**AFEI Member Template: Safe Work Procedure Form**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

***[Place on Organisation Letterhead]***

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| --- |
| **Safe Work Procedure** |

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| --- | --- | --- | --- | --- | --- |
| Company Name: |  | Date: |  | SOP No: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SWP Author: |  | Contact Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity: |  | Approved by: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task Description |  |  | **Risk Rating Matrix** (See Health and Safety Management System for further information): |
| **Likelihood** | **Consequences** |
| **Major** | **Serious** | **Minor** | **Insignificant** |
| Competencies Required: |  | **Very Likely**  | **(1) Extreme** | **(2) High** | **(2) High** | **(3) Medium** |
| **Likely**  | **(2) High** | **(2) High** | **(3) Medium** | **(3) Medium** |
| PPE Required: |  | **Unlikely** | **(2) High** | **(3 Medium** | **(3) Medium** | **(4) Low** |
| **Very unlikely**  | **(3) Medium** | **(3) Medium** | **(4) Low** | **(4) Low** |

| **Activity** | **Hazards** | **Risk Score before Control Measures** | **Risk Control Measures** | **Risk Score after Control Measures** | **Who is Responsible?** |
| --- | --- | --- | --- | --- | --- |
| List the tasks required in sequence | List the hazards that could cause injury when the task is performed. | List the control measures required to eliminate or minimise the risk of injury arising from the identified hazards |
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