|  |  |  |
| --- | --- | --- |
| A picture containing text, sign, outdoor, tableware  Description automatically generated**Safe Work Procedure** | **Physical Plant****General****\_\_\_\_\_(insert title)\_\_\_\_\_** | **Approved by:** Michael McCormick**Author:** Michelle Augustyn**Reviewed by**: WSH Committee Member |
| Version 1.0 PP-SWP-GEN-??? | **First Approved: DRAFT** | **Updated: January 2022** |

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| --- | --- | --- |
| Potential Hazards: |  | Equipment/Devices or PPE Required: |
| **H** | **M** | **L** | **Risk for Injury** |  | [ ]  Head Protection | [ ]  Body Protection |
| [ ]  | [ ]  | [ ]  | Awkward / sustained postures |  | [ ]  Eye Protection | [ ]  Hand Protection |
| [ ]  | [ ]  | [ ]  | Biological pathogens |  | [ ]  Ear Protection | [ ]  Foot Protection |
| [ ]  | [ ]  | [ ]  | Chemicals |  | [ ]  Face Protection | [ ]  High Visibility Wear |
| [ ]  | [ ]  | [ ]  | Combustibles / flammables |  | [ ]  Other Protection - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  | [ ]  | [ ]  | Electrical hazards |  |  |
| [ ]  | [ ]  | [ ]  | Extreme heat / cold |  |  |
| [ ]  | [ ]  | [ ]  | Forceful exertions |  |  |
| [ ]  | [ ]  | [ ]  | Material falling |  | Required / Pre-requisite Training: |
| [ ]  | [ ]  | [ ]  | Moving machinery / parts |  | [ ]  WHMIS etc. |
| [ ]  | [ ]  | [ ]  | Noise |  |[ ]
| [ ]  | [ ]  | [ ]  | Pinch points |  |  |
| [ ]  | [ ]  | [ ]  | Repetitive motions |  |  |
| [ ]  | [ ]  | [ ]  | Sharp points / edges |  |  |
| [ ]  | [ ]  | [ ]  | Skin compression |  |  |
| [ ]  | [ ]  | [ ]  | Surfaces causing falls |  |  |
| [ ]  | [ ]  | [ ]  | Traffic – Vehicle or pedestrian |  | All employees shall be trained on required Safe Work Procedures (SWP) until competent. This will include a review of SWP documentation and hands-on training as required. Employees are responsible for performing the task in accordance with training, established health and safety regulations/guidelines, policies, and procedures. Managers, supervisors, or delegates will ensure all duties are performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures. |
| [ ]  | [ ]  | [ ]  | Two Person Job |  |  |
| [ ]  | [ ]  | [ ]  | Vibration |  |  |
| [ ]  | [ ]  | [ ]  | Violence / Psychological Hazard |  |  |
| [ ]  | [ ]  | [ ]  | Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Risks:** Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your manager or supervisor immediately. |  |  |

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| **NOTE:** Additional Potential Hazards  |
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**Steps to Perform This Task Safely:**

 **Instructions Photo**

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| Pre-use |  |  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |
| 13. |  |  |
| **NOTE:** |  |  |
| **Prohibited activities** |  |  |

If an emergency situation or equipment malfunction occurs while using the equipment, shut the unit off immediately and report to your supervisor. Report any hazardous situation to your supervisor / WSH Advisor.

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| Author: | Approved By: | Reviewed By: WSH Committee |
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RELATED MATERIAL - TBD

REFERENCES - WSH Act/Regulations - <https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf>