

# >> TOOLBOX TALK – Safe Work Practices/Job Procedures

Safe work practices and safe job procedures are a means of controlling potential hazards in the workplace.

They should be documented and formally communicated to workers as a means of ensuring work is performed in a safe manner. While on the job, safe work practices and job procedures should become part of everyone's "way of life".

## Safe Work Practices (SWP)

A safe work practice is a set of general safety rules that have been established to assist a worker perform a task, safely. SWP's generally explain the do's and don'ts for performing a task or operating a tool or piece of equipment (i.e. keep work areas free of clutter, do not wear loose clothing or jewelry, etc.).

SWP's outline the hazards of each task and the best way to mitigate the risk associated with the hazard.

Following safe work practices for each task you perform will reduce the chances of experiencing a workplace injury.

## Safe Job Procedure (SJP)

A safe job procedure is a series of specific steps that guide a worker through a task, from start to finish. The basic steps for developing a job procedure would include:

- identify/select the job to be analyzed;
- break the job down into a sequence of basic steps;
- identify the potential hazards associated with each step; and
- determine the controls necessary to address each of the hazards.

SJP's can be written in a narrative format, describing how to perform each of the steps safely or they can be written into a standard Job Hazard Analysis (JHA) form.

## Development

Management and the OHS Committee/WHS Representative are responsible for monitoring the development of SWP's and SJP's.

When developing SWP's and SJP's companies should focus on tasks/activities:

- with high risk for injury;

- where incidents have occurred;
- that are infrequently performed; and
- that are new to the organization.

## Communication

Communication of SWP's and SJP's to workers is critical to ensuring they become a "way of life". Organizations need to consider developing:

- a communication plan to inform workers of new or changes to existing SWP's and SJP's;
- a training plan, outlining who needs training on which SWP's and SJP's; and
- a plan for orienting new and returning workers and workers who change jobs to SWP's and SJP's.

## Regular Review

It is important that management and workers regularly review SWP's and SJP's.

Organizations would benefit from developing a review schedule for all SWP's and SJP's to ensure they:

- remain current and compliant with legislation and standards; and
- are appropriate for the specific job task.

## Discussion Points

- Do workers know where written safe work practices and job procedures located on site?
- How do we ensure that SWP's and SJP's are regularly reviewed and communicated?
- Can workers think of any new SWP's or SJP's that need to be developed?



**TOOLBOX MEETING FORM**

Date: \_\_\_\_\_ Project: \_\_\_\_\_

Supervisor: \_\_\_\_\_ No. in Crew: \_\_\_\_\_ No. Attending: \_\_\_\_\_

**Review Last Meeting:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Topics Discussed (policies, practices, procedures, hazard assessment):	Names of Attendees (Signature Required)
Suggestions Offered:	
Action(s) to be Taken:	
Injuries/Accidents Reviewed:	

Supervisor's Remarks: \_\_\_\_\_

**Signature:** \_\_\_\_\_