**Safe Work Procedure Template**

**Purpose**

*See Appendix A for guidance*

**Scope**

*See Appendix B for guidance*

**Regulations**

*See Appendix C for guidance*

**Definitions**

*See Appendix D for guidance*

**Responsibilities**

*See Appendix E for guidance.*

**Risk Assessment**

[*Attach*](http://rms.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *the completed risk assessment to this document.*

**Training Requirements**

*See Appendix F for guidance.*

**Materials/Equipment**

*See Appendix G for guidance.*

**Safe Work Procedure**

*See Appendix H for guidance.*

**Before Commencing Work:**

**Commencing Work/Work Procedure:**

**Post Procedure:**

**Other Important Information**

**Emergency Rescue and Evacuation Procedures**

*See Appendix I for guidance.*

**Emergency Contact Information**

**Offsite Emergency Communication**

**First Aid**

**Procedures**

*Note: This section is mandatory to complete.*

**Training Requirements**

**Onsite Trained Specialists**

**Review and Retention**

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.

**Document Approval Signatures**

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| Name of Supervisor |
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| Name of Department Head |

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This signature confirms that this document has been reviewed and approved as per the process detailed in Figure 1 of the Safe Work Procedure Guidance Document