

Tool Box Talk

SAFE WORK PRACTICES

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Safe Work Practices

A Safe Work Practice can be defined as a policy on a specific task outlining a broader set of general safety rules and guidelines so workers understand the safe principles on how to do their job safely and control or mitigate hazards associated with the specific work activity.

People need to know the safest way to perform their work. Safe work practices outline the dangers of each task and the best way to avoid them. Knowing and following safe work practices for each task you perform will reduce your chances of suffering a workplace injury.

Keep in mind that job conditions can change and there may be separate safe work practices in different conditions. For example, the practices for working on a roof on a hot summer day may differ for the same task on an icy winter day.

Safe work practices should also incorporate the most up-to-date legislation and regulations.

Safe Work Practices vs. Safe Job Procedures

Both safe work practices and safe job procedures provide essential safety information. Safe job procedures tell you how to perform each task in a safe manner. Safe work practices are general safety guidelines to consider while performing your job task.

Safe work practices can be incorporated into safe job procedures to make the process safer overall.

| Safe Job Procedures for Hand tools | Safe work Practices for Hand tools |
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| 1. Wear Appropriate PPE | <ul style="list-style-type: none">• Use tools only for their designed purpose |
| 2. Select the right tool for the Job | <ul style="list-style-type: none">• Pull on wrench or pliers. unless using an open hand to push |
| 3. Ensure the tool is in proper working order | <ul style="list-style-type: none">• sharp tools should never extend over the top of the bench. |
| 4. Ensure workplace is free of clutter and work piece is properly secured. | <ul style="list-style-type: none">• Be aware of loose knots or foreign materials that could become dislodged |
| 5. Make sure hands and feet have proper positioning during operation. | <ul style="list-style-type: none">• Long or loose hair should be tied back to avoid getting caught or pulled |
| 6. Put tools away in the proper spot and clean dust and debris from the worksite. | <ul style="list-style-type: none">• Take breaks from static positions |



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