Owner: Health, Wellbeing and Safety (HR)

Last Review: 23 July 2019

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| **Description of Work** |  | | |
| **Risk Assessment Required?** | | *Is a Risk Assessment required before the work is carried? (or in some circumstances)* | |
| <insert relevant photo if possible> | | | Potential Hazards:  *For example:*  Hazardous chemicals/radiation/biological materials, sharps to be used, high voltage, swarf produced, speed of operation, possibility of infection/allergy. |

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| **Personal Protective Equipment (PPE) Required** | | | | | | | |
| *hand protection* | *dust mask* | *safety goggles* | *face shield* | *foot protection* | *hearing prot* | *safety apron* |  |
| Gloves | Face Mask | Safety Glasses | Face Shield | Specific Footwear | Hearing Protection | Protective Clothing |  |
| Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |  |
| Specific requirements (e.g. type of glove, hearing protection) or other PPE | | | | | | | |

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| **Safe Operating Procedure Checklist: Before Starting** | |
| **Supervisor** |  |
| **Job Safety Assessment** |  |
| **Authorisation** | *With especially laboratory or workshop processes, it is vital to clearly identify who can do this work* |
| **Before Starting** | *For example:*   * Permits required to undertake technique/process or use equipment/machinery * If required, procedures and personnel that provide authorisation * Are isolations required? * Training/supervision/licences/skills required for task * Vaccinations, antidotes or other precautions * Specific requirements to perform activities, for example after hours ( prohibit activity, two people in room, buddy system, etc.) or with student use * Location of further information about the hazards, e.g. material safety data sheets, radiation safety manual, laboratory safety manual * Preparation of area, materials, person required before commencing task |
| **Tools and equipment** | *For example:*   * Fume cupboard, glove box, local exhaust ventilation, biosafety cabinet, radiation laboratory. |
| **Emergency procedures** | *If an accident or other unexpected event occurs, what are the emergency procedures to get first aid, to shut down processes. Who should be notified?* |

| **Step by step procedures for task (include all routine steps including set up and close down)** | |
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| **Safe Operating Procedure Checklist: after finishing** | |
| **Clean-up procedures** | *For example:*   * Swarf removal, decontamination of glassware, cleaning of benches, storage of used materials, carcass removal. |
| **Waste disposal procedures** | *For example:*   * For chemical/biohazardous/radioactive waste, broken glassware, wood dust, rags |
| **Record keeping** | * What routine records need to be kept? (maintenance, production) and how should they be kept, who is responsible, what should be done with them (stored), should they be reviewed by someone else? |

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| **Prepared by, and Date:** |  |
| **Approved by, and Date:** |  |