

Safe Work Procedures – Your Way Home Safe, Every Day

Every job we do has a *right way* to do it — and a *safe way* to do it. That safe way is written down in what’s called a **Safe Work Procedure**, or **SWP**.

Safe Work Procedures aren’t just paperwork. They’re step-by-step instructions built from real-world experience and **Job Hazard Analyses** — where we look at each step of the job, spot the hazards, and figure out the safest way to control them. They exist for one reason: to make sure *everyone goes home safe at the end of the day*.

Why It Matters

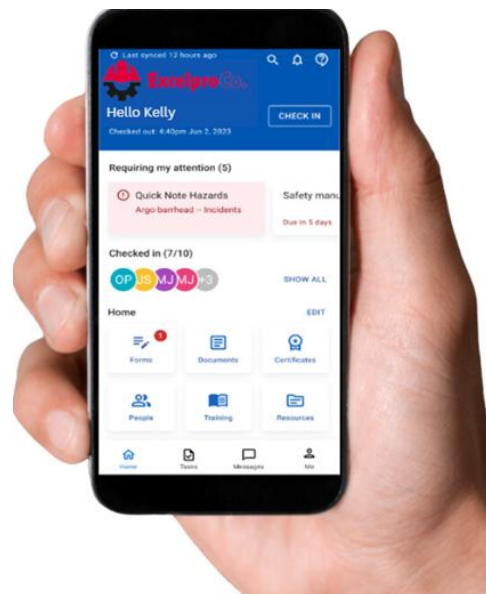
When we don’t follow or understand our Safe Work Procedures, people can get hurt — and not always doing something “crazy.” Most injuries happen when someone thinks they already know the job and skips a step. Safe Work Procedures:

- Help us remember what to watch out for before we start.
- Keep everyone doing the job the same safe way.
- Make sure the company meets the law and keeps your workplace open and running smoothly.

Where to Find Them

All your Safe Work Procedures are **in the 1Life Safety App** — in your **Document Library**.

- You can open them anytime, right from your phone or tablet.
- They’re always up-to-date, so you’re never working off old information.
- If you’re assigned a new one, you’ll get a notification in the app.



What To Do When You’re Assigned One

When a new Safe Work Procedure is assigned to you:

1. **Open it. Read it. Understand it.**
2. **Sign off in the app** once you’ve reviewed it.
3. **Ask questions** if something doesn’t make sense — your supervisor or safety lead would rather you ask than guess.

Important! Competency-Based Tasks

For certain jobs — like using lifts, electrical work, or confined space — **you can’t just read and sign off** on the Safe Work Procedure. You must be **trained by a competent person** — someone with the knowledge, training, and experience to teach you the right way. Training has to be done in a way that ensures you can actually *do* the job safely, not just say you’ve read about it.

TOOL BOX TALK



Quick Crew Questions

- Where can you find all of our Safe Work Procedures?
- What should you do if you're assigned one you don't understand?
- Why can't you just sign off on certain high-risk tasks?
- What's one Safe Work Procedure you used this week — and what risk does it help control?

Key Takeaway

Safe Work Procedures are there to **protect you** — not slow you down. They're your playbook for doing the job safely, every time.

Before you start any task, ask yourself:

“Do I know the safe way to do this? And have I checked the procedure?”

If not, stop and look it up in your 1Life App — it's right there at your fingertips.

Work smart. Work safe. Go home safe.

Facilitator, remember to:

1. Ask for the commitment of your employees,
2. Answer all questions,
3. Thank them for their time and
4. Document that this safety talk occurred.

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