Safe Work Procedure Template

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

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| **Description of Work:** |  |
| **<insert photo if applicable>** | **Potential Hazards** |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective 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:** |
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