**Appendix C**

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

**Only to be completed where required as a control measure under a Risk Assessment**

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| A document setting out the requirements to carry out the work in a safe and healthy manner and in a logical sequence.It must be able to be easily read by those who need to know what has been planned. It is relevant to the following people:* the worker carrying out the work; and
* the person who has management and control over the work.
 | A SOP, if identified as a control measure, is to:* identify the work;
* specify/address the identified hazards relating to the work;
* describe the measures to be implemented to control the risks;
* take into account the circumstances at the workplace that may affect the way in which the work is carried out;
* take into account emergency management arrangements where applicable; and
* be communicated to all workers who carry out the work.
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| **NAME OF THE TASK/ACTIVITY** |  | **date:**  |
| **LOCATION** |  | Insert photo(Optional) |
| **Risk assessment (RA) NaMe** |  |
| **Residual risk rating on the RA** | [ ]  **Low** [ ]  **Medium** [ ]  **High** [ ]  **Very High** |
| **Hazards identified on the RA**  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (be specific AND specify ppe TO BE WORN during the task)** **(delete the ROW IF NOT APPLICABLE)** |
|  | Eye protection: [ ]  Safety glasses [ ]  Eye shields [ ]  Safety goggles [ ]  Other:  |
|  | Face protection: [ ]  Dust goggles [ ]  Face shield [ ]  Visor [ ]  Face mask [ ]  Dust mask [ ]  Other:  |
|  | Respiratory protection: [ ]  Half face mask [ ]  Air-purifying respirator [ ]  Supplied air respirator [ ]  Other:  |  | [ ]  Full face mask  |
|  | [ ]  Long hair must be contained or covered[ ]  Other:  |
|  | Head protection: [ ]  Hard hat [ ]  Other:  |
|  | Hand protection: [ ]  Rubber [ ]  Cut resistant [ ]  Leather [ ]  Vinyl [ ]  Neoprene [ ]  Nitrile [ ]  Barrier creams[ ]  Other:  |
| This sign indicates mandatory use of protective footwear. - Torsten Henning | [ ]  Enclosed footwear: [ ]  Footwear that is resistant to spills of hazardous substances [ ]  Boots with steel caps[ ]  Other:  |
| https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcTxVOIa2xNWNJSJTdfXfix9-FAAGmPy9u8aHUdCg0-bB5T0LY9e | Protective clothing: [ ]  Lab coat [ ]  Gown [ ]  Long sleeves [ ]  Long pants [ ]  High visibility [ ]  Helmet [ ]  Sun protection[ ]  Other:  |
| **man16** | Hearing protection [ ]  Ear plugs [ ]  Ear muffs [ ]  Other:  |

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| **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 SOP must be reviewed after any incident/injury associated with this activity or when a Risk assessment is reviewed.** File your completed SOP as instructed by the Supervisor/Person in control of the area/activity and retain the SOP in accordance with the StateRecords of SA, General disposal [Schedule](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) No. 30 issued under the State Records Act 1997. (Contact the University’s [Records Management Office](https://www.adelaide.edu.au/records/records-services) for further assistance/information if required.) |