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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Safe Work Practices and Procedures** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# PURPOSE

This document outlines the requirements for developing, implementing, and maintaining Safe Work Practices and Procedures (SWPPs) to ensure the safety and well-being of all employees, contractors, and visitors in the workplace. SWPPs help prevent workplace incidents by providing clear guidance on how to perform tasks safely.

# 2.0 DEFINITIONS

**Safe Work Practices** – are written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. They are general guidelines for workers to follow and include the do’s and don’ts.

**Safe Work Procedures** – is a step by step work instruction that guides a worker safely through a task where hazards have been identified.

# 3.0 RESPONSIBILITIES

**Employer:**

* Conduct a hazard assessment and develop SWPPs where applicable.
* Ensure adequate resources are available to develop, implement, review and update SWPPs.
* Ensure compliance with legal and regulatory requirements.
* Provide education and training on SWPPs to all workers.
* Review SWPPs to ensure they are effective and up to date.

**Supervisor:**

* Ensure workers understand and follow SWPPs.
* Ensure workers have the required equipment that may referenced in the SWPP.
* Participate in the development and review of SWPPs.
* Comply with SWPPs and lead by example.

**Worker:**

* Comply with SWPPs.
* Participate in education and training related to SWPPs.
* Participate in the creation of SWPPs, as requested.
* Report any changes to the task that may affect SWPPs.
* Use appropriate tools and personal protective equipment (PPE) as required.

**OHS Committee, WHS Representative or Designate:**

* Participate in the development and review of SWPPs.
* Identify workplace hazards and recommend control and/or updates to SWPPs where required.

**Contractors and Visitors:**

* Review and comply with the workplace’s SWPPs and safety requirements.
* Report any hazards or unsafe conditions.
* Use appropriate tools and PPE as directed.

# 4.0 PROCEDURE

When developing SWPPs, the first step is to identify tasks that require a written practice or procedure. This can be done by completing a hazard assessment and identifying the hazards and controls for each step in a task. SWPPs may also be developed as needed, such as for a corrective action in an incident report or hazard report.

Person(s) creating the SWPP must be familiar with the process and understand hazard identification and methods of control. The employer is responsible for choosing who is involved in the development process that may include, but is not limited to, employees who perform the actual job task, subject matter experts, supervisors, managers, safety specialists, trainers, engineers, etc.

The following steps should be taken when developing a SWPP:

1. Consult legislative requirements and best practices:

* review legislative requirements including those from guidelines, legislation and best practices; and
* if the task/activity uses any hazardous chemicals, the safe work procedure and safe work practice must reference the safety data sheet for each hazardous chemical.

1. Observe and record the sequence of basic job steps:

* note what the employee is actually doing to complete the job; and
* focus on the actions being performed, as well as the equipment being used.

1. Complete a hazard assessment. Completion of a hazard assessment will typically include the following basic steps:
   * 1. Identify job steps;
     2. Identify hazards associated with each step;
     3. Evaluate the risks associated with each hazard; and
     4. Identity control measures with each step.

A copy of all applicable SWPPs will be made available at each worksite in a hard copy or electronically.

# 5.0 EDUCATION AND TRAINING

Once the SWPP is complete and approved it must be communicated to all workers who are, or will be, performing that job and records of training must be kept for all workers.

# 6.0 MONITOR AND REVIEW

The employer is required to review all SWPPs to ensure they are up to date and effective. A review should occur whenever:

* the task/activity changes;
* when a new hazard is identified;
* when new equipment is added;
* after a near miss, injury or illness occurs with the task;
* there is a change to legislation or standards; or
* at a minimum of 3 years.

# 7.0 ENFORCEMENT AND COMPLIANCE

Failure to follow SWPPs may result in disciplinary action, up to and including termination of employment or removal from the worksite for contractors and visitors.