**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](http://chemistry.about.com/od/healthsafety/ig/Laboratory-Safety-Signs/Protective-Footwear-Sign.htm) | 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 State  Records 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.) | | | |