

SAFE WORK PROCEDURE

Task/Activity/Plant/Equipment:			
Location:		RA Number:	
SWP Number:	SWP prepared by:	Date:	Review Date:

What warnings and/or protective measures must be taken when using this equipment?
(copy and paste relevant signs from page 2, as per the examples below)



HAZARDS

Refer to Risk Assessment

PRE-OPERATIONAL SAFETY CHECKS DO NOT USE DEFECTIVE OR FAULTY EQUIPMENT

1	
2	
3	
4	
5	

OPERATIONAL SAFETY

1	
2	
3	
4	

POST-OPERATIONAL

1	
2	
3	

FORBIDDEN

Are there examples of known prohibited uses (for Plant/Equipment)? Could there be temptation to use the equipment for jobs it is unsuitable for.

1	
2	
3	

MAINTENANCE

1	
2	
3	

REFERENCES (EG. MANUFACTURER'S MANUALS / AUSTRALIAN STANDARDS)

1	
2	
3	










Authorised by Supervisor:	Name	Signature	Date
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Declaration

I hereby state that I have read and understood the Safe Work Procedure on the previous page and any related risk assessment documentation and will abide by the operating requirements.

Name	Signature	Date

PLEASE COPY APPROPRIATE SIGNS TO THE PAGE ABOVE. DELETE REMAINDER TO LEAVE A SINGLE PAGE STANDARD OPERATING PROCEDURE.

 PROTECTIVE CLOTHING MUST BE WORN	 HAND PROTECTION MUST BE WORN	 EYE PROTECTION MUST BE WORN	 SAFETY GOGGLES MUST BE WORN	 FACE SHIELD MUST BE WORN	 WELDING MASK MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 STEEL TOE-CAPS MUST BE WORN
 HEARING AND EYE PROTECTION MUST BE WORN	 HEARING PROTECTION MUST BE WORN	 HARD HAT AREA SAFETY HELMETS MUST BE WORN	 HARD HAT AREA	 SAFETY VEST MUST BE WORN	 HANDS MUST BE WASHED BEFORE RETURNING TO WORK	 FOOT WASH MUST BE USED	 RESPIRATOR MUST BE WORN
 HALF FACE MASK RESPIRATOR MUST BE WORN	 BREATHING APPARATUS MUST BE WORN	 FULL FACE RESPIRATORY PROTECTION MUST BE WORN	 DUST MASK MUST BE WORN	 FALL ARREST EQUIPMENT MUST BE USED	 SAFETY HARNESS MUST BE WORN	 DISABLED	 WHEELS MUST BE CHOCKED
 MUST BE LOCKED	 ALL CYLINDERS MUST BE CHAINED	 MACHINE GUARDING MUST BE USED	 SAFETY GUARDS MUST BE USED	 AISLE MUST BE KEPT CLEAR	 GUARDS MUST BE USED	 HAIR PROTECTION MUST BE WORN	 PROTECT HAIR FROM ENTANGLEMENT
 FIRE RISK	 HOT SURFACE	 ELECTRIC SHOCK RISK	 WATCH YOUR STEP	 LASER BEAM HAZARD	 RADIOACTIVE MATERIAL	 SHARP EDGES WATCH YOUR FINGERS	 Secure Loose or Long Hair

