

Name of Procedure or Operation:	Project Name:
Job Number:	Location:
Written by:	Subcontractor Name (if applicable):
Reviewed by:	Date Created/Last Reviewed:

Practice: Always refer to Acts & Regulations for place of work to ensure compliance. DETERMINE & RATE HAZARD LEVELS FOR EACH STEP.

Hazard Levels: (H) High (M) Medium (L) Low

Tools / Equipment / Materials Required		Personal Protective Equipment	
•	•	•	•

Document the Key Steps of the Safe Work Procedure in the Order (first to last) they must occur:

Step No.	Description of Step	Potential Hazards	Hazard Level	Permits, Safety Precautions, Equipment, PPE, Recommended Action or Procedure
1		•	H M L	•
2		•	H M L	•
3		•	H M L	•
4		•	H M L	•

5		•	H M L	•
6		•	H M L	•
7		•	H M L	•
8		•	H M L	•

Work procedures which are new to the work force, have a *medium to high risk of injury*, or expose workers to *unusual hazards* must have written safe work procedures. **Make procedure site-specific. Document all changes to procedure.**

Copies to:		For Action
Copies to:		For Information
Supervisor's Signature:		Date/Time:

Print Name

Signature

Reviewed with Workers (Print Name & Sign):
