Guidelines on Job Safety Analysis and Safe Work Practices/Procedure

Public Service Commission
Centres of Excellence
Integrated Health, Safety and Wellness

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Saskatchewan

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1. Purpose

The Government of Saskatchewan is committed to ensuring workplace health, safety and wellness. The process of developing job safety analysis, safe work practices and safe work procedures, is an important element of the Government of Saskatchewan's Health and Safety Management System, as outlined by WorkSafe Saskatchewan, Foundational Pillars.

2. Introduction

Job safety analysis, safe work practices and safe work procedure are tools that provide a standard way to address workplace hazards based on legislated requirements, employer policy and leading best practices. These tools can be used for a variety of purposes including: orientation, training, inspections, reference point during incident investigations and the safe performance of tasks.

3. Definitions

3.1 Hazard

In general, a hazard is the potential for harm or an adverse effect (e.g. to people as harmful health effects, to organization as property or equipment losses, and/or to the environment as harmful effects to environment.

The *Canadian Standards Association Z1002 Standard - Occupational Health and Safety – Hazard Identification and Elimination and Risk Assessment and Control*, uses the following terms:

- Hazard – a potential source of harm to a worker.
- Harm – a physical injury or damage to health.

3.2 Job Safety Analysis

A job safety analysis is a process that integrates accepted safety and health principles and practices into a regularly performed task or job operation. In a job safety analysis, each basic step of the job is examined to identify potential hazards and to recommend the safest way to complete the job with consistency. It focuses on the relationship between the worker and the tools, and the relationship between the task and the environment.

3.3 Safe Work Practices

A safe work practice is a set of guidelines to follow on carrying out tasks safely. Safe work practices are written generally, as the task does not need to be performed exactly the same way every time. A safe work practice can often be illustrated through a series of bullet points, or series of photos that highlight the procedural steps to safely complete the work. Safe work practices are often produced as a result of conducting a job safety analysis.

3.4 Safe Work Procedure

A safe work procedure is a standardized, step-by-step guide for safely performing a task from start to finish. A safe work procedure may also be called a standard operating procedure, standard work procedure, safe work instructions or other similar terms.

4. Roles and Responsibilities

Occupational health and safety (OHS) legislation outlines mandatory legal requirements for the workplace responsibility system (the Employer, Supervisor and Worker). Everyone plays a role in the workplace responsibility system and as such, everyone has a responsibility to know and comply with OHS legislation. Job safety analysis, safe work practices and safe work procedure consists of a formal process to identify hazards and provide a set of guidelines and standards to follow.

4.1 Employer (Deputy Minister)

Employer's responsibilities include:

- Ensuring job safety analysis, safe work practices and procedure are effectively implemented in the ministry, as part of the hazard identification and risk assessment process.

4.2 Manager (Assistant Deputy Minister/Executive Director/Director/Manager)

Manager's responsibilities include:

- Ensuring hazards are identified, assessed, monitored and controlled.
- Ensuring hazards are prioritized using a risk assessment process.
- Ensuring job safety analysis, safe work practices and procedure are developed for critical tasks.
- Ensuring required training/education provides workers with adequate knowledge and skill for protection from recognized and potential hazards.
- Ensuring provision of appropriate personal protective equipment.

4.3 Supervisor (Frontline)

Supervisor's responsibilities include:

- Leading in the identification, evaluation, monitoring and elimination or control of hazards at the workplace.
- Requesting assistance to evaluate and monitor hazards as from reliable sources including local Occupational Health Committee(OHC)/Representative, ministry safety professional, Safety Champion, etc.
- Applying hazard control measures such as job safety analysis, safe work practices and procedure, monitoring implementation for effectiveness, and revising the measures as required.

- Educating, training and ensuring employees under their supervision are trained so they may recognize and protect themselves and others from hazards (e.g. follow proper work procedures, etc.).
- Providing employees with appropriate personal protective equipment, ensuring correct use and maintenance.
- Monitoring and coaching employees for compliance with safe work practices and procedure.

4.4 Worker (Employee)

Worker's responsibilities include:

- Reporting hazards to the supervisor.
- Participating in the evaluation, monitoring, and/or control of hazards.
- Following job safety analysis, safe work practices and procedure instructions for critical tasks.
- Immediately informing the supervisor of any failure of hazard control with equipment or safe work processes.
- Complying with safe work requirements that include maintaining and wearing appropriate personal protective equipment, as required.
- Participating in safety education and training.
- Participating, where possible, in the OHS program by being part of the OHC, fire safety, first aid attendant, or other similar programs.

4.5 Occupational Health Committee/Representative

Occupational Health Committee's responsibilities include:

- Monitoring for effective hazard identification and risk assessment processes in the workplace.
- Providing consultation, review and recommendation(s) for improvement on the development or revision of safe work procedures and practices, as designated by OHS legislation.

5. Job Safety Analysis

A job safety analysis is a breakdown of how a selected job is performed. In a job safety analysis, each basic step of a selected job is examined to identify potential hazards, assess the risks of harm and implement controls. Once hazards are identified, the risks of harm can be assessed and appropriate controls be put in place.

5.1 Benefits of Job Safety Analysis

Job safety analysis can be used to:

- Provide or develop written safe work practices.
- Develop orientation, training and inspection documents.
- Provide reference documents during incident investigations.
- Provide instruction and documentation for those hired under contract.

- Identify and control undetected hazards.
- Review job procedures during inspections and incident investigations.
- Improve communications between workers, supervisors and the employer.

5.2 Process and Procedures

Employees who perform the task, typically know the most about the related risks and should participate in the job safety analysis process where possible. Job safety analyses can be developed by job observation and group discussion/verification using a Job Safety Analysis Form (Refer to Appendix A). This involves having someone who has been assigned by the manager/supervisor, watch a competent, experienced worker performing the job step-by-step and document the following:

- Resources, tools, personal protective equipment, documents, etc. needed to do the job safely.
- Procedures to follow during each job step.
- Hazards present at each step.
- Controls that must be used to reduce the risks of the hazards.

The completed job safety analysis document is then verified through:

- Further job observations.
- Discussions with workers, supervisors, and OHC members where a Committee exists.
- Regular review and monitoring.

An example **Job Safety Analysis Form** can be found in Appendix A of this guideline.

5.2.1 Step 1 – Select the job to be analyzed.

Ideally, all jobs should have a job safety analysis performed. However, practical constraints imposed by time, as well as resources and effort needed to perform and revise job safety analyses require prioritization. The following are examples of job types that benefit most from a job safety analysis:

- **Hazardous Work Activities** – The activities are based on the number and severity of incidents reported over a given period of time. Examples include jobs where an incident, a hazardous condition or exposure to harmful substances has caused, or could cause, a serious injury.
- **New Jobs** – Due to lack of experience, hazards in new jobs may not be obvious or anticipated.
- **Infrequently Performed Tasks** – Workers may be at a greater risk to injury when undertaking non-routine jobs or working alone.
- **Modified Hazardous Tasks** – Changes in job procedures or conditions may create new hazards.
- **Jobs Reporting Incidents** – Repetitive incident reporting for specific jobs

5.2.2 Step 2 – Divide the job into its sequence of tasks or steps.

After the job has been chosen for analysis, the next stage is to break it into a sequence of steps. This part of the analysis usually involves job observation. The job observer is often the employee's supervisor. The process may also involve other workers, or a member of the OHC (where one exists), to reduce the risk of key points being over looked, and to identify potential gaps in current processes.

The worker being observed should be trained, experienced, competent, and capable of doing all steps of the job. The focus is on the relationship between the worker, the tools, the task and the environment.

The job should be observed as it is performed under normal conditions. The observation can begin by asking questions like:

- What resources (tools, equipment, supplies, documents, etc.) are required to do the job?
- What basic step starts the job?
- What happens next?

Using the **Job Safety Analysis Form**, completely describe and number each step in a chronological order. Begin each step with an easy to understand action word (such as remove, lift, or pry). Any departures from normal procedures should be noted as these can contribute to accidents and may indicate health and safety management issues.

Be careful not to make the steps in the job safety analysis too general (e.g. miss specific steps and their associated hazards), or too detailed (e.g. produce too many steps). If more steps are required, consider combining steps, or dividing the job into segments, each with its own job safety analysis.

Keep in mind to record the steps in the right sequence. A job safety analysis with steps that are out of order may miss or create new hazards. Make notes of what is done, rather than how it is done. Remember to begin each job step with an action verb (such as remove, lift, or pry).

5.2.3 Step 3 – Identify the potential health and safety hazards.

Once the basic job steps are documented, identify the potential hazards in each one. Using the **Job Safety Analysis Form**, list the things that could go wrong based on the following:

- Job observations.
- Knowledge of the causes of workplace incidents.
- Experience and input from other workers.

To help identify potential hazards, consider using the following questions:

- Can a body part be caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Is there harmful contact with objects?

- Is there a risk of slip, trip or fall?
- Is there strain from lifting, pushing, or pulling?
- Is there a danger from extreme heat or cold?
- Is there a danger from excessive noise or vibration?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect the task?
- Is there exposure to harmful amounts of radiation?
- Is there contact with hot, toxic, infectious or caustic substances?
- Are there dusts, fumes, mists, or vapours in the air?
- Are there hazards created by unexpected events, tasks or behaviours of others?

5.2.4 Step 4 – Select and integrate precautions.

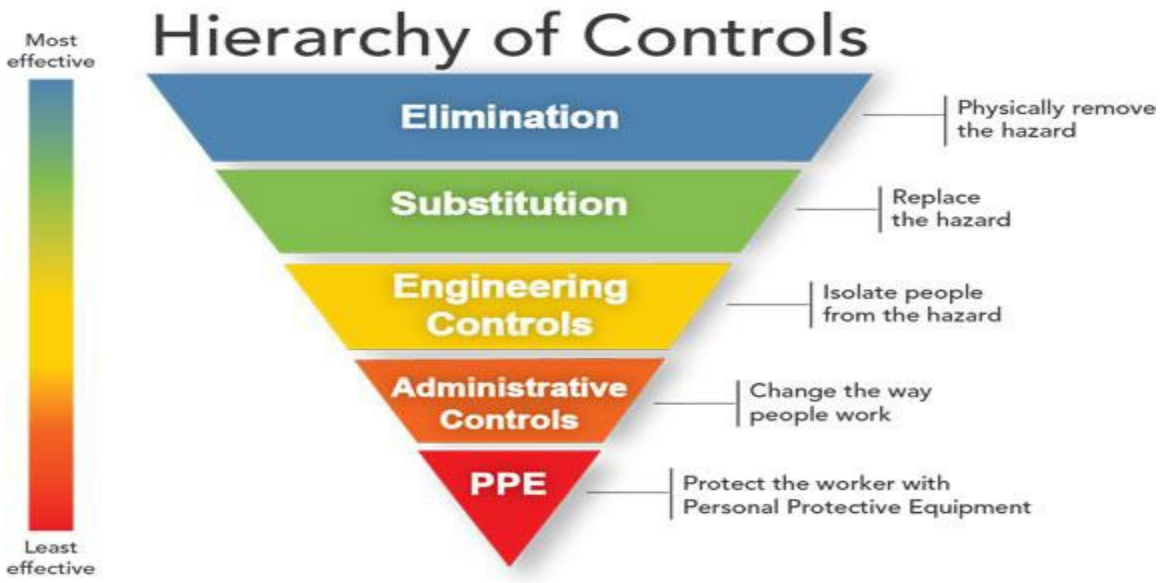
The next stage in the job safety analysis is to determine ways to eliminate or control the hazards identified.

When assessing a hazard, it is best to first control the **hazard at its source**, i.e. loud machinery. Can the machinery be fixed, or altered, so it is not as loud?

Next, consider the path of the hazard by which it would affect the worker. In the case of loud machinery, the path would be noise. Can sound baffles or barriers be erected to reduce the sound? Does the worker have to work in the noisy area around this machinery?

Lastly, consider hazard control **at the point of the worker**. In the situation with loud machinery, hearing protection (PPE) might be an option in combination with a hearing conservation control program established by the workplace.

Hazard control follows the principle of Hierarchy of Controls:



The generally accepted measures to control hazards in a specific job, in order of preference are:

- Eliminate or substitute the hazard (most effective):
  - Choose a different process - find a new way to do the job.
  - Substitute a less hazardous substance or material.
- Engineering controls - Controls are designed to remove the hazard at source, before it comes into contact with the employee. Design favorable means of control to eliminate or reduce employee exposure through an engineering solution.
  - Dilute/reduce the hazard by improving ventilation or using other environmental controls
  - Modify or change materials, equipment or tools.
- Reduce exposure through administrative controls - These measures are less effective than elimination, substitution and engineered controls. Below are some examples:
  - Using job rotations to limit the time each worker spends performing hazardous tasks.
  - Creating a safe work practice/procedure to standardize the way a task is performed.
  - Providing emergency facilities, such as eyewash stations and emergency showers, to reduce harm if a worker is hurt.
- Personal Protective Equipment - Personal protective equipment is a last resort control, and should only be used if no other alternatives are possible.
  - Examples include eye protection, high visibility vests, respirators, protective headwear and footwear, etc.

Note: hazard controls are often used in combination with one another in order to reduce risk of harm to an employee, so more than one control may be needed. When determining hazard controls, ensure you do not create as an unattended outcome of the process.

5.2.5 Step 5 – Review the job safety analysis periodically and when things change.

A job safety analysis should be reviewed a minimum of every three years.

A job safety analysis review should also occur when any task within the job changes. Some changes that would trigger a review are: introduction of removal of equipment, PPE or technology, a new operational process or method.

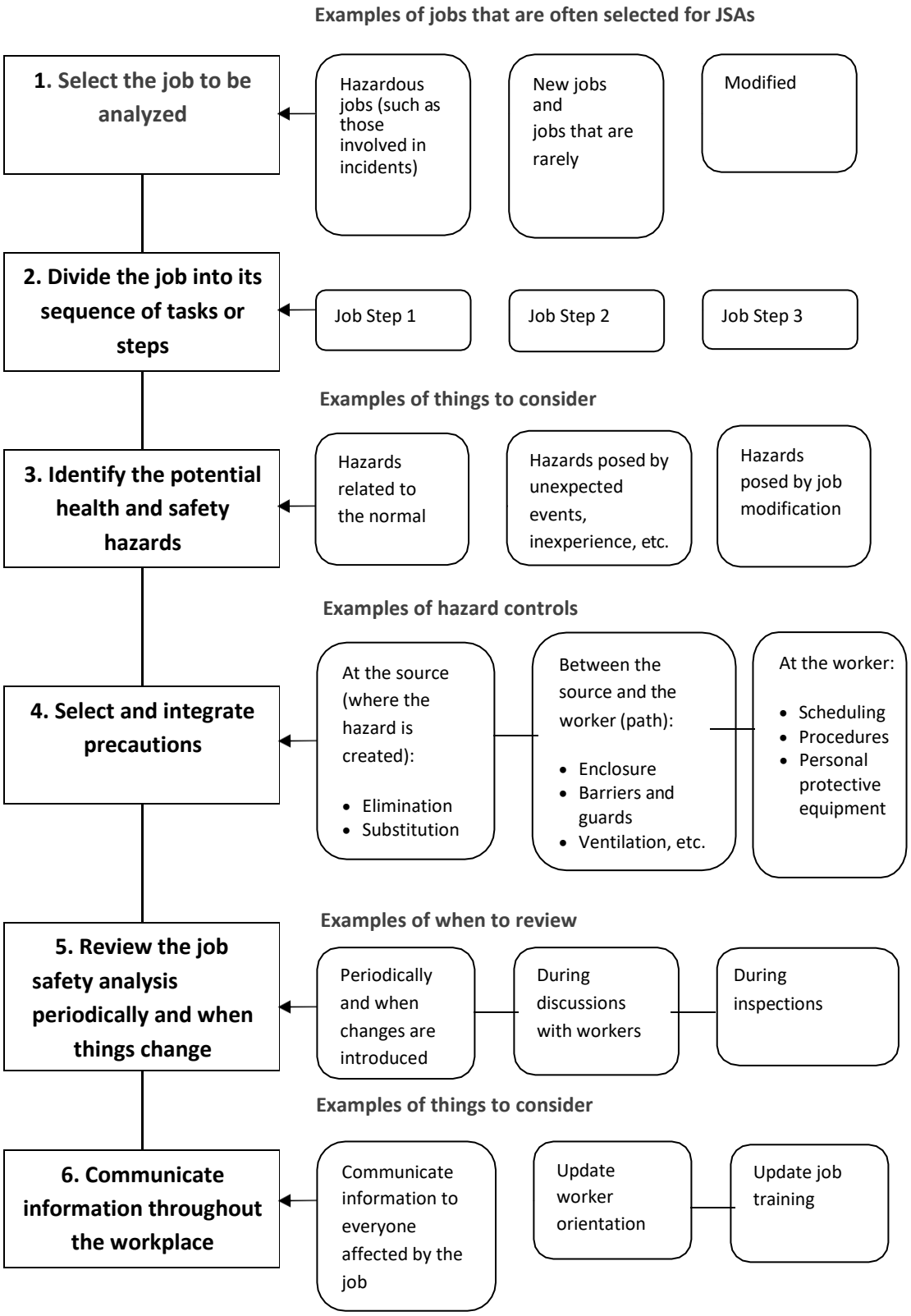
Before the completed job safety analysis is submitted for approval to the manager responsible, have a group of experienced workers and supervisors to review it one last time to ensure that nothing has been overlooked.

Ask a few inexperienced workers to review it to see if they understand the instructions and safety precautions. Rewrite sections that have missing information or are confusing.

5.2.6 Step 6 – Communicate information throughout the workplace.

Once the analysis is complete, communicate (including documentation) it to every worker who is involved in the job and update orientation and training documents.

5.2.7 Job Safety Analysis Process Map



6. Safe Work Practices and Procedure

Safe work **practices** (SWP) are an established set of guidelines to follow to carry out specific tasks safely.

Safe work **procedures** (SWP) are a step-by-step guide for safely performing a task from beginning to end. Safe work procedures can be referred to as *Standard Operating Procedures*, *Safe Operating Guidelines*, or other similar terms.

Select the practice approach for tasks where work cannot be completed the same way every time. Use the procedure approach when the task is able to be completed with consistency.

Safe work practices and procedure are often developed as a result of a job safety analysis. Safe work practices and procedure are one of the hazard control mechanism used in the Government of Saskatchewan to ensure consistent and safe approaches are taken for many work activities.

6.1 Creating Safe Work Practices and Procedure

In any work activity, workers, equipment and material interact within the work environment to produce a product or perform a service. Reviewing this interaction can produce an easy-to-follow safe work procedure. A safe work procedure can be developed for any work activity or operation, or to cover a work activity involving several employees or a task requiring only a single employee.

A safe work procedure is developed and written to provide the following:

- A list of potential physical and/or environmental hazards associated with a work activity or operation.
- A list of specific instructions or operating guidelines that identify various procedures, safety points, personal protective equipment, tools/equipment, and reference materials required to eliminate injuries and illnesses while conducting a specific task.

6.2 Site Specific Safe Work Practices and Procedure

The following steps shall be followed when developing local/site specific safe work practices and procedure:

- Determine if existing safe work practices and procedure is in place for the work process in question.
- If existing safe work practices and procedure has been written, does it adequately address the hazard and establish controls? If the answer is YES, use the existing safe work practices and procedure. If the answer is NO, then new safe work practices and procedure must be created.
- Set up a working group to gather information and develop the new safe work practices and procedure. This working group could consist of operators, technicians, supervisors, OHS professionals, OHC members and managers.

6.3 Safe Work Practices and Procedure Development Steps

Using the **Safe Work Practices or Safe Work Procedures Form** (see Appendices B-E for templates and examples), follow these essential steps in creating the safe work practices and procedure:

- Break the process into steps required to complete the task. Consider how this task affects people, equipment, materials and the environment.
- Identify and quantify the hazard exposures (e.g. fire, fall hazard, strain from lifting, etc.). Be specific when explaining the hazard exposures.
- List the recommended controls that already exist (e.g. manufacturer's specifications, standards, personal protective equipment identified from Safety Data Sheets, etc.)
- Review existing policies, procedures and practices that may apply to the task in question.
- List newly recommended controls (improvement checks) that need to be considered/created.
- Create a new SWP based on the information gathered.
- Record the job/task name, identify the branch/location, names who worked on the SWP and the date the safe work practices and procedure was created.
- Review new safe work practices and procedure with OHC, where one exists, with workers, supervisors or managers, as required.
- Implement the new SWP following the new controls.
- Monitor the new SWP.
- If the new safe work practices and procedure is not adequate, revisit the process and make additional changes.
- Document the process for future reference.
- Review the SWP a minimum of every three years in conjunction with the Ministry's review of the occupational health and safety program.

Appendix A: Job Safety Analysis Work Sheet

Job Safety Analysis

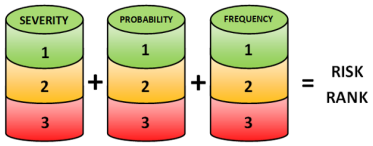
Job or Task_____ **Location:** _____

JSA Team Participants:

Date Created:_____
Last Review Date: _____
Next Review Date:_____

IMPORTANT: List each step in the task, identify the hazards, assess the risk, and identify the controls. Use the risk rank calculator below:

Table 1: Risk Ranking Calculator



1-4 Low risk, green. Requires monitoring on the part of management and employees to ensure that the level of risk does not increase.
5-6 Medium risk, yellow. Requires attention or further hazard control measures or changes to prevent or reduce the level of risk to the worker.
7-9 High risk, red. Requires attention through the implementation of immediate controls. It may also require more complex and significant changes that will take time to implement fully in order to prevent or reduce the level of risk to the worker.

Tools/Equipment/Materials Required	Personal Protective Equipment

Step #	Sequence of task, steps or activities (List **all** tasks/activities of the job/position)	Hazards (potential/existing) (List **all** existing and potential health and safety hazards)	Risk Rating *(if multiple hazards exist, default to highest risk score)*			Controls (List the type of controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment) Highlight where a control may be needed to reduce the risk to as low as reasonably possible.
			L	**M**	**H**	

Job/Task continued:

Step #	Sequence of task, steps or activities (List **all** tasks/activities of the job/position)	Hazards (potential/existing) (List **all** existing and potential health and safety hazards)	Risk Rating			Controls (List the type of control for each hazard: Elimination, Substitution, Engineering, Administrative, Personal Protective Equipment). Highlight where a control may be needed to reduce the risk to as low as reasonably possible
			L	M	H	

Appendix B: Safe Work Practices Template

Safe Work Practices TEMPLATE	
Effective Date: MM/DD/YEAR	**Replaces:** *new or revised*
Approved By:	**Title and Unit:**
Subject: Safe Work Practice	
Ministry:	
DO NOT use this equipment or perform this task unless you have been instructed in its safe use and operation and have been given permission by Supervisor	
PERSONAL PROTECTIVE EQUIPMENT *List the required PPE and attach symbols*	
HAZARD IDENTIFICATION AND CONTROL This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with a Job Safety Analysis	
GENERAL SAFETY PRACTICES **DO** ✓ ✓ **POTENTIAL HAZARDS AND INJURIES** ⓘ ⓘ **DON'T** ✘ ✘ **DEFINTIONS** **RESOURCE LINKS**	

Appendix C: Safe Work Practices Example

Safe Work Practices Ladders - Portable

Effective Date: February 27, 2019	**Replaces: April 1, 2013**
Approved By	**Safety & Training Unit Manager**
Subject: Safe Work Practice	

DO NOT use this equipment or perform this task unless you have been instructed in its safe use and operation and have been given permission by Supervisor

PERSONAL PROTECTIVE EQUIPMENT – Refer to PCS REQUIRED PPE CHART

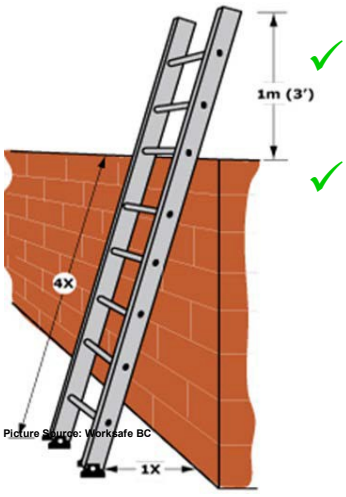
Falls from portable ladders are a major source of serious injury. Be aware of the hazards and take proper precautions to prevent falling and never exceed the Duty Rating of the ladder.

GENERAL SAFETY PRACTICES DO

- ✓ Use portable ladders with the Canadian Standards Association (CSA) approval label affixed to theladder.
- ✓ Inspect the ladder before and after each use. Refer to the PCS Step ladder & Extension Ladder pre-use inspection Checklist.
- ✓ Read and follow the manufacturer instructions on the ladder labels and ladder markings prior to using the ladder.
- ✓ Ensure you do not exceed the load/duty rating of the ladder. How much weight will be on the ladder, must be less than the load/duty rating. To calculate the total amount of weight your ladder will be supporting,add:

    1. Your weight; plus
    2. The weight of your clothing and protective equipment; plus
    3. The weight of tools and supplies you are carrying; plus
    4. The weight of tools and supplies stored on the ladder

- ✓ Select the correct type of ladder designed for yourtask



Picture Source: Worksafe BC

- ✓ Extend the ladder at least 1 m (3 ft.) above the landing platform or the point of support
- ✓ Use the 4 to 1 rule when setting up a portable ladder, the bottom of the ladder should be away from the wall or supporting structure, but never more than ¼ of the perpendicular height of the ladder.

HAZARD IDENTIFICATION AND CONTROL

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with the Risk Assessment.

- ✓ Ensure when a section of an extension ladder is extended, the section that is extended overlaps another section for at least one metre.
- ✓ Set the locks when using an extension ladder to hold the sections of the ladder in the extended position.
- ✓ Rest both side rails on the top support and secure ladder to prevent slipping
- ✓ Secure extension or straight ladders from movement during use by tying off at the top and bracing or tying the bottom to prevent the ladder from slipping.
- ✓ Ensure the portable ladder is equipped with non-slip feet.
- ✓ Lock step ladder spreaders in place.
- ✓ Stepladder shall not be more than six metres high when set for use.
- ✓ Set the locks when using an extension ladder to hold the sections of the ladder in the extended position.
- ✓ Set up portable ladder on a firm, level stable surface with sufficient work area.
- ✓ Prior to climbing a portable ladder that extends more than 3 meters, a second worker must hold the bottom of the ladder to prevent kick out, while allowing the climbing worker to tie off or secure the ladder from accidental movement.
- ✓ Wear slip resistant footwear, clean boot soles if they are muddy, coated in oil, grease or other slippery substances, etc.
- ✓ Lockout-tagout (LOTO) damaged or defective ladders, and report it to your Supervisor.
- ✓ When portable ladders are not in use, they must be bracketed in place.
- ✓ Look for overhead power lines before handling, setting up or climbing a ladder.
- ✓ Use a tool belt or bucket attached to a hand line to pull tools or materials up and down.
- ✓ Two workers are required to move an extension ladder that is greater than 4 meters in length.
- ✓ Set up barricades and warning signs when using a ladder in a doorway or passageway.

- ✓ Always face the ladder when ascending or descending.
- ✓ Keep the centre of our body within the side rails.
- ✓ Grasp the rungs when climbing a ladder, not the side rails.
- ✓ Maintain 3 points of contact with ladder at all times
- ✓ The 3-point contact climbing method:
  - two hands and one foot or
  - one hand and two feet

Picture Source: Worksafe BC

POTENTIAL HAZARDS AND INJURIES

- Death
- Serious bodily injury
- Equipment /property damage
- Pinch Point injuries
- Electrocution

DON'T

- Do not exceed the load/duty rating on the label of the ladder.
- Do not use ladders when a safe means of access is available and practical. Replace a ladder with a fixed stairway or scaffold.
- Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barricades or lock the doors shut.
- Do not use a step ladder that is more than six meters high

  when set for use.
- Do not place a ladder against flexible or moveable surfaces. Picture
- Do not straddle the space between a ladder and another object.
- Do not erect ladders on boxes, carts, tables, scaffold or other unstable surfaces.
- Do not place a portable ladder on a slippery surface or unstable surface such as ice, wet surface, mud, etc.
- Do not stand a ladder on any of its rungs. Ladders must rest on both side rails.
- Do not allow anyone to stand under a ladder.
- Do not support ladders on their rungs.
- Do not extend any part of your body except for your arms beyond the side rails of the ladder, move ladder as required.
- Do not use any type of ladder near overhead power lines unless the safe distance is maintained.
- Do not use a folded step ladder as a single ladder.
- Do not use a ladder horizontally as a platform, scaffold plank or runway.

- Do not work from the top 2 rungs, unless the stepladder has a platform equipped with a suitable handrail.
- If you need to work at elevation, choose the correct tool, scaffold, rolling ladder, aerial work platform etc.
- Do not use the top step or cap as step.

Picture Source: Worksafe BC

- Do not use items such as a chair, barrel or box as a makeshift ladder.
- Do not join two short ladders to make a longer ladder.
- Do not use an extension ladder that exceeds 9 meters in length when fully extended and set for use.
- Do not use the cross bracing on the back of the step ladder for climbing.
- Do not move or shift a ladder with a worker or tools, equipment, etc. on the ladder.

- Do not carry heavy, bulky, or hazardous material when climbing ladders. Suitable hoisting equipment must be used for this purpose
- Do not carry tools inyour hands while on a ladder. Attach tools to a tool belt.

Source: Worksafe BC

- Do not place the ladder of boxes, barrels or other unstable bases to gain extra height.
- Do not use metal ladders near power lines or near energized electrical equipment.
- Do not paint the ladder.
- Do not leave tools, material or equipment on a stepladder.
- Do not use a ladder in extreme weather conditions such as strong winds & rain.

Definitions:
Portable Ladder: A ladder that can readily be moved or carried and usually consists of side rails joined at intervals by steps, rungs, cleats, or rear braces.

Load/Duty Rating: The maximum applied static load on a ladder, including the weight of the user, materials and tools.

SOURCE: CCOHS, Sask OH&S legislation, CSA Z11-18, WorkSafe Sask, WorkSafe BC

Appendix D: Safe Work Procedure Template

SAFE WORK PROCEDURE	
Ministry:	
Position:	
Task Description:	
Equipment and Tools Required:	
Personal Protective Equipment Required:	
Training Requirements:	
Emergency Procedures: First Aid kit located_____ First Aid attendants are:_____ Emergency phone numbers_____ Emergency phone numbers also posted at phone in_____	
Relevant Legislation:	**For More Information:**
Created by: **Date:**	**Revisions (record date of each revision)** Revised by: Date: Revised by: Date:

SAFE WORK PROCEDURE:

Appendix E: Safe Work Procedure Example

<table>
<tr><td colspan="2">SAFE WORK PROCEDURE
COVID-19 Laundering Contaminated Items</td></tr>
<tr><td colspan="2">Ministry: ABC</td></tr>
<tr><td colspan="2">Position: All ABC workers cleaning and disinfecting potentially contaminated areas</td></tr>
<tr><td colspan="2">Task Description: Laundering contaminated work items (i.e. clothes/rags, towels, coveralls, etc.)</td></tr>
<tr><td colspan="2">Equipment and Tools Required: laundry soap, washer with hot water (60-90 C), dryer</td></tr>
<tr><td colspan="2">Personal Protective Equipment Required: Refer to PPE chart and SDS for protective
eyewear
rubber/nitrile/chemical gloves
disposable respirator</td></tr>
<tr><td colspan="2">Training Requirements:
WHMIS 2015
How to Wash Hands Health Guideline
Donning and Doffing PPE Health Guideline</td></tr>
<tr><td colspan="2">Emergency Procedures:
First Aid kit
located_____
First Aid attendants are
_____
Emergency eyewash and/or shower
located_____
Emergency phone
numbers_____
Emergency phone numbers posted at phone
in_____</td></tr>
<tr><td>Relevant Legislation: Workplace Hazardous Materials Information System Regulations.
(Effective August 2016)</td><td>For More Information: Review COVID- 19 Safety Directive, COVID-19 General Worker Safety SWP, COVID-19
Cleaning and Disinfecting SWP</td></tr>
<tr><td rowspan="2">Created by : John Doe
Date: Version 1 May 12, 2020</td><td>Revisions –</td></tr>
<tr><td>Revised by:
Date: Revised by: Date:</td></tr>
</table>

SAFE WORK PROCEDURE: Laundering contaminated work items.

Laundry area should be part of a regular cleaning and disinfecting routine as it would be considered high contamination potential.

1. Select your laundry detergent and review manufacturer instructions and SDS.
2. Review your washing and drying machine manufacturers manual to ensure proper settings.
3. **Do not shake** dirty laundry as to disrupt possible virus droplets.
4. If possible, separate dirtier items from cleaner items. (I.e. separate service center cleaning cloths from work clothing)
5. **IMPORTANT** - Run your washer setting with previously selected detergent at hot water setting (60-90 C).
6. Clean and disinfect area and washer, dryer, hamper, baskets and any touched surfaces.
7. Wash or sanitize hands using either.
8. Ensure clean clothing and washed or sanitized hands prior to handling washed items for the remaining steps.
9. Remove items from washer and transfer to dryer.
10. Select hot dryer setting as per manufacturers manual.
11. Remove laundered items and store in clean area. Ensure containers, hampers or baskets are cleaned and disinfected if using for transport.
12. Clean and disinfect the area before and after each use using
13. Repeat steps 1 to 12 for each load of laundry.

Sources: Saskatchewan.ca, Health

Appendix F: International Organization for Standardization (ISO) Symbols for Safe Work Practices

RESOURCE LINKS

Search any ISO Symbols at:

https://www.iso.org/obp/ui/#search

https://www.mysafetylabels.com/iso-mandatory-actions-labels

http://www.safetysign.com/iso-mandatory-symbol-labels