



HEALTH AND SAFETY POLICY MANUAL

Subject: Standard Operating Procedures	Approval Date: December 19, 2016	By-Law No. 93-2016
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5.9 STANDARD OPERATING PROCEDURES

The Municipality of Red Lake will maintain documents that represent the Standard Operating Procedures (SOP). These documents can be considered to be safe working templates and guidelines for specific jobs. These documents will be approved by the CAO. The most up to date version can be found on the Municipal [website](#).

The Human Resources Manager will be responsible for ensuring that each worksite has a fully stocked binder with each SOP in it that is at least current to the current year. Each employee is required to read all SOPs that apply to their department each year and the employees will follow the standards set out within.