



SAFE WORK PROCEDURE TEMPLATE

TASK: _____

Facility: All schools	Written by:	Approved by:	Date created:	Date of last revision:
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Hazards Present:	Personal Protective Equipment (PPE) or Devices Required:	Additional Training Requirements:
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Notes:

Safe work procedure:

Guidance documents/ standards/ legislative requirements:	Employee name: _____
	Employee signature: _____
	Date of review: _____