



Safe Work Procedures Standard

1.0 PURPOSE

This standard supports the SaskPower Safety Management Policy and specifies the requirements for safe work procedures at SaskPower.

2.0 DEFINITIONS

2.1 Safe Work Procedure

A safe work procedure is a description of how to do a job from start to finish, incorporating appropriate safety requirements.

3.0 METHOD/PRACTICE

3.1 Development and Implementation

- The Registration Unit shall develop and implement safe work procedures where ever work is identified as high risk.
- The Registration Unit shall determine the appropriate level of approval, based on the scope of the safe work procedure. This may require the Registration Unit Manager issuing a Safe Work Directive.
- Corporate Safety may facilitate the development and implementation of safe work procedures that apply to two or more registered units.
- Development of safe work procedures may include:
 - purpose and applicability of safe work procedure
 - step-by-step description of how to do a job safely.
 - identification of personal protective equipment (PPE), tools and equipment required in the procedural steps.
 - periodic review and update to ensure compliance with applicable policies, standards and / or legal requirements
 - transfer of approved safe work procedures into the safety management system software

3.2 Training / Orientation

- Employees shall be instructed in safe work procedures that are specific to their job.
- Training / awareness requirements shall be identified and managed in accordance with the SaskPower Safety Training Management Process.
- The SaskPower safety software shall contain or provide direction to approved safe work procedures.

4.0 REFERENCES

- Saskatchewan
 - *The Occupational Health and Safety Regulations, 1996, Part III, General Duties*
- SaskPower (Located on SafetyNet)
 - SaskPower Safety Rulebook
 - SaskPower Safety Management Policy
 - SaskPower Standard Operating Procedure System, Weyburn Training Center