

SAFE WORK PROCEDURE (TEMPLATE)

SS-WHS-SAF-000

Authorised By:
Rev 1 29/09/2023



TASK NAME / ACTIVITY	
SITE / PROJECT NAME	

APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL		

PERSONAL PROTECTIVE EQUIPMENT				
<input type="checkbox"/> Hard Hat	<input type="checkbox"/> High Vis Clothing	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Face Shield
<input type="checkbox"/> Safety Boots	<input type="checkbox"/> Safety Gloves	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES	

PERSON AUTHORISING USE OF SAFE WORK PROCEDURE		
Name:	Signature:	Date:

JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY

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Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	Certain (5) 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

