Safe Work Procedures and Practices Standard

1.0 PURPOSE

This standard supports the Safety Management Policy and specifies the requirements for safe work procedures at SaskPower.

2.0 DEFINITIONS

2.1 Safe Work Practice

A set of guidelines or "Do's and Don'ts" when performing a task effectively and safely. They are not the step by step instructions on how to do the task.

2.2 Safe Work Procedure

A written, specific step-by-step description of how to complete a job safely and efficiently from start to finish, incorporating appropriate health, safety, environment and security requirements.

2.3 SOP On-Line (Standard Operating Procedures)
A software solution that is a collection of procedures and practices.

3.0 METHOD/PRACTICE

3.1 Development and Implementation

- The Division shall develop and implement safe work practice, procedure, standard operating procedure (SOP On-Line) and/ or other job aid where ever work is identified as high risk.
- The Division shall determine the appropriate level of approval, based on the scope of the safe work procedure.
- Health and Safety may facilitate the development and implementation of safe work procedures that apply to two or more Divisions.
- Development of safe work procedures may include:
  o Identifying purpose and applicability of safe work procedure.
  o Preparing a step-by-step description of how to do a job safely.
  o Identifying personal protective equipment (PPE), tools and equipment required in the procedural steps.
  o Conducting periodic reviews and updates to ensure compliance with applicable policies, standards and / or legal requirements.
  o Transferring of approved safe work procedures into the safety management system software.

3.2 Training / Orientation

- Employees shall be instructed in procedures and / or practices that are specific to their job.
- Training / awareness requirements shall be identified and managed through the Learning Management System (LMS).
- The SaskPower safety software shall contain or provide direction to approved procedures and practices.

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4.0   REFERENCES

- Saskatchewan
  - *The Occupational Health and Safety Regulations, 2020*, Part 3, General Duties
- SaskPower (Located on SafetyNet)
  - Safety Rulebook
  - Safety Management Policy
  - Standard Operating Procedure System, Weyburn Training Center

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