

## ***Safe Work Procedures and Practices Standard***

### **1.0 PURPOSE**

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

### **2.0 DEFINITIONS**

#### **2.1 Safe Work Practice**

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.

#### **2.2 Safe Work Procedure**

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.

#### **2.3 SOP On-Line (Standard Operating Procedures)**

A software solution that is a collection of procedures and practices.

### **3.0 METHOD/PRACTICE**

#### **3.1 Development and Implementation**

- The Division shall develop and implement safe work practice, procedure, standard operating procedure (SOP On-Line) and/ or other job aid where ever work is identified as high risk.
- The Division shall determine the appropriate level of approval, based on the scope of the safe work procedure.
- Health and Safety may facilitate the development and implementation of safe work procedures that apply to two or more Divisions.
- Development of safe work procedures may include:
  - Identifying purpose and applicability of safe work procedure.
  - Preparing a step-by-step description of how to do a job safely.
  - Identifying personal protective equipment (PPE), tools and equipment required in the procedural steps.
  - Conducting periodic reviews and updates to ensure compliance with applicable policies, standards and / or legal requirements.
  - Transferring of approved safe work procedures into the safety management system software.

#### **3.2 Training / Orientation**

- Employees shall be instructed in procedures and / or practices that are specific to their job.
- Training / awareness requirements shall be identified and managed through the Learning Management System (LMS).
- The SaskPower safety software shall contain or provide direction to approved procedures and practices.

## 4.0 REFERENCES

- Saskatchewan
  - *The Occupational Health and Safety Regulations, 2020, Part 3, General Duties*
- SaskPower (Located on SafetyNet)
  - Safety Rulebook
  - Safety Management Policy
  - Standard Operating Procedure System, Weyburn Training Center