### 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)

### man17Danger - Do not operate without guardfs

*examples only, select signs from page 2 and copy and paste*

**‘remove this arrow’**

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| --- |
| **HAZARDS** |

### *Refer to Risk Assessment*

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

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| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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| --- |
| **OPERATIONAL SAFETY** |

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

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| --- |
| **POST-OPERATIONAL** |

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
|  |  |

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| --- |
| **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.*

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

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| **MAINTENANCE** |

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

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| **REFERENCES (EG. MANUFACTURER’S MANUALS / AUSTRALIAN STANDARDS)** |

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised by Supervisor: |  |  |  |
| *Name* | *Signature* | *Date* |

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









