

JOB PROCEDURES INTRODUCTION

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

Definitions:

JOB PROCEDURE: a written, step-by-step description of how to do a job from start to finish.

Written job procedures are used to train new workers and workers that are moved to new jobs, and as a reference for complex or hazardous jobs or jobs that are not done very often. Any employee who believes a specific job procedure could improve the effectiveness of our safety program is encouraged to bring their idea to the supervisor, and to assist in the development of the procedure.

Developing a Job Procedure:

1. Make a list of all the jobs that are done in the company.
2. Examine each job to determine ergonomic and other potential hazards.
3. Rank the jobs on a "worst-first" basis.
4. Select job that poses the greatest hazard.
5. Examine the job carefully by watching how an experienced worker does it and by discussing it with experienced supervisors.
6. Identify, locate and read regulations that apply to the job.
7. Located all appropriate safe work practices.
8. Combine the above information into a step-by-step format that is easy to understand.
9. Add the new job procedure to the Company Safety Manual.
10. Repeat this process for any task where a job procedure could enhance safety and reduce risk.