Safe Operating Procedure – Activity – Template

**STARTUP/ SAFETY CHECKS:**

*Describe what checks should be made at the start of the day / before using the machinery or starting the activity. For example:*

* *Ensure that there is no trip or slip hazards in the surrounding workspace / walkways.*
* *Ensure the guard is in place and set up correctly.*
* *Ensure PPE is worn.*
* *Check emergency stop function.*
* *Do not use the machine if it is faulty and notify the supervisor / manager immediately.*

**HAZARDS:**

*List the hazards presented by the machinery / activity. For example:*

* *Cuts / lacerations*
* *Noise*
* *Ejecting particles*
* *Slips, trips, falls*
* *Dust*

**BREAKDOWN PROCEDURE(S):**

*Describe the breakdown procedures that are in place. For example:*

* *Do not attempt to repair the machine yourself.*

**PPE REQUIRED:**

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| --- | --- | --- |
| Mandatory Items (at all times): | | |
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**TRAINING / EXPERIENCE LEVEL:**

*Describe any training experience / qualifications that the user must have to enable them to use the machinery / complete the activity.*

**WORK PROCESS:**

*Describe the work process. For example, how to turn on the machine, how to use the machine for the process undertaken, when to turn off the machine and cleaning up processes.*