Appendix E

HAZARD MANAGEMENT – SAFE OPERATING PROCEDURE (SOP)

NAME OF THE TASK/ACTIVITY					**DATE:**
LOCATION					Insert photo (Optional)
RISK ASSESSMENT (RA) NAME & NUMBER					
Residual risk rating on the RA	☐ **Low**	☐ **Medium**	☐ **High**	☐ **Very High**	
Hazards identified on the RA					

PERSONAL PROTECTIVE EQUIPMENT

[detail which PPE is required and when it is to be used]

DESCRIBE, IN SEQUENCE, STEPS TO COMPLETE THE ACTIVITY SAFELY

Pre-operational checks

Operational checks/steps to complete the activity from start to finish (including transport and waste disposal where relevant)

On completion of work – steps to make safe (including clean up, any waste disposal & service/maintenance requirements)

Emergency and Spill Procedures, Transport or storage requirements (where relevant), First aid/Medical

Prepared by			
People involved in the drafting of this SOP			
Person authorising the SOP	Name:		Signature
	Position:		

This Safe Operating Procedure must be reviewed after any incident/injury associated with this activity or when a risk assessment is reviewed.