

## **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 process for performing work correctly and safely and it is not dependant on a step by step procedure.

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

A work procedure is a description of how to job steps shall proceed, 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 and/ or procedure, 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 registered units.
- 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, 1996, Part III, General Duties
- SaskPower (Located on SafetyNet)
  - Safety Rulebook
  - Safety Management Policy
  - Standard Operating Procedure System, Weyburn Training Center