

# 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]

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## 2. Tools and Equipment Required

[List all tools and equipment needed for this task]

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## 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]			

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## 6. Emergency Procedures

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

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## 7. Clean-up Procedures

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

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## 8. Training Requirements

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

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## 9. Related Documents

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

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## 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

Created 4 September 2025 19:51:10 by Nathan Keenan

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