**SAFE OPERATING PROCEDURE**

This template is intended to assist member businesses develop their own workplace safe operating procedure. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

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SAFE OPERATING PROCEDURE (SOP)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job task** |  | **Date** |  |
| **Consulted With** |  |
| **Developed By**  |  | **To Be Reviewed** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step** | **What to do** | **How to do it** | **Visual aid for processes** | **Hazards** | **Safety Measures****(controls, PPE)** |
| *e.g.* | *task at hand* | *description of task* | *photographs, diagrams* | *applicable to task* | *applicable to task* |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |