Safe Work Procedure Template

**NOTE:** **DO NOT use this machine/equipment unless you have been trained in its safe use and operation**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of Work:** | |  | | | | | | | | |
| **<insert photo if applicable>** | | | | | **Potential Hazards** | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | |
| hand protection Gloves | dust mask Face Masks | | | safety gogglesEyeProtection | | face shield Welding Mask | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing |
|  |  | | |  | |  |  | |  |  |
| **Safe Work Procedure Checklist:** | | | | | | | | | | |
| 1. PRE-Operation/Task: | | | | | | | | | | |
| 2. Operation/Task | | | | | | | | | | |
| 3. POST-Operation/Task: | | | | | | | | | | |
| **Competent Person(s)-The following persons are authorised to operate, supervise and test students on the equipment /process)** | | | | | | | | | | |
| **Name:** | | | **Title:** | | | | | **Contact Details:** | | |
|  | | |  | | | | |  | | |
|  | | |  | | | | |  | | |