



ASK AN RSA

In this monthly feature, we invite readers to submit a question for a BCCSA Regional Safety Advisor (RSA) to address. This month's RSA is Elyse Taylor, who serves Vancouver Island.

Question:

What is a job-specific or scope-specific Safe Work Plan, and what are some considerations for completing one?

Answer:

A job-specific or scope-specific Safe Work Plan is a document that outlines how work will be carried out safely for a task, project, or scope of work. It identifies hazards associated with the work, assesses risk, and establishes controls and procedures required to protect workers.

Key Considerations

A strong Safe Work Plan typically includes:

- **Project Details:** Location, scope, schedule, and key contacts.
- **Roles and Responsibilities:** Safety leads, first aid, supervisors and workers.
- **Hazard & Risk Identification, Assessment and Control:** Site-specific hazard identification, assessment and control.
- **Emergency Preparedness:** Evacuation routes, muster points, first aid, drills and spill response.
- **Safe Job Procedures:** Procedures for high-risk and complicated work activities, including working at heights, crane operation, confined spaces, ground disturbance, hot work, electrical tasks and disturbance of hazardous materials.
- **PPE and Site Rules:** Required protective gear, access rules and restricted areas.
- **Training and Communication:** Toolbox talks, site meetings, orientation, certifications and ongoing training.
- **Incident and Inspection Process:** Reporting hazards, investigating incidents, work area and equipment inspection.
- **Environmental Measures:** Waste management, dust and noise control, and protection of sensitive and public areas.

Time-Saving Tips

1. Use a standard template for site- and job-specific plans to quickly adapt to new scopes of work.
2. Maintain an up-to-date company hazard and risk assessment to quickly identify hazards and required controls.
3. Incorporate plan development at the project management stage to prevent injuries, incidents, delays, and compliance issues.
4. Collaborate with supervisors, workers, and your joint health and safety committee to ensure the plan reflects real work processes and risks.

Bottom Line:

With preparation and current assessments, Safe Work Plans can be completed quickly, protecting your crew and keeping the project on track.

Need help?

A Regional Safety Advisor is available at no cost to advise you.

Contact us at: rsa@bccsa.ca or [Regional Safety Advisors](#).