

Section 4: Safe Work Procedures (2010.06.16 version)

4.1 Introduction:

Purpose

The purpose of this section is to inform workers about safe work procedures.

Scope

Safe work procedures are developed for tasks which have been identified with an increased level of risks. The development of work practices and safe work procedures has been done in consultation with workers and with involvement from the District Health & Safety Committee. The safe work procedures are found on our secure health & safety website under: *“Procedures”* and are not in the body of this document.

4.2 Safe Work Procedure Development:

Once a risk or hazard has been identified through an incident or ongoing hazard recognition, a Workplace Hazard Assessment Form &/or a Job Hazard Analysis Worksheet (found on H&S website under: *“Forms”*) will be used to analyze the hazard/risk. It is recommended that a team to develop a safe work procedure include:

- a) A Supervisor/Coordinator;
- b) An OH&S Committee member;
- c) At least one worker who has experience and/or knowledge in that area of work.

4.3 Use of Safe Work Procedures :

Compliance

The Safe Work Procedures have been developed to increase the level of safety for workers, therefore, compliance is mandatory. No worker shall perform work in contravention of a Safe Work Procedure. If it is discovered that work can not be performed without undue risk to workers, the current procedure shall be reviewed and/or special procedures shall be developed for that specific task.

Training

Safe Work Procedure training will be provided to workers as applicable and be at no expense to workers. All workers will receive training **before** commencing work activities with the district.

4.4 Work Practices (what to do) and Safe Work Procedures (how to do it safely):

Work practices are instructions on what we do (I.E. Grounds Maintenance). Safe Work Procedures are the specific instructions on how to do the tasks within a work practice (I.E. Chainsaw Operation).

Examples of work practices include such things as:

- a) monthly fire alarm testing;
- b) HVAC maintenance;
- c) Snow removal;
- d) Storage of teacher materials.

Examples of safe work procedures include such things as:

- a) electrical lock out;
- b) ladder safety;
- c) sharps;
- d) working alone.

Safe Work Procedures for School District #6 can be found on the Health & Safety website under: "Procedures".

4.5 General Safety Procedures:

It is not possible to include specific instructions for every safety condition or local regulation, a common sense approach (based on knowledge and experience) is the best way to do every job safely.

WorkSafeBC Occupational Health & Safety Regulations and SD #6 Safe Work Procedures must be complied with (WSBC regulations are available at www.worksafebc.com) and follow the general guidelines listed below:

- a) A person must not carry out or cause to be carried out, any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undo hazard to the health and safety of any person [WCB OH&SR 3.12(1)];
- b) Horseplay, fighting, throwing things and practical jokes can be deadly and are *prohibited* on School District premises;
- c) Housekeeping is every employee's responsibility. Work areas are to be kept clean;
- d) No employee shall report to work in any condition that would impair his/her ability to perform his/her duties properly and safely. Any employee who reports at his/her workplace or is found working under the influence shall be removed from the work site and may be subject to disciplinary action;
- e) Report all known or suspected risks of violence and any acts of violence witnessed or experienced to the employer as soon as possible. A violent incident report must be completed, it can be found on the H & S website under: "***Forms***".

- f) Required ***Personal Protective Equipment*** must be worn when referred to in the Safe Work Procedures. If in doubt, consult with your supervisor;
- g) Whenever a person observes (or is requested to do) what appears to be an unsafe or harmful condition or act that person must report it to their supervisor and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary action is taken without delay. [*WCB OH&SR 3.10*];