



## Safe work procedure

Use this template to record your safe work procedure after analysing a particular task in your workplace. For details see our *Process for developing safe work procedures*.

Task: \_\_\_\_\_

**Safety risks e.g. electricity, moving parts, noise:**

**You must wear this personal protective equipment when doing this task:**



Gloves, safety glasses, mask.

**Safe work procedure approved by:**

\_\_\_\_\_  
Manager's name

\_\_\_\_\_  
Manager's signature

\_\_\_\_\_  
Date