

What's the Difference between a Safe Work Practice and Safe Job Procedure? – Ask The Expert



Both are necessary to ensure OHS compliance.

QUESTION

What's the difference between safe work practices (SWPs) and safe job procedures (SJPs)? And which of them am I legally required to provide for my own workers?

ANSWER

That's an excellent question.

SWPs are essentially a set of simple and generic do's and don'ts instructions that explain how to carry out a potentially hazardous task, such as climbing a ladder or using a chainsaw or other dangerous power tool.

SJPs are a more elaborate set of instructions that break down how to perform a specific task step by step. Unlike SWPs, SJPs aren't generic but highly specific and based on the actual risk factors involved considering the types of equipment, that is, brands and models, conditions, etc. SJPs typically require you to consult a hazard assessment and manufacturer's

instructions to create. They also need to be monitored, reviewed and corrected as necessary in accordance with experience and changes in work conditions.

You need to implement and ensure workers are trained to properly carry out both SWPs and SJPs to ensure compliance with OHS laws. However, the OHS regulations don't use the term SJPs. In some cases, they refer to SWPs; but when they do, what they really require is an SJP, for example, an SJP to enter a permit confined space.