

Tool Box Talk

SAFE JOB PROCEDURES

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All employees need to understand and utilize safe job procedures for each task they perform. Supervisors should provide training for safe job procedures and evaluate employees to ensure that they can perform each procedure properly.

Although safe job procedures differ from safe work practices, both should be considered when developing the safest methods for performing tasks.

Safe Job Procedures vs. Safe Work Practices

Safe Job Procedures are step-by-step instructions on how to perform specific job activities, which usually display the safest and most efficient way to complete a task. While both safe work practices and safe job procedures can contain the same safety information, safe job procedures tend to have a narrower focus and are listed in a specific sequence.

Safe Work Practices are a set of positive guidelines, or “do’s and don’ts,” on how to perform a specific task that may not always be done in a certain way. Safe work practices are ways of controlling hazards and completing jobs with minimum risk to people and property.

Implementing Safe Job Procedures

Safe job procedures can be developed using a group of 2-4 people with a range of experiences related to the specific work task. Next, the group should complete a document called a Job Hazard Analysis (JHA), which breaks down a job into a series of steps and identifies potential hazards. Factors such as equipment, tools, engineering principles, Personal Protective Equipment (PPE), and different types of work methods should be considered.

Safe job procedures can develop over time to accommodate a change in task and/or conditions. When preparing specific safe job procedures, ensure you are familiar with, and review, current Saskatchewan *Occupational Health and Safety* regulations to ensure they meet or exceed the minimum standards.

Examples of Safe Job Procedures:

Locking Out Electrical Equipment

If a machine or device is not working properly and becomes a safety hazard, Lockout/Tag-out procedure can help prevent accidental injury or death.

- 1) Identify machinery or equipment that needs to be locked out.
- 2) Shut off Machine and make sure all moving parts have come to a complete stop.
- 3) Unplug the machine.
- 4) Apply a personal lock to the plug unless you can keep the plug in view and under your direct control while working on the equipment.
- 5) Before starting to work on the equipment, test the lockout to make sure it is effective (press the start button).

Using a Fire Extinguisher (PASS)

The **PASS** method is an easy way to remember how to operate a fire extinguisher in an emergency.

Pull the pin

Aim the nozzle

Squeeze the lever above the handle to discharge the extinguishing agent

Sweep the nozzle from side to side

Monitor the fire for at least 30 minutes after the fire has been extinguished.

If the fire becomes out of control at any point; leave the area and contact the fire department immediately.



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