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| --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| 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 |
|  |  |  |

RELATED MATERIAL - TBD

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