



Safe Work Procedures Policy

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Safe work procedures are designed for your protection. Similar to the safe work practices, the safe work procedures are to aid you in the completion of your daily tasks. However, a Safe Work Procedure is a written step-by-step description of how to perform a job from start to finish, whereas a Safe Work Practice is composed of general information about a piece of equipment and its usage. IN accordance with legislation, we have certain procedures developed for certain duties. Lock out procedures and working alone policies are a few examples of duties for which these Safe Work Procedures exist. Every employee is expected to follow these procedures without exception. Your foreman or safety representative is to be consulted in the case of a problem or a unique situation in an effort to gain guidance. Changes may be made to these procedures from time to time, as new methods and products are created. A Job Hazard Analysis omission or error discovered is to be brought to the attention of your foreman, who is then responsible for developing a new procedure, or updating an old one. Each year, all existing procedures should be reviewed to ensure that they meet current standards.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.

The information in this policy does not take precedence over applicable government legislation with which all workers should be familiar.