

What is a Safe Job Procedure?

A Safe Job Procedure (SJP) is a specific set of steps that outline how workers will be able to complete a task safely. These documents can be used as training documents for new workers, or as a refresher for existing workers.

Why Build a Procedure?

Employers have a duty to protect workers from harm. Ensuring high risk tasks have in depth procedures will help prevent injury by providing training to those who partake in the review and usage of procedures. Having procedures built and understood by workers is a key component of due diligence.

How can I build a Document like this?

A SJP is often built with workers in mind, not with workers. Much like a lot of safety & health initiatives we need to have both management and worker commitment.

What Procedures do I Create?

Procedure writing should be focused on higher risk (or critical) tasks that if left un-controlled, could adversely effect the safety of a worker. Consider using a risk matrix on tasks your company conducts, and focusing on the highest risk tasks first.

Step 1: Create a Team

Management must allow time for experienced workers, supervisors, new workers, and subject matter experts (if necessary) to have input on the creation of these procedures. These people have experience, knowledge combined with a new insight on the hazards that may be present.

Step 2: Evaluate the steps of the task

This team of people will be able to determine the order of the tasks using a process similar to a Job Hazard Analysis (JHA). The process looks for actual or potential hazards that may be present during the completion of the task, as well as reviewing regulatory requirements. Use observations expertise to evaluate hazards. Hazards should controlled using the hierarchy of controls.

Step 3: Write the procedures in an easy to understand way.

Ensure job steps are broken down so they are not too general or too complicated. Jobs with several tasks can be broken down into smaller steps if need be. Workers will be primarily using these procedures. Write with the procedure in a consistent format.

An example is ladder usage. A general procedure is likely to be very complicated. However, "using extension ladder for access to a roof" could be broken down simply.

Step 4: Review SJPs often

Using several techniques is the best practice here. Inspecting the workplace for worker compliance to procedure is a great way to see it in action. Unscheduled visits can help identify gaps when "no one is looking".

Procedures should be reviewed at various team meetings and during pre-job planning. This way inexperienced and experienced workers will retain the information as they may have taken part in development, as well as review.

COR®/SECOR® & Safe Job Procedures

SJPs are a requirement for a COR and SECOR safety program. These procedures have to be appropriate to the work processes your company undertakes. There must also be a procedure for every *critical task your company identifies.

*Critical task- A task or job with a high risk of serious injury, death, or is known to have caused injuries in the past.

Assistance in the Creation of Safe Job Procedures

The Saskatchewan Construction Safety Association has trained advisors that can assist in the development, and implementation of these documents. These professionals have experience creating these documents and can offer advice to *member companies.

*Member- A member of the SCSA is a company B-rate code classification with the Saskatchewan WCB.

Tool Box Talk

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.

One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks.

Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: www.scsaonline.ca/resources/tool-box-talks

For a copy of the Tool Box Talk form, visit: www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf

About the Saskatchewan Construction Safety Association

The Saskatchewan Construction Safety Association (SCSA) is a non-profit organization funded by the construction industry to provide quality, affordable safety training, programs and advice. The SCSA serves 14,000 member companies that are registered with the Saskatchewan Workers' Compensation Board (WCB) and employ workers in building construction. Established in 1995, the SCSA remains committed to injury prevention. By aiming to reduce the human and financial losses associated with injuries, the SCSA supports a safe, healthy and profitable industry.

The vision of the SCSA is to create the Safest Construction Environment in Canada through its mission of Constructing Safety Leadership.