safe work procedures and supervisors will enforce as required by legislation.
  - 3.5 Safe Work Procedures will be located in each work unit, available to all employees and close to where the work is performed.
  - 3.6 Safe work procedures will be developed in consultation with the workplace health and safety committee or the representative at the workplace. If there is no committee or representative at the workplace, the workers will be consulted.
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### 4.0 RESPONSIBILITIES

- 4.1 **Employer**
  - 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.
  - 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, charge-hands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service, and that workers are familiar with the use of all devices or equipment provided for their protection.

## 4.2 Facility/Program Executive Team

- 4.2.1 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide / maintain 4.2.1.
- 4.2.3 Support the Operational Procedure throughout the facility/program.
- 4.2.4 Ensure that training records are kept for documentation.

## 4.3 Directors/Managers/Supervisors

- 4.3.1 Ensure compliance with all aspects of the regulations. *The department director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this operational procedure.*
- 4.3.2 Consult with OESH in the development of Safe Work Procedures if required.
- 4.3.3 Consult with the workplace health and safety committee or the representative at the workplace in the development of Safe Work Procedures.. If there is no committee or representative at the workplace, the workers will be consulted.
- 4.3.4 Utilize the WRHA Safe Work Procedure template for development. (see Appendix B and/or C)
- 4.3.5 Submit copies of all safe work procedures to the WRHA Occupational and Environmental Safety & Health Department (OESH).
- 4.3.6 Ensure safe work procedures are readily available to workers at the work site by retaining a copy of each procedure.
- 4.3.7 Ensure all workers are trained in safe work procedures that pertain to their job functions.
- 4.3.8 Ensure safe work procedures are kept current. A review of all safe work procedures and applicable revisions shall be made once every three years or immediately upon change of a work procedure, new equipment, or identified hazard.
- 4.3.9 Staff must be re- trained on all revisions to safe work procedures.
- 4.3.10 Maintain training record that includes the name of employee, identification of Safe Work Procedure and date of training.
- 4.3.11 Monitor workers' performance in compliance with safe work procedures
- 4.3.12 Ensure safe work procedures are implemented and enforced as per the legislation. Non-compliance may result in performance management.

## 4.4 Worker

- 4.4.1 Follow safe work procedures in the performance of their job or tasks.
- 4.4.2 Report to their manager/supervisor any workplace hazard, risk or suggestion including those related to safe work procedures.

## 4.5 Department/Facility/Program Workplace Safety and Health Committees

- 4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure.
  - 4.5.2 Review and monitor the effectiveness of this operational procedure.
  - 4.5.3 Participate in the development and implementation of SWP in consultation with the department managers
- 4.6 **Occupational and Environmental Safety & Health**
- 4.6.1 Consult with the facility/site/program on all aspects of this operational procedure.
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## 5.0 TRAINING REQUIREMENTS

- 5.1 The training program must be workplace specific, effective and updated annually or when changes which may affect the procedure are introduced in the workplace.
  - 5.2 All employees must be trained in the safe work procedures relative to their position. Refresher training will be provided following any revisions.
  - 5.3 Competency in the safe work procedure must be demonstrated to a qualified Supervisor or Manager where applicable.
  - 5.4 All training must be documented. Records must be retained as required by the Manitoba *Workplace Safety and Health Regulations (Part 2.10)*.
  - 5.5 Retraining will be provided when changes that may affect the procedure are made or upon request.
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## REFERENCES:

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

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## APPENDIX:

Copy of Regulation – Part 2 General Safety Duties - Safe Work Procedures 2.1.1  
Copy of Bulletin - No. 249 part 2, February 2013

Appendix A – Safe Work Procedure – Task List  
Appendix B – Safe Work Procedure Template for Tasks  
Appendix C – Safe Work Procedure Template for Equipment

## Appendix A - Safe Work Procedures

The Manitoba Workplace Safety & Health Regulation [M.R. 217/2006] Part 2.1.1 *Safe Work Procedures* states that employers are required to develop and implement safe work procedures for the work that is done at the workplace.

The following list includes specific requirements in the legislation.

- Part 6 – Personal Protective Equipment
- Part 8 – Musculoskeletal Injury Prevention
- Part 9 – Working Alone
- Part 14 – Fall Protection
- Part 15 – Confined Space
- Part 16 – Machines, Tools, & Robots
- Part 17 – Welding & Allied Processes
- Part 18 – Radiation
- Part 19 – Fire & Explosive Hazards (Hot Work, Flammables, Combustible Substances)
- Part 20 – Vehicular & Pedestrian Traffic
- Part 22 – Powered Mobile Equipment
- Part 23 – Cranes & Hoists
- Part 27 – Compressed Air Environment
- Part 28 – Scaffolds & Other Elevated Platforms
- Part 31 – Roof Work
- Part 36 – Chemical & Biological Substances
- Part 38 – Electrical
- Part 39 – Healthcare Facilities
- Part 45 – Needles in Medical Workplaces

## Safe Work Procedure (SWP) for Task

<b>Name of Task:</b>		
Description of Task:		
Position/Job :	Department/Unit:	
Equipment and/or Tools required:	Personal Protective Equipment Required:	
<b>Potential Hazards:</b>  <i>Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</i>		
<b>Training and Proficiency:</b> All staff must be trained in this safe work procedure prior to use. Training must be documented. Supervisors must ensure that workers are trained and follow this safe work procedure. This SWP must be posted near the machine/task. <input type="checkbox"/> Read Procedure and Sign <input type="checkbox"/> Demonstrated Competency		
<b>Steps to be taken to complete task safely:</b> <i>(This is a clear description in order of steps to follow to safely perform the task. Another page may be added. This section includes do's and don'ts)</i>		
General Information:		
1		
2		
3		
4		
5		
6		
7		
8		
<b>Responsibilities</b>		
<b>Managers/Supervisors:</b> ensure all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures) <b>Staff performing task:</b> perform task in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises. <b>Note:</b> this task will be monitored periodically to ensure compliance and safety		
<b>Completion and Review</b>		
This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date		
<b>Created/Completed Date:</b>	<b>Created/Completed By:</b>	<b>Health and Safety Committee Consultation</b>
<b>Last Revision Date:</b>	<b>Last Revision By:</b>	<b>Health and Safety Committee Consultation</b>

## Safe Work Procedure (SWP) for Equipment

<b>Name of Task:</b>	
<b>Description of Task:</b>	
<b>Position/Job Title:</b>	<b>Department/Unit:</b>

<b>Make and Model of Equipment:</b>	
<b>Equipment Description and Safety Features:</b>	Insert Picture of Equipment
<b>Potential Hazards:</b>	<b>Personal protective equipment / devices required / other safety considerations</b>
<p><i>Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</i></p>	•

**Set Up and Maintenance** – When setting up the equipment or performing any maintenance please consult the manufacturer’s manual. Only to be performed by trained/authorized staff.

<b>Training/Reference Information:</b>
All staff must be trained in this safe work procedure prior to use. Training must be documented. Supervisors must ensure that workers are trained and follow this safe work procedure. This SWP must be posted near the machine/task. <i>Insert other information specific to your facility or this task</i>
<input type="checkbox"/> Read Procedure and Sign <span style="margin-left: 200px;"><input type="checkbox"/> Demonstrated Competency</span>

<b>Steps to Perform this Task Safely</b> <i>(clear description in order of steps to follow to safely perform the task. If required add attach an additional form to list all steps - Include do's and don'ts)</i>	
1	
2	
3	
4	
5	
6	

<b>Responsibilities</b>
<p><b>Managers/Supervisors:</b> ensure all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures)</p> <p><b>Staff performing task:</b> perform task in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</p> <p><b>Note:</b> this task will be monitored periodically to ensure compliance and safety</p>

<b>Completion and Review</b>		
This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date		
Created/Completed Date:	Created/Completed By:	Health and Safety Committee Consultation:
Last Revision Date:	Last Revision By:	Health and Safety Committee Consultation: