

# Health and Safety Standard

## DEVIATION FROM SAFE WORK

### 1 PURPOSE

This standard supports the SaskPower Health, Safety and Environment Policy and specifies the requirements for implementing deviation from any safe work method at SaskPower.

### 2 SCOPE

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, damage to equipment and property, environmental harm, performance management or any combination thereof.

The use of the word “shall” within this standard denotes a mandatory action, whereas the use of the word “should” or “may” denotes a recommended action.

### 3 DEFINITIONS

The following definitions apply to this standard:

**Deviation** - is an action, behavior, or condition that is different from what is usual, expected or prescribed by a safe work method.

**Safe Work Method** – is a safe work method is a description of how to do a job effectively, incorporating appropriate health and safety requirements. For the purpose of this standard, safe work methods include policies, standards, processes, directives, safe work procedures, standard operating procedures, safe work practices.

**Safe Work Practice** – is a set of guidelines or "Do's and Don'ts" when performing a task effectively and safely. They are not the step by step instructions on how to do the task, therefore their order of completion is not required.

**Safe Work Procedure (Standard Operating Procedures (SOP))** - is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish, incorporating appropriate health, safety, environment and security requirements. Safe Work procedures are also referred to as Standard Operating Procedures.

## 4 REQUIREMENTS

### 4.1 IMPLEMENTATION

A Deviation from Safe Work Form (Appendix A) shall be completed when the following circumstances are encountered:

- A safe work method conflicts with SaskPower requirements, including, but not limited to, safe work procedures and practices.
- There is a requirement for deviation from a safe work method, including (but not limited to) the SaskPower Fatigue Management Standard.
- A safe work method could cause an unsafe condition(s).
- A safe work method that cannot be implemented due to an unusual or abnormal circumstance.

If the above circumstances are encountered, then the following shall be met:

- The risk associated with the agreed upon deviation shall be equal to or less than the method that is being deviated from.
- There shall be 100% agreement to the deviation by all employees involved in the deviation, including the Out of Scope Supervisor.

### 4.2 PROCESS

The process for applying for and receiving authorization for a deviation from safe work procedure shall be:

- The employee(s) shall contact their Out of Scope Supervisor to discuss the need to deviate from the established safe work method.
- The Deviation from Safe Work Form shall be completed. See Appendix A for the form, which includes process requirements and questions to be asked.
- The Hazard/Aspect and Risk Assessment (HARA) shall take place to determine the scope of the possible deviation. The HARA shall include a proposal of the process and change.
- **A copy of all Deviation Forms shall be sent via the Safety Care Line at [safetycare@saskpower.com](mailto:safetycare@saskpower.com). to the Health & Safety Department.**

## 5 IMPLEMENTATION

The requirements of this version of the standard are to be met within six months of the approval date at which time the previous version will be superseded.

## 6 RESOURCES

### 6.1 INTERNAL RESOURCES

<b>Related Policies:</b>	SaskPower Health, Safety and Environment Policy Hazard /Aspect and Risk Assessment (HARA) Policy
<b>Related Standards:</b>	Hazard/Aspect and Risk Assessment (HARA) Standard
<b>Additional Information:</b>	Health, Safety and Environment Rule Book Safe Work Standard Fatigue Management Standard

### 6.2 EXTERNAL RESOURCES

<b>Related Legislation:</b>	<i>Saskatchewan Employment Act, 2014</i> <i>The Occupational Health and Safety Regulations, 2020</i>
<b>Additional Information:</b>	<a href="https://www.saskatchewan.ca/residents/environment-public-health-and-safety/wildlife-issues/protect-yourself-and-your-property">https://www.saskatchewan.ca/residents/environment-public-health-and-safety/wildlife-issues/protect-yourself-and-your-property</a> <a href="https://www.pc.gc.ca/en/pn-np/sk/princealbert/securite-safety/vist08a">https://www.pc.gc.ca/en/pn-np/sk/princealbert/securite-safety/vist08a</a> <a href="http://www.environment.gov.sk.ca">http://www.environment.gov.sk.ca</a>

### Ownership

<b>Division:</b>	Human Resources and Safety
<b>Department:</b>	Health and Safety
<b>Review Frequency:</b>	3 years
<b>Approved by:</b>	Health & Safety Council
<b>Approval Date:</b>	March 18, 2020

### Document History

Revised by	Revision Purpose	Date
M. Ereth	Continuous Improvement	March 18, 2020
K. Hammond	Scheduled Review Cycle	March 13, 2019
Click here to enter text.	Scheduled Review Cycle	December 5, 2017

**Appendix A: Deviation from Safe Work Procedure Form**

Each deviation from a Safe Work Procedure, Standard Operating Procedure or Fatigue Management Standard, no matter how similar, must be reassessed. It must be understood that this is a **one-time** deviation only. A copy of all Deviation Forms shall be sent to the Health & Safety Department via the Safety Care Line at [safetycare@saskpower.com](mailto:safetycare@saskpower.com).

Any deviation must be discussed with and agreed to by the Manager prior to the beginning of the work. The deviation must be identified in the amended job plan and HARA.

The approved deviation form and the applicable HARA must be filed as per the SaskPower List of Records and include the date and time of beginning and end of the deviation. This should be completed as soon as reasonably convenient, but in no case greater than 2 business days.

A follow-up to the deviation must be completed by the Manager to assess whether the deviation should be incorporated into the original Procedure or Standard.

**Work Description:**

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**Describe the deviation:**

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**Hazards Involved and how they will be controlled:**

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Review each question below.	Yes	No
Does the above listed work conflict with SaskPower Policies, Standards, Safety and Environment Rulebook, standardized work methods, procedures or guidelines?		
Could the above listed work cause an unsafe condition(s)?		
Is the risk associated with the agreed upon deviation greater than the practice that is being deviated from? If the answer is yes, stop, reassess reason for deviation, if there is no solution, inform out of scope supervisor or Director, as applicable.		
Is there 100% agreement to the deviation by all employees involved in the deviation including the Out of Scope Supervisor?		

Review each question below and provide the applicable documentation and/or explanation.	Yes/No	Explanation/Details
Has a pre-job HARA taken place?		
Did the HARA determine the scope of the possible deviation? The pre-job HARA will include a proposal of the process and change.		
Has the Out of Scope Supervisor been contacted to discuss the need to deviate from the established Safe Work Procedure or Fatigue Management Standard?		
What is the deviation from safe work procedure? This must be in written form (use of this template is acceptable).		
<p>Have the following questions been answered and documented by the Out of Scope Supervisor in consultation with the employee(s) involved.</p> <ul style="list-style-type: none"> <li>a) What is the reason for the deviation?</li> <li>b) Why can't the job be done by following the Safe Work procedure or Fatigue Management Standard?</li> <li>c) If it cannot be followed, what is a safe way to complete the task?</li> <li>d) What additional barriers will be implemented to mitigate the adverse consequences to make the risks associated with the procedure acceptable?</li> <li>e) Can any other alternative steps be taken to complete the task safely?</li> <li>f) How long will the deviation last (start and end times with date)</li> <li>g) Who is involved, impacted.</li> </ul>		

Signature and title of Out of Scope Supervisor(s) /Manager/Director, as applicable.

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**Appendix B: Job Aid - Safety Document Definitions**

<b>HSE Directive</b>	<p>Enviro: An authoritative instruction or specific order to be followed with respect to the matter for which it was issued.</p> <p>Safety: A mandatory written direction provided from the appropriate level of management, advising of a critical health and safety related issue.</p> <p><i>Comments: way over used. To provide guidance before the standard has been amended. Move entirely to standard.</i></p>
<b>HSE Briefing</b>	<p>A tool to share information on a health, safety and/or environment policy, standard, process or initiative, with a purpose to provide necessary information to employees in an effective manner, using targeted communications. The briefing has frequently asked questions and also assists supervisors in how to deliver the briefing, as it outlines the reference materials and other tools needed for effective communications.</p>
<b>HSE Guideline</b>	<p>A guide or indication of direction to be considered as an aid in decisions to be made regarding actions to be taken.</p>
<b>HSE Program</b>	<p>An established planned and coordinated plan of action to complete or achieve a specific purpose.</p>
<b>Policy</b>	<p>A high-level statement of principles outlining the obligations to which the company is committed. All standards, practices and procedures must comply with the intent of the corporate policy.</p>
<b>Process</b>	<p>The description of a situation-specific series of actions, changes or functions required to execute a routine activity.</p>
<b>HSE Work Practice</b>	<p>A set of guidelines or "Do's and Don'ts" when performing a task effectively and safely. They are not the step by step instructions on how to do the task, therefore their order of completion is not required.</p>
<b>HSE Work Procedure</b>	<p>A written, specific step-by-step description of how to complete a job safely and efficiently from start to finish, incorporating appropriate health, safety, environment and security requirements. Safe Work procedures are also referred to as Standard Operating Procedures.</p>
<b>HSE Standard</b>	<p>A framework outlining the expectations in a particular subject area.</p>
<b>SOP On-line</b>	<p>A software solution that is a collection of procedures and practices.</p>