

# SAFE JOB PROCEDURE

Name of Procedure / Task: \_\_\_\_\_ Project Name: \_\_\_\_\_

Written By: \_\_\_\_\_ Job Number: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date Created or Last Reviewed: \_\_\_\_\_

Practice: Always refer to local Legislation for the jurisdiction your are working in. Determine & rate hazard levels for each step.

HAZARD LEVELS: 1 HIGH 2 MEDIUM 3 LOW

Tools / Equipment / Materials Required

Personal Protective Equipment Required

Hard Hat	Hearing Protection as Required
Steel Toed Boots	Dust Mask / Respirator
Safety Glasses	Gloves
Face Shield	Other:

Document the Key Step of the Safe Job Procedure in the their Order (first to last) they must occur:

Step No.	Description of Step	Potential Hazards	Hazard Level	Permits, Safety Precautions, Equipment, PPE Recommended / Action & Procedure to Follow
1				
2				
3				
4				
5				
6				

Step No.	Description of Step	Potential Hazards	Hazard Level	Permits, Safety Precautions, Equipment, PPE Recommended / Action & Procedure to Follow
7				
8				
9				
10				
11				
12				

Worker Name - Print	Worker Name - Sign	Supervisors Name - Print	Supervisors Name - Sign	Date Reviewed

THE SAFETY INFORMATION CONTAINED IN THIS HEALTH & SAFETY MANAGEMENT SYSTEM DOES NOT TAKE PRECEDENCE OVER *Occupational Health & Safety Regulations*, OR ANY OTHER REGULATORY AGENCIES WHICH ALL EMPLOYEES SHOULD BE FAMILIAR WITH.