



---

# **SAFE WORK PROCEDURES**

## **1 POLICY**

It is our policy that written and practical instructions will be developed and maintained, on an ongoing basis, to eliminate or control the dangers likely to be encountered while working on the job site.

All workers and contractors are charged with the responsibility of following these written and practical instructions. Site Supervisors will be held accountable for monitoring the work place to ensure that compliance is obtained.

Generally, compliance will be obtained by mutual cooperation, by education of Site Supervisors, and the workers in the "WHYS" of the safety rules and procedures.

## **2 TYPES OF SUPPLEMENTARY INSTRUCTION**

Supplementary instructions are expressed as Rules and procedures (general and specific), and are developed from the input supplied by workers, OH&S Committees, Supervisors, Superintendents, and the Construction Safety Officer.

These written instructions may add to or override SWP or rules which are already in place. For example there may be a need to incorporate a safety net at some part of the building if there is a higher than normal risk of falling material, particularly if the work is being done outside of the building envelope.

## **3 JOB PROCEDURES**

To ensure an accident free environment, it is essential that a worker know and recognize the various aspects of his/her job that are critical to safe job performance. Accordingly, Job Safety Procedures have been and will be developed and maintained as part of our Occupational Health and Safety Program.

These procedures shall be reviewed as part of the annual review of the Occupational Health and Safety Program, or more often as required by changes in equipment, tools or work processes.

Because of the diversity and complexity of the construction industry, a program of General Job Procedures, as well as Specific Job Procedures will be developed in order to provide both the general requirements of the work force and the specific requirements of the projects.

### **3.1 GENERAL JOB PROCEDURES**

Refer to the Safe Work Procedures section of this OH&S program for more in-depth details.

The safe work procedures are to be used for orientations and any additional training when required. The worker and the trainer are to fill out the areas at the end of the procedure and copies are to be given to the worker(s) supervisor for records and a copy is to be kept in the site trailer with the safety officer.

Any additional safe work procedures which may be developed should be forwarded to the safety manager for review and submission to this program during the annual program review. These procedures are to remain available on site at all times.

### **3.2 SPECIFIC JOB PROCEDURES**

These SWP are site specific and take into account the unique aspects of each individual project. An example is the use of fly tables. Site specific fly table procedures would detail the flying sequence of the tables, how many tables there are, the direction they will be flown and which engineering drawing refers to the tables.

These procedures are developed prior to the work commencing on site.



## **4 DEVELOPING SAFE WORK PROCEDURES (SWP)**

### **4.1 GENERAL**

Developing SWP is a straightforward process consisting of several steps:

1. Understand the scope of work to be done.
2. Conduct a hazard assessment to identify the hazards.
3. Understand the rules and procedures governing each task, the work is being performed safely and the noted hazards are being controlled.
4. Combine the information together into a comprehensive SWP.
5. Train all applicable workers on the SWP.
6. Monitor the effectiveness of the SWP and make changes as required.

### **4.2 SCOPE OF WORK**

Supervisors are to ensure they fully understand the scope of work prior commencement. For example, they are required to review all applicable drawings and make note of any materials or equipment they require to complete the work. Not understanding or not anticipating the likely requirements of the work to be done may expose workers to possible risks which should be reasonably controlled.

It is likely that other trades will be in close proximity during work stages and must also be protected from exposure to hazards.

Barring access to common work areas is not always an option and, in most cases, will not be permitted. Supervisors must appreciate the need for all trades to work together and that the company's needs do not necessarily outweigh the needs of other trades. Plan to share the work area!

### **4.3 HAZARD ASSESSMENT**

Prior to commencing any project, it is important for supervisors to identify what hazards exist (e.g. fall hazards) and what hazards may be created as a result of work tasks being performed (e.g. fall hazard when worker, near the slab edge, is working on a ladder above the guard rails).

The hazard assessments are the foundation for controlling exposures to workers. Supervisors should complete a written hazard assessment for all areas where work is to be performed. All workers, including other trades and sub-contractors, are to be advised of the hazards and methods for controlling exposure.

### **4.4 RULES & PROCEDURES**

Work must be performed according to rules and procedures from a variety of sources, including but not limited to the:

7. Workers' Compensation Act.
8. Occupational Health & Safety Regulations (WorkSafeBC), a primary source of procedural requirements with regards to working safely.
9. Municipal By-laws.
10. Manufactures rules and guidelines for safe use.
11. Governing bodies for industry.
12. Company/Prime Contractor policy.

Supervisors are not expected to know every aspect of these rules or procedures but must understand those which are directly applicable to the work being performed and ensure that all workers are in compliance. The applicable rules and regulations must be included in all SWP, the workers are trained, and they are made aware that they must comply.



#### **4.5 DEVELOP THE SWP**

SWP must be paper based and must detail precisely the company's expectations of the workers regarding the work and safety. The SWP is an itemized list of tasks to be performed, the tools and/or equipment required, responsibilities, and the appropriate safety requirements (e.g. fall protection).

The SWP must be reviewed by the applicable safety personnel on site (i.e. CSO) with the applicable workers and any other trades before work begins.

If there are aspects of the SWP which may have a SWP already developed (e.g. scaffold use) it is not necessary to include the details of that SWP into the new one. Simply review the applicable contents of the existing SWP with the workers and include it with the new SWP as proof of training.

#### **4.6 TRAINING**

Training is a critical aspect of our work and all training given to our workers must be documented. A copy of the SWP and the attendance log must be given to the site CSO before work begins.

#### **4.7 EVALUATION**

The effectiveness of a SWP must be evaluated in an ongoing basis. Workers must be trained in the new aspect of the SWP. A revised copy of the SWP must be given to the safety representative on site.

When evaluating the effectiveness of a SWP, a review of past work performed is conducted to ensure work activities are not impacting the overall safety on site. If there is a large amount of material and equipment in the work area, it must ensure not be obstructing, for example, access and egress, particularly those designated as emergency egress routes.

The company must ensure that its workers are protected during all aspects of the work being done. The evaluation process must begin when work starts and is completed when the work is done. Supervisors are not permitted to allow our workers to expose themselves to possible injury due to unsafe work practices.

The SWP must be as comprehensive as possible to ensure workers continue to be as safe as possible during all aspects of work.