**Safe Work Procedure Template**

**Purpose**

*See Appendix A for guidance*

**Scope**

*See Appendix B for guidance*

**Regulations**

*See Appendix C for guidance*

**Definitions**

***Administrative Controls:*** The modification of work processes or activities to minimize risk

***Engineering Controls:*** The modification of the physical work environment to minimize risk

***Hazard:*** A potential source of harm to a person that can lead to a risk of injury or occupational disease

***Risk:*** The chance of injury or occupational disease

***Risk Assessment:*** The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

***Supervisor:*** The person directly responsible for overseeing the tasks of the worker

***Worker:*** All employees of UBC including faculty, staff, and paid students

**Responsibilities**

*See Appendix E for guidance.*

Department Head

* Review and approve safe work procedures outlined in this document prior to their implementation

Supervisor

* Identify all workers who carry out this task under your supervision
* Conduct a risk assessment to identify the potential hazards associated with the task and their associated risks
* Implement controls using the hierarchy of controls to minimize the risk due to the hazard
* Ensure safe work procedures are documented
* Ensure proper training has been provided to workers PRIOR to commencing work (e.g. safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented
* Ensure workers have access to and understand any required documentation such as manuals, Safety Data Sheets (SDS) etc.
* Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
* Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
* Communicate risks that may arise outside of those that are predetermined

Workers

* Understand and follow this safe work procedure
* Complete the required training for the task
* Use proper personal protective equipment
* Report any unsafe conditions to their supervisor
* Report all incidents in [CAIRS](http://www.cairs.ubc.ca)

**Risk Assessment**

[*Attach*](http://rms.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *the completed risk assessment to this document.*

**Training Requirements**

*See Appendix F for guidance.*

**Materials/Equipment**

*See Appendix G for guidance.*

**Safe Work Procedure**

*See Appendix H for guidance.*

**Before Commencing Work:**

**Commencing Work/Work Procedure:**

**Post Procedure:**

**Other Important Information**

**Emergency Rescue and Evacuation Procedures**

*See Appendix I for guidance.*

**Emergency Contact Information**

**Mode of Emergency Communication**

**First Aid**

**Emergency Procedures**

*Note: This section is mandatory to complete.*

**Training Requirements**

**Onsite Trained Specialists**

**Review and Retention**

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.

**Document Approval Signatures**

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| Name of Supervisor |
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| Name of Department Head |

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| Signature of Supervisor |
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| Signature of Department Head |

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| Date |
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This signature confirms that this document has been reviewed and approved as per the process detailed in Figure 1 of the Safe Work Procedure Guidance Document