

## Sample Safe Work Procedures

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The following examples of safe work procedures are intended to help you develop safe work procedures for your workplace. Your safe work procedures should address the specific equipment and situations in your workplace.

Information to include in safe work procedures:

- The normal sequence of events and actions required to perform the work safely
- Any hazards involved in performing the work, such as hazardous chemicals, hazardous aspects of the equipment and tools and ways to minimize the risks.
- Personal protective equipment (PPE) required, when to use it and storage location
- Any applicable emergency procedures such as emergency shutdown and restart

The following sample safe work procedures are provided:

- [Picking Up a Sharp and Placing It in a Sharps Container](#)
- [Picking Up a Needle Using a One-Needle Container](#)
- [Handling Garbage Safely](#)
- [Removing Disposable Gloves](#)
- [Working Alone](#)
- [Preventing Robberies](#)
- [Dealing with a Robbery](#)
- [Locking Out Electrical Equipment](#)
  - [Cleaning a Slicer](#)

# Sample Safe Work Procedure for:

## **Picking Up a Sharp and Placing It in a Sharps Container**

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Follow these steps to pick up improperly discarded sharps and other items that could carry HIV and the hepatitis B and C viruses:

1. Have disposable waterproof gloves (such as natural rubber latex, neoprene, nitrile, and vinyl) and a proper sharps container ready. (You can obtain sharps containers from safety and medical supply stores and some municipal needle exchange programs. Drug stores may also carry suitable containers.)
2. Put the gloves on. Place the sharps container next to the needle or other item. Do not hold the container in your hand, or you might accidentally jab yourself.
3. If you are comfortable using tongs or pliers, use them to pick up the needle (or other item) and place it into the sharps container. This is the preferred method. If you are not comfortable using the tongs or pliers, pick up the needle by its shaft – with your gloved hand. In both cases, place the needle into the sharps container, pointed end first, away from you. Do not insert your fingers into the opening of the container, and keep your free hand out of the way.
4. Remove and discard the gloves. Wash your hands with soap and water.
5. Don't fill the sharps container to the brim. When it is about three-quarters full, replace it with a new one and properly dispose of the old one. Contact your municipality for information on disposal.



*Use tongs or pliers to pick up and place the sharp – pointed end first – into the container.*

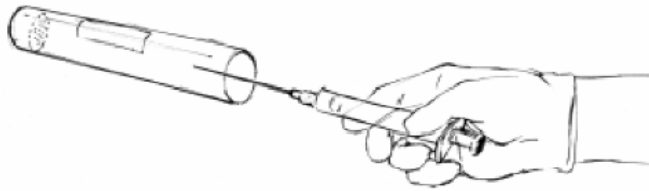
# Sample Safe Work Procedure for:

## Picking Up a Needle Using a One-Needle Container

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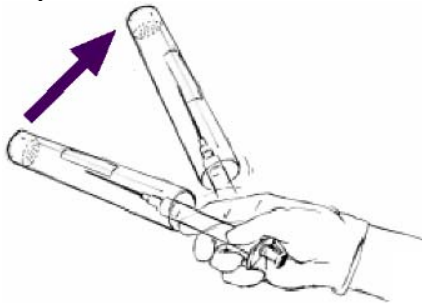
One-needle containers – which fit easily into pockets – have been designed for outdoor workers who may not be close to sharps disposal equipment. The following method is for a one-needle container. You must use only one hand with this technique to avoid jabbing yourself:

1. Wear disposable, waterproof gloves.
2. Use a proper puncture-resistant and leakproof one-needle container.
1. Hold the blunt end of the syringe in one hand. Then ease the sharp end of the needle into the opening of the container. **Do not** use your other hand to guide it



*Using one hand only, ease the sharp end of the needle into the container.*

2. Lift and tip the needle and container up so that the container falls down over the needle and covers the sharp end of the needle.



*Lift and tip the needle and container.*

5. Once the sharp end of the needle is enclosed in the container, you can safely grasp the container and syringe with your other hand to place the cap on the container. Make sure the cap is on securely. When you turn the container over (cap up), the needle will embed itself in the Styrofoam plug. Place the container in your pocket and discard in a suitable disposal container at your first opportunity.



*Make sure the cap is on securely.*

6. Remove and discard the gloves. Wash your hands with soap and water at your first opportunity.

# Sample Safe Work Procedure for:

## Handling Garbage Safely

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Follow these steps to prevent contact with sharps and other items improperly discarded in garbage:

1. Handle garbage as little as possible.
2. Use waterproof garbage bags.
3. Be alert. If possible, look for sharps sticking out of the bags. Listen for broken glass when you move the bag.
4. Don't compress garbage or reach into garbage containers with your bare hands.
5. Don't use your bare hands to pick up garbage that has spilled out of an overflowing container. Wear puncture-resistant and liquid-resistant gloves (the type worn by firefighters), or use other tools designed for picking up garbage.
6. Don't let garbage bags get too full, if possible. Leave enough free space at the top of the bag so that when you grab it, you grab the top of the bag only – not any of the contents. You may have to change bags more often to prevent them from getting too full. This will also make them lighter – and thus easier to hold away from your body.
7. Hold garbage bags by the top of the bag, away from your body. Don't hold garbage bags against your body.
8. Don't place one hand under the bag to support it
9. Dispose of wastes according to federal, provincial, and local regulations.

# Sample Safe Work Procedure for:

## Removing Disposable Gloves

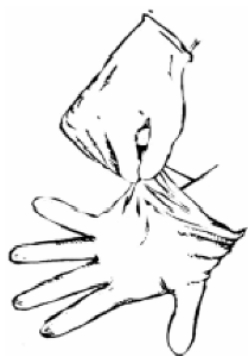
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Remove disposable gloves as soon as possible if they become damaged or contaminated. Remove them after you have completed the task that required gloves. Gloves should also be removed before leaving the work area. **Do not wash and reuse** your gloves. Use new gloves for each new task.

Follow these steps to make sure your hands do not contact any blood or body fluids left on used gloves:

### 1. With both hands gloved:

- Grasp the outside of one glove at the top of the wrist. (See drawing below left.)
- Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.
- Hold the glove you just removed in your gloved hand. (See drawing below right.)



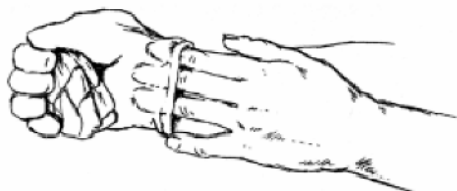
*Grasp the outside of one glove.*



*Hold the glove with your gloved hand.*

### 2. With the ungloved hand:

- Peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist (See drawing below left.)
- Turn the glove inside out while pulling it away from you, leaving the first glove inside the second. (See drawing below right.)



*Insert your fingers on the inside of the glove.*



*Turn the glove inside out over the first glove.*

3. Dispose of the entire bundle promptly in a waterproof garbage bag.
4. Wash your hands thoroughly with soap and water as soon as possible after removing gloves and before touching non-contaminated objects and surfaces.

# Sample Safe Work Procedure for:

## Working Alone

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There may be times when you have to work alone. Here are some procedures to help deal with this situation.

1. Have someone contact you periodically to ensure that you're okay. The checking procedure must require you to take some predetermined action to confirm that you are all right and do not need help.
2. Contact may be in person, by telephone, or by any other effective means. This may include reciprocal agreements with other company locations, adjacent merchants, or security firms. These agreements can include:
  - Telephone contact at predetermined intervals
  - Visual contact or signal to workers in adjacent premises or to security patrols
3. Use personal alarms or monitored video surveillance systems, provided that:
  - They are properly maintained
  - The response to signs of distress is made immediately by qualified personnel
4. Make arrangements with adjacent employers to have employees watch each other's premises.
5. Prominently display notices indicating:
  - That the premises are monitored
  - What emergency numbers to call for assistance
6. If possible, do not open back doors and leave them open and unattended.
7. If possible, do not empty the garbage at night, especially if the dumpster is in a secluded spot or back alley.

### *Assault prevention tips for when you're working alone*

1. If attacked, scream – as loudly and long as possible – and run to a neighbouring store or the nearest well-lit area and continue calling for help.
2. If someone grabs your purse, deposit bag, or other personal property, *do not* resist and *do not* chase the thief.
3. Call the police immediately after any incident and record appearance and mannerisms of the offender.

# Sample Safe Work Procedure for:

## Preventing Robberies

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1. Make your business attractive to customers, unattractive to robbers:
  - Keep the premises clean, tidy, and well-lit.
  - Keep active and alert. Don't be a target.
  - Get away from the sales counter when there are no customers.
2. Ensure that the sales counter is clearly visible from outside the premises. A cash register location that is difficult to see clearly from the street helps a robbery to happen unnoticed.
3. Keep alert at all times:
  - Identify your escape routes.
  - Know the location of phones or assistance outside the premises.
  - Be aware of areas with poor lighting.
  - Avoid looking directly at suspicious loiterers. Prolonged eye-to-eye contact, especially if there is a group involved, may be seen as a challenge and possibly escalate the situation. Fill out a description sheet. If the loiterers don't leave, call the police and ask for a patrol check
4. Greet everyone who enters:
  - Be friendly and briefly look directly into their eyes.
  - Ask the customer ahead of someone suspicious, "Are you together?" The customer will usually turn around to look at the person. This may deter the robber.
5. Keep the cash register fund to a minimum:
  - Remove all \$50 and \$100 bills from the cash register as soon as you receive them.
  - Post signs advising "Minimum cash kept on premises."
  - Ask customers for exact change or the smallest bills possible.
6. Take extra precautions after dark and during slow periods:
  - Check each night to see that outside lights are on and working.
  - Operate one register late at night through early morning.
  - Open the empty unused register drawer and tip it up for display.
  - Run an "empty register" – just \$5 bills and change.

# Sample Safe Work Procedure for:

## Dealing with a Robbery

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1. Remain cool and calm, and handle the entire procedure as if you were making a sale to a customer. Most robberies last under two minutes. The longer the robbery takes, the more nervous the robber becomes, so keep it short and smooth.
2. Listen carefully to what the robbers say, and obey them. *Don't be a hero.*
  - Don't fight. Don't use weapons. Don't jeopardize your own safety or that of other workers.
  - Give the robbers all the cash and merchandise they want.
  - Don't delay or argue.
3. Tell the robbers about any possible surprises.
  - Tell the robbers if you must reach for something or move in any way. Ask them for their directions.
  - Tell the robbers if another employee is in the back room so they are not startled.
  - Activate the alarm system only after the robbers have left, not while they are still in the store.
4. Continue to remain cool and calm.
  - Be careful not to stare or fix your gaze too long on the robbers, but observe what they look like, what they are wearing, their size, and the type and colour of weapons. Listen carefully to what they say.
  - Note the robbers' exact height against the height strip as they exit.
  - Note the direction in which the robbers go, and their vehicle make, colour, and licence plate number if possible.
  - Immediately after the robbers have left, record appearance, mannerisms, and any distinguishing characteristics on the description sheet.
5. Do not chase the robbers.
6. Call the police.
  - Keep police numbers near the phone – 9-1-1 or your local emergency number.
  - Tell the police the direction robbers took to leave, the time of the robbery, the appearance of the robbers, and any weapon or vehicle used.
  - Stay on the phone until the police tell you they have all the information they need.
  - Protect the crime scene. Ask any witnesses to wait for the police. Get names and addresses. Don't touch the evidence.

# Sample Safe Work Procedure for:

## Locking Out Electrical Equipment

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*Lockout* is the use of a lock or locks to render machinery or equipment inoperable or to isolate an energy source. The goal is to prevent injuries due to the unexpected and uncontrolled release of energy when machinery or equipment during cleaning, maintenance or repair. There should be specific workplace procedures for locking out electrical equipment in each workplace and different types of equipment should have specific lockout procedures.

Electricity is the most common energy source that needs to be locked out. The two most common types of electrical machinery and equipment are:

- Plugged-in equipment, such as slicers and food processors
- Permanently connected or hard-wired equipment, such as large mixers

For each of these types, there are five basic steps to locking out machinery and equipment.

### *Plugged-in equipment*

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machine or equipment and make sure that all moving parts have come to a complete stop.
3. Unplug the machine.
4. Apply a personal lock to the plug unless you can keep the plug in view and under your direct control while working on the equipment.
5. Before starting to work on the equipment, test the lockout to make sure it's effective (press the start button).

### *Permanently connected or hard-wired equipment*

1. Identify the machinery or equipment that needs to be locked out.
2. Shut off the machine and make sure that all moving parts have come to a complete stop.
3. Find the electrical source and disconnect the machine from the power supply. (See the specific lockout procedure for your workplace.)
4. Apply a personal lock to the energy-isolating device, if required. (If there is one switch that is within the exclusive and immediate control of one worker, a lock may not be required.)
5. Ensure that all workers are in the clear, then test the lockout to make sure it's effective before starting to work on the equipment (press the start button).

Lockout procedures can often be incorporated into regular work procedures such as in the following procedure for "Cleaning a Slicer".

# Sample Safe Work Procedure for:

## Cleaning a Slicer

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### *Materials needed*

- Cut-resistant gloves
- Slicer pick
- Spray bottle
- Clean cloth towels

### *Clean daily and as often as necessary:*

1. Wear cut-resistant gloves while cleaning or wiping the slicer in between products.
2. Turn off slicer and unplug.
3. Lay the plug on the countertop, next to the slicer (keep the plug in plain view and within reach while cleaning).
4. Push the start button to ensure that the slicer has been disconnected.
5. Turn the thickness control knob all the way to “zero.”
6. Loosen the slicing table or vegetable chute locking knob. Do not remove the knob.
7. Lift off the slicing table or vegetable chute.
8. Push the slice deflector release button down.
9. Push the deflector down to release the top pin, then lift the deflector free.
10. Using both hands, lift off the centre plate knife guard.
11. Remove the sharpening assembly guard and lift out the sharpening assembly. Do not allow the sharpening assembly to get wet.
12. Clean and sanitize the removed parts and accessories by putting them through the dishwasher. Allow the parts to air dry. Do not put the sharpening assembly in any water, as it will rust. Wipe food away from sharpener with a dry cloth. Parts will remain very hot for some time after removal from the dishwasher. Use extreme care when handling.
13. Before cleaning the blade, put on the cut-resistant gloves. Use cleaning solution to clean the front and back of the blade, working from the centre outward.
14. Wipe the slicer base.
15. Sanitize by misting with sanitizing solution. Do not rinse after sanitizing. Allow to air dry. Repeat steps 14 and 15 using clean water to rinse.

**Important:** Avoid using excess water to clean the slicer. When sanitizing, lightly mist surfaces only. Excess water will cause damage to the motor located at the bottom of the slicer. Use a spray bottle filled daily with fresh sanitizing solution to mist sanitizer onto surfaces.

### *After cleaning*

1. Replace the sharpening assembly and guard.
2. Position the centre plate knife guard with both hands. Line up the locking knob. Tighten the locking knob.
3. Replace the slice deflector by positioning the bottom pin first. Push down slightly and hook the top locking pin. Snap closed.
4. Replace required parts and accessories.
5. Check visually one last time to ensure that no foreign objects or tools have been left on the equipment.
6. Plug in slicer and test.

