



**SAFE WORK PROCEDURE TEMPLATE**

**TASK:** \_\_\_\_\_

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

**Safe work procedure:**

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