

SAFETY ALERT



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Safe Work Procedure Due Diligence Checklist

BACKGROUND: Under both Canadian and U.S. safety legislation, employers are required to provide written, job-specific safe work procedures for tasks that workers perform. After a serious incident, one of the **first documents requested by regulators, insurers, and investigators** is the Safe Work Procedure for the task involved.

Failing to have — or properly implement — these procedures has led to significant fines and penalties across North America.

- A U.S. roofing contractor was fined **over \$130,000** for failing to train and provide written safe procedures for fall protection.
- A Canadian manufacturer was fined **\$50,000** when a worker was injured performing maintenance without documented procedures.
- Another firm was fined **\$90,000** after an explosion, where investigators found no written SWPs or grounding procedures in place.

These are not isolated cases. In every instance, regulators cited the same root issue — **a lack of written, job-specific safe work procedures derived from proper Job Hazard Analyses (JHAs).**

Use this checklist to verify that your Safe Work Procedures (SWPs) meet the standards of **regulatory compliance, due diligence, and operational effectiveness.** Each item represents a critical element required to demonstrate that your organization has exercised all reasonable care to protect workers and comply with applicable safety laws and standards.

Critical Task Inventory

- A current inventory of all critical tasks has been developed and reviewed within the last 12 months.
- “Critical tasks” are defined as those with the highest potential for serious injury, illness, fatality, or significant property or production loss.
- The inventory has been formally reviewed and updated to reflect any changes in operations, equipment, or processes.

Job Hazard Analyses (JHAs)

- A Job Hazard Analysis has been completed for each critical task identified in the Critical Task Inventory.
- Each JHA was conducted with direct involvement of the workers who regularly perform the task, ensuring accuracy and practicality.
- Each JHA identifies hazards at every step of the task, assesses the probability and consequence of those hazards, and defines control measures according to the hierarchy of controls (elimination, substitution, engineering, administrative, PPE).

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Safe Work Procedures (SWPs) – Development

- Written Safe Work Procedures have been developed based on the findings of each Job Hazard Analysis.
- Each procedure is specific to the company's operations, tools, materials, and equipment and reflects how the work is actually performed at the site.
- Procedures are written in clear, plain language and include required PPE, training prerequisites, and hazard controls for each step of the job.

Safe Work Procedure Review Frequency (Three-Year Requirement)

- Safe Work Procedures have been **reviewed and/or updated within the last three years**, in alignment with regulatory requirements and industry best practice.
- This review ensures that procedures remain accurate, relevant, and compliant with any changes to legislation, company operations, equipment, or standards.
- A documented schedule exists to ensure SWPs are automatically reviewed every three years or sooner when triggered by:
 - A workplace incident or near miss;
 - Introduction of new equipment, processes, or materials; or
 - Legislative or standard updates.

Reference to Applicable Standards and Legislation

- All Safe Work Procedures reference applicable **standards and legislative requirements** that govern the specific work activity.
- Examples include, but are not limited to:
 - CSA Standards**, such as CSA Z259 (Fall Protection), CSA Z94.4 (Respiratory Protection), or CSA Z462 (Electrical Safety in the Workplace).
 - ANSI Standards** (where applicable).
 - Relevant **provincial, state, or federal regulations** governing the task.
- References are clearly cited within the SWP to demonstrate compliance and support defensibility in the event of an audit or investigation

SWP Assignment and Accessibility

- All Safe Work Procedures have been **assigned through 1Life Software** to the relevant workers, ensuring accessibility and traceability.
- Digital tracking confirms that workers have read and acknowledged each assigned SWP.
- SWPs are readily available at the point of use (digitally or physically) for worker reference at any time.

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Worker Training and Competency Validation

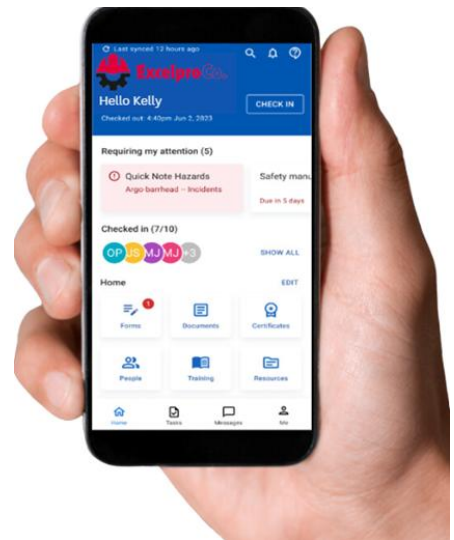
- All workers have been **trained in their assigned Safe Work Procedures** in a methodical and interactive manner that ensures comprehension and retention.
- Training records document:
 - Date of training;
 - Name of trainer;
 - Names and signatures of workers trained;
 - Verification of competency (e.g., demonstration, written test, or field evaluation).
- Training emphasizes application — not just awareness — ensuring that workers can confidently and correctly perform the tasks as outlined in the SWP.

Post-Training Verification and Follow-Up

- Supervisors have conducted follow-up observations to verify that workers are correctly applying Safe Work Procedures in the field.
- Any identified gaps or deviations are documented, discussed, and corrected through additional coaching or refresher training.
- Follow-up reviews are recorded as evidence of effective implementation and continuous improvement.

Coaching, Monitoring, and Enforcement

- Supervisors and management actively monitor compliance with Safe Work Procedures during regular operations and inspections.
- Coaching is provided to reinforce positive behaviors and correct unsafe practices.
- Consistent enforcement actions are applied when procedures are not followed, demonstrating management's commitment to due diligence and accountability. (Ideally by management and not "the safety department)



To get this checklist in the 1Life Safety App form templates and simpler, easier safety management, get a FREE ACCOUNT today at www.1LifeSoftware.com

Note: This checklist is designed to assist employers in demonstrating due diligence and compliance with occupational health and safety legislation. Requirements may vary by jurisdiction. Please consult your local or provincial authority (e.g., WorkSafeBC, Alberta OHS, Ontario MOL, OSHA, etc.) to confirm the specific legal requirements applicable to your organization. This Safety Alert is provided for educational purposes only and does not constitute legal advice. Please consult your local occupational health and safety authority to confirm specific regulatory requirements for your jurisdiction regarding written Safe Work Procedures.