

# **JOB SAFE PRACTICES** **LESSON PLAN**

**LESSON PLAN: HAND OUT THE JOB SAFE PRACTICES TO DEPARTMENT MANAGER FOR EACH EMPLOYEE.**

Equipment Required:

- Department specific Job Safe Practices
  - Deli/Bakery
  - Meat
  - Produce
  - General
  
- Employee sign off sheets

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## Team Talk – JOB SAFE PRACTICES.

Topic	Lesson Plan
<b>OVERVIEW</b>  <b>JOB SAFE PRACTICES</b>	<p><b><u>Explain:</u></b></p> <p>As part of the Outridge Group of IGA Supermarkets under the Workplace Health and Safety Act, Safe-foods and the Companies Policy and Procedures to ensure that its workers uphold safe workplace practices by practicing Job Safe Practices.</p> <p>The following outlines the Department overview and the Job Safe Practices for Outridges' Group of IGA Supermarkets.</p>
<b>WHAT ARE JOB SAFE PRACTICES?</b>	<p><b><u>Explain:</u></b></p> <ul style="list-style-type: none"> <li>• Department Overview</li> <li>• Job Safe Practices are step by step descriptions of the safest and most effective way to carry out a particular job.</li> <li>• Each department through out the store have specific Job Safe Practices in which all staff are to adhere.</li> <li>• <u>All supervisory staff will ensure that all employees, contractors and other relevant parties are trained in the use and application of relevant Job Safe Practices.</u></li> <li>• All staff are responsible for ensuring that Job Safe Practices are being practiced.</li> <li>• All staff have obligation to adhere to and be aware of their personal responsibilities which are outlined throughout the Job Safe Practices.</li> </ul> <p>All supervisory staff will ensure that all Job Safe Practices are available to all staff.</p>
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<p><b>WHY SHOULD I USE THE JOB SAFE PRACTICES?</b></p>	<p><b><u>Explain:</u></b></p> <ul style="list-style-type: none"> <li>• Job Safe Practices are the safest and most effective way to perform a job.</li> <li>• Employees' should always practice Job Safe Practices when undertaking any job throughout the workplace.</li> <li>• Practicing Job Safe Practices ensures a safer workplace and help protect employee's and the public from potential danger.</li> <li>• Practicing Job Safe Practices is a simple way to help our store adhere to guidelines within the Workplace Health and Safety Act.</li> </ul>
<p><b>HOW SHOULD I USE JOB SAFE PRACTICES?</b></p>	<p><b><u>Explain:</u></b></p> <ul style="list-style-type: none"> <li>• Key tasks within each department have been identified. From this, itemised safety procedures have been detailed for staff to follow.</li> <li>• Hazards for each task are identified. Potential injury and risks are identified. Finally responsibilities for specific staff are identified.</li> <li>• All staff will be trained in Job Safe Practices either in their induction or in their annual training to ensure they perform their jobs safely.</li> <li>• After staff have been trained in Job Safe Practices they will sign off and records will be maintained within the store.</li> <li>• The manager, in conjunction with the Managers on duty and Department Managers, will establish a program for verifying that JSPs are being followed and for activating appropriate corrective action.</li> </ul>

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**Example:**

**JOB SAFE PRACTICES**

**DELI – Meat Slicer (manual and automatic)**

ITEM	HAZARD	INJURY/RISK	RESPONSIBILITY
<p>Ensure all guards are in position and tightened.</p> <p>Turn the slicer through one complete turn by hand to ensure all guards are positioned correctly.</p> <p>Do not hold meat when slicing.</p> <p>Never hold the last slice device while the slicer is operating.</p> <p><b>Do not</b> touch moving blades or moving parts during operation.</p> <p>See Commandments of Safe Slicing Machine Operation poster.</p>	Sharp objects	Lacerations	<p><b>&gt; Store and Department Management</b> – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p><b>&gt; Store staff</b> – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p><b>&gt; All staff</b> – To identify and report unsafe conditions and implement the Out of Service tag procedure.</p>

**TITLE - Specific Job or Workplace Area**

**ITEM** - Step by step description of the safest and most effective way to carry out this particular job.

**HAZARD**  
Hazards associated with the job are identified.

**INJURY/RISK**  
Potential injury or risks associated with the task identified.

**RESPONSIBILITIES** – Responsibilities associated with this job and who are specifically responsible for them are identified in this column.

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