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| **HAZARD MANAGEMENT – SAFE OPERATING PROCEDURE (SOP)** **DECISION TOOL** |

**Supervisors or person in control of the activity/area:**

**Does the activity require the handling of a**

**hazardous chemical?**

**(see overleaf)**

**Does the activity require the operation of hazardous plant/equipment?**

**(see overleaf)**

**Is the activity assessed**

**as low risk?**

**(i.e.There is no expectation that an injury/illness will occur. If there was an injury/illness, treatment would be very minor/negligible**

**e.g. first aid treatment requiring a band aid)**

**A formal**

**Safe Operating Procedure**

**is not required**

**as a control measure**.

**Yes**

**No**

**No**

**Yes**

**Yes**

**No**

* **Is there a serious risk of injury/illness if a specific step by step operating process is not followed by the worker(s)?**

**or**

* **A proficiency based instruction is required in order for the worker to control the hazard(s).**

**No**

**Yes**

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**A Safe Operating Procedure is required**

**Complete a SOP in consultation with the workers who complete the activity**

**and in accordance with the Hazard Management HSW Handbook Chapter**

**using the template Appendix C.**

**Ensure the SOP is available to workers for reference in the local area.**

**Benefits of a well-documented SOP**

* Demonstrates that all reasonably practicable steps have been taken to eliminate or minimise the risks of a work activity
* Assists in the provision of information and/or instruction where applicable
* Provides consistency and quality control of the process
* Improves productivity as workers know what’s expected – no reminders

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| **Hazardous chemical** | **Hazardous plant/equipment** |
| A substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS), including a classification referred to in Schedule 6 [Work Health and Safety Regulations 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:  (a) acute toxicity – oral – cat 5  (b) acute toxicity – dermal – cat 5  (c) acute toxicity – inhalation – cat 5  (d) skin corrosion/irritation – cat 3  (e) serious eye damage/irritation  (f) aspiration hazard – cat 2  (g) flammable gas – cat 2  (h) acute hazard to the aquatic environment  (i) chronic hazard to the aquatic environment – cat 1 – 4  (j) hazardous to the ozone layer. | Any plant/equipment used for a work/task related activity that:   * has the potential: * to entangle, crush, cut/stab/puncture, trap, shear, tear or strike (i.e. safe-guarding is required); * for a pinch point to trap any part of the body or catch loose clothing, hair etc (e.g. conveyor, gears, loaders and other moving equipment); * for a worker to come into contact with fluids under high pressure; * to cause a serious burn/injury; * to expose the worker to live electrical conductors; * to expose the worker to gases/vapours/liquids/dusts/other substances triggered by the operation; * to explode or implode; * to exceed safe noise levels; * for the worker to adopt poor posture (see definition for a Hazardous manual activity); * to overturn, collide with another person or thing (e.g. moving powered plant); * lifts or suspends a load; * is an industrial robot or other remotely or automatically energised plant at the workplace; * involves non-ionising radiation or high level magnetic fields; * requires registration in accordance with Schedule 5 of the [Work Health and Safety Regulations 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx).   Refer to the [HSW Handbook chapter Plant/Equipment Safety Management](http://www.adelaide.edu.au/policies/3043/?dsn=policy.document;field=data;id=5182;m=view) for additional information. |