



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-16

REFERENCE: HEALTH AND SAFETY

Date: Dec 5, 2017

**Review Date:
December, 2019**

**TITLE: STANDARD OPERATING PROCEDURES and SAFE WORK
PRACTICE REQUIREMENTS**

POLICY STATEMENT

The Manager or Supervisor, with the assistance of a Health and Safety Coordinator, is responsible for ensuring that Standard Operating Procedures/Safe Work Practices are written for each critical piece of equipment or critical task at the workplace and that the employees who perform the tasks or operate the equipment are trained in these procedures.

1.0 EQUIPMENT

- 1.1 Each workplace shall review the various equipment used at their facility or operation and from this shall develop a list of critical equipment (i.e. tractor, chipper, etc.).
 - 1.2 A Standard Operating Procedure or Safe Work Practice shall be developed for each of these critical pieces of equipment with the assistance of the Health and Safety Coordinator. All new equipment shall not be put into service until procedures are developed and all training requirements are provided for the safe and effective operation of equipment.
 - 1.3 All employees that operate a piece of critical equipment shall be trained in the Standard Operating Procedure/Safe Work Practice and shall be notified of changes to equipment or method of operation.
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2.0 TASKS

- 2.1 Each workplace shall review the various tasks undertaken at their facility or in their operation and from this develop a Standard Operating Procedure or Safe Work Practice with the assistance of the Health and Safety Coordinator.
- 2.2 All employees shall be trained in the Standard Operating Procedure or Safe Work Practice and shall be notified of changes to equipment or method of operation.

3.0 PROCEDURE REVIEW

- 3.1 The Standard Operating Procedure/Safe Work Practices should be reviewed on a periodic basis by the applicable department in consultation with the Site Based Joint Health & Safety Committee and/or the Health & Safety Coordinator. The purpose of the review is to:
- (a) ensure the procedure still applies (hasn't changed);
 - (b) ensure the procedure is being applied consistently;
 - (c) determine if the worker(s) understand the procedure; and,
 - (d) allow for feedback and suggestions for improvements.
- 3.2 If an incident occurs while operating the equipment or performing the task, the Standard Operating Procedure/Safe Work Practice should be reviewed by the Joint Health & Safety Committee and the Health & Safety Coordinator, as part of the incident investigation and analysis.
- 3.3 If the incident is attributed to the failure to follow the Standard Operating Procedure/Safe Work Practice then:
- (a) the Supervisor should document and take the necessary steps to train and re-enforce the procedure to the worker(s); and,
 - (a) the Supervisor and Health & Safety Coordinator should audit the operation and procedure to observe compliance.
- 3.4 If the incident is attributed to inadequate procedures then the procedure needs to be thoroughly reviewed and updated by the supervisor, the JHSC and if required, the H & S Coordinator.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Review Date:	April 27, 2011	Approved by:	H & S Coordinator
Review/Amendment Date:	October 21, 2013	Approved by:	By-law 4114-2013
Review/Amendment Date:	Dec 19, 2017	Approved by:	CAO
Review/Amendment Date:		Approved by:	