

# SAFE WORK PROCEDURE (TEMPLATE)

SS-WHS-SAF-000

Authorised By:  
Rev 1 29/09/2023



<b>TASK NAME / ACTIVITY</b>	
<b>SITE / PROJECT NAME</b>	

<b>APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL</b>		

<b>PERSONAL PROTECTIVE EQUIPMENT</b>				
<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:

<b>REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES</b>	

<b>PERSON AUTHORISING USE OF SAFE WORK PROCEDURE</b>		
Name:	Signature:	Date:

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

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Risk Matrix		Consequences				
		Insignificant (1) No injuries/ minimal financial loss	Minor (2) First aid treatment/ medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospital / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	<b>Almost Certain (5)</b> Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	<b>Likely (4)</b> Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	<b>Possible (3)</b> Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	<b>Unlikely (2)</b> Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	<b>Rare (1)</b> Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

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WORKER SIGNOFF			
Name:	Signature:	Name:	Signature:
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