

Safe Work Procedure Template

Task Name:

- Date Prepared:
 - Date Reviewed:
 - Prepared by:
 - Reviewed by:
-

1. Personal Protective Equipment (PPE) Required

[List all required PPE for this task]

2. Tools and Equipment Required

[List all tools and equipment needed for this task]

3. Potential Hazards

[List all potential hazards associated with this task]

4. Pre-Task Safety Checks

- [Insert pre-task safety check]
 - [Add more as needed]
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5. Safe Work Procedure Steps

Step No.	Description of Task	Potential Hazards	Safety Controls
1	[Describe step]	[List hazards]	[List controls]
2	[Describe step]	[List hazards]	[List controls]
3	[Describe step]	[List hazards]	[List controls]
[Add more rows as needed]			

6. Emergency Procedures

[Outline specific emergency procedures related to this task, including contact information and first aid measures]

7. Clean-up Procedures

[List steps for proper clean-up and waste disposal after completing the task]

8. Training Requirements

[List any specific training required to perform this task safely]

9. Related Documents

[List any related policies, procedures, guidelines, or manuals]

10. Approval

- Approved by:
 - Signature:
 - Date:
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11. Important Notes

- Review and Update: Regularly review and update this SWP, especially when changes in the task process or environment occur.
 - Training: Ensure all workers are trained on this procedure before performing the task.
 - Accessibility: Keep this document easily accessible to all relevant personnel.
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Revision #2

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