

Safe Work Practices



SWP Process Document	Reference:	SWP	Revision:
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	Date:	8/27/2018	
	Revised:		

1.0 Hazardous/Critical tasks are identified.

- 1.1 Gaps in protocols may be identified through the RCA process
- 1.2 Employees can identify the need for a SWP
- 1.3 Newly formed training programs can dictate the need of a SWP
- 1.4 The needs of written procedures to perform a high risk task are identified through the Safety/Training Dept.

2.0 Avenues for submission to the Safety/Training Department

- 2.1 Line Safety Team
- 2.2 Leadership Team
- 2.3 High Potential Investigations
- 2.4 Supervisory Group

3.0 Development

- 3.1 Input from various internal/external groups
- 3.2 Subject Matter Experts
- 3.3 SWP is drafted by the Safety/Training Department

4.0 Approval Process

- 4.1 SWP Approval Committee (Manager of Line Ops, Manager of Safety, PST Supervisor, Line Supervisor, Safety Technical Trainer)
- 4.2 Meetings called to approve drafted SWP
- 4.3 Agenda, minutes, approval and SWP is documented by Safety

5.0 Roll Out

- 5.1 New SWPs are released to the GRID
- 5.2 Access on the crews iPads in their vehicles
- 5.3 Supervisors are notified to discuss with their crews (Ensure communication)

6.0 Version Control

- 6.1 Annual review by Safety/Training Department
- 6.2 Any updates are immediately implemented through the SWP Approval Committee

Developed by:

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Approved by: SWP Committee