



Procedure Statement:

To provide a procedure for developing a Safe Work Practice and Standard Operating Procedure for any task or operation within the organizations domain.

Definitions:

Standard Operating Procedure (SOP) – How to complete a specific task or operation.

Safe Work Practice (SWP) – How to complete a general task or operation safely.

Procedure:

General:

1. Each workplace supervisor will review the various operations and equipment used at their facility and from this will develop a SOP.
2. Supervisors and staff are responsible for identifying the need for a SWP and developing the SWP. HR is responsible for the maintenance of the digital and hard copy of the SWPs.
3. All employees that operate a piece of equipment will be trained in the standard operating procedures and safe work practices.
4. All SWPs are filed in The Flower Cart Safety Binder in each department.
5. All SOPs applicable to a particular department are filed in the Department SOP Binder for that department

A standard operating procedure and safe work practice for The Flower Cart contains the following:

Each SWP and SOP should consist of the following sections:

a. Heading

Identify the equipment or operation to be completed, the program, department, project and the date

b. Equipment

- i) Brand name, Type, Model number
- ii) Suppliers name and address
- iii) List of tools necessary for the operation

c. Materials

List of materials that are consumed in the operation of the equipment
(i.e. Compressed gas, gasoline, oil, etc.)

d. Pre-start up Inspection Checklist

A walk-around the equipment is to be performed prior to starting up the equipment. If applicable, a checklist of items, specific to each piece of equipment will be used to ensure completeness.

The checklist will identify:

- i) How often the check is to be performed? (daily, weekly, etc.)
- ii) What items are to be checked.
- iii) What remedial action is to be taken when a problem is identified.
- iv) The operator who performs the checklist and the date it is performed.



The checklist items may include such things as:

- i) All guards in place;
- ii) All manufacturers safety features are intact and operational;
- iii) No excessive wear visible;
- iv) Everything is fastened together properly and nothing is broken;
- v) All mounts are secure;
- vi) All gauges are functioning properly;
- vii) No personnel can become endangered by startup;

When the pre-start up inspection checklist is for a food-related process, the SWP entitled Food Pre-Operations Inspection Checklist (see Appendix A) may be referred to for use in this section or it may be customized for use in this section.

e. Safety Precautions

List the precautions that the employee should take while running the equipment, or working in the area, in order to prevent injury to themselves or others.

Include information concerning potential dangers of which the user should be aware. Some areas of concern which may be included:

- i) Electrical grounding
- ii) High voltage
- iii) Radiation
- iv) Danger of burns from very hot or cold items
- v) Extreme heat
- vi) Flying sparks
- vii) Explosive materials
- viii) Hot liquids
- ix) Acidic or caustic substances
- x) Skin irritants or drying agents
- xi) Toxic fumes
- xii) Flammable fumes or liquids
- xiii) High pressure areas
- xiv) Sharp edges
- xv) Dangerous moving parts of machinery
- xvi) Equipment shields
- xvii) Excessive noise
- xix) Pinch points

Information about what to do in emergency situations (i.e., locations of the first aid station, emergency stopping, etc.) may also be included in this section.

f. Personal Protective Equipment

Includes all personal protective equipment that must be worn when operating specific equipment and involved in certain operations. These may include items such as:

- i) Head protection (hard hat, exposure from sun);
- ii) Eye protection (safety glasses, face shield, etc.);
- iii) Hearing protection;
- iv) Respiratory equipment;
- v) Protective clothing and gloves;
- vi) Foot protection (Steel toed boots, etc.);

g. Job Procedures

Starting with the first step, all steps of the operation are listed sequentially and explanation given for how, as well as what, things are to be done. The instructions should be stated as simply and concisely as possible, assuming that the operator has no prior knowledge of the equipment/process.



Illustrations should be provided, where appropriate, to complement the written instructions.

h. Shutdown

This section should explain the steps for each type of shutdown of equipment and clearing the work area. Emptying containers or tanks of liquid, purging lines, etc. are part of the process.

When the shut down is for a food-related process, the SWP entitled Food Post-Operations Checklist (see Appendix B) may be referred to for use in this section or it may be customized for use in this section.

Related Information:

Contact:

Human Resources Department

Roles and Responsibilities:

Supervisors

- To identify the need for SOPs and SWPs
- To create the SOPs
- To work with HR to create SWPs as identified
- To ensure that staff are properly trained

Staff

- Knowing the SOPs and SWPs for their area
- For following SOPs and SWPs
- For identifying any new SWPs or SOPs that need to be created

HR

- Assist in creating SOPs
- For creating SWPs with the assistance of supervisors and/or staff once the need is identified
- Ensuring that the hard copy binders and electronic copies are kept up to date

Revision History:

October 2018



Appendix A

Safe Work Practice - Food Pre-Operations Inspection Checklist

The Flower Cart facilities are usually multi-use facilities; therefore a pre-operation inspection of a facility is imperative for food-related work.

Complete the inspection prior to setting up for food-related work.

Take any corrective action necessary. If you are unable to correct a deficiency report it to your supervisor prior to food-related work beginning.

Record any issues and corrective action taken in the production or inventory log for that day or batch.

Item	additionally
premises clean and tidy	
counters and other food contact surfaces clean	Remember this includes aprons, gloves, eye wear
no evidence of pests	
hand washing facilities clean and accessible with soap and towels available	
all appliances and equipment to be used clean	
sufficient cooling/freezing/heating or other temperature control storage available and clean	
food transportation equipment available and clean	
no evidence of corrosion	
clients and employees appropriately dressed and groomed	including footwear, hairnets, beardnets, hats
no evidence of contamination	
check equipment for missing parts and breakage	
no potential of contamination from overhead	dust, light fixtures, sprinklers, etc.
floors clean and safe	not wet or slippery, no tripping hazards present
fly control devices working	exterior surfaces of device clean
utensils, pots, pans, thermometers, gauges and other food handling and preparation items clean.	
all packaging materials required available and sanitary	
personal protective equipment available, clean and in good repair	
no potential of contamination from the current contents of the location	inclusive of odors
items required for testing available	



Appendix B

Safe Work Practice - Food Post-Operations Checklist

The Flower Cart facilities are usually multi-use facilities; therefore a post-operation inspection of a facility is imperative for food-related work.

Complete prior to leaving location of food-related work.

Take any corrective action necessary. If you are unable to correct deficiency report it to your supervisor prior to leaving location.

Record any issues and corrective action taken in the production or inventory log for that day or batch.

Item	additionally
premises clean and tidy	remember this includes switches, knobs and handles
counters and other food contact surfaces clean	Remember this includes aprons, gloves, eye wear
all appliances and equipment clean	
food transportation equipment clean and returned to storage location	
no evidence of possible contamination being left for others	inclusive of odors
floors clean	
utensils, pots, pans, thermometers, gauges and other food handling and preparation clean.	
equipment unplugged	
cleaning equipment and materials put away properly	chemicals stored properly
refuse and recycling disposed of	
check location for damage, concerns, etc.	report to supervisor, note in production or inventory log for the day or batch
check equipment for missing parts, breakage, excessive wear and tear, broken seals	report to supervisor, note in production or inventory log for the day or batch
miscellaneous concerns reported to supervisor	note in production or inventory log for the day or batch