

Tool Box Talk *Developing a Safe Job Procedure (SJP)*

What is a Safe Job Procedure?

A safe job procedure (SJP) is a specific set of steps that outlines how workers can 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 review and use the procedures. Having procedures built and understood by workers is a key component of due diligence.

How Can I Build an SJP?

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

Procedure writing should be focused on higher-risk (or critical) tasks that, if left uncontrolled, could adversely affect the safety of a worker. Consider using a risk matrix on your company tasks, 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 procedures. These people have experience and knowledge combined with a new insight into the hazards that may be present.

Step 2: Evaluate the Task Steps

This team of people can 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 observation expertise to evaluate hazards. Hazards should be controlled using the hierarchy of controls.

Step 3: Write Easy-to-Understand Procedures

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 the procedure in a consistent format.

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

Step 4: Review SJPs Often

Using several techniques is the best practice. Inspecting the workplace for worker compliance with 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.

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

Assistance with SJP Creation

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

Members of the SCSA are companies with B-rate code classification with the Saskatchewan WCB.