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| Procedure Title |  | | |
| School/Business Unit |  | Location (building/lab/  workshop if applicable) |  |

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| SOP Development Date |  | Prepared by |  |
| SOP Review Date |  | Version # |  |

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| **Section 1 - PPE Required** |



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|  | Dust Mask | Face Shield | Foot Protection | Hair Net | Protective Clothing | Respirator | Sun Protection | Breathing Apparatus |
| Compulsory |  |  |  |  |  |  |  |  |
| As needed |  |  |  |  |  |  |  |  |



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|  | Hand Protection | Hearing Protection | Safety Glasses | Safety Harness | Safety Helmet | Safety Vest | Apron/Lab Coat | Welding Mask |
| Compulsory |  |  |  |  |  |  |  |  |
| As needed |  |  |  |  |  |  |  |  |
| Additional PPE/Notes | | | | | | | | |
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| **Section 2 - Potential Hazards** | **Risk Score\*** | **Controls** | **Residual Risk\*** |
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\* The risk score and residual risk is determined by following steps 1-4 below in the risk score calculator below.

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| **Section 3 - Procedure** |
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| **Section 4 - Spill Procedure and Waste Disposal** |
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| **Section 5 – First Aid** |
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| **Section 6 – Incident Management** |
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| **Relevant Australian Standards / Codes of Practice / Legislation** |
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| **Relevant Safety Data Sheets** (can be obtained via UNE subscription to ChemWatch) |
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| **Plant & Equipment Required** |
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| **Licenses Required** |
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| **Competencies Required** |
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| **STEP 1** | | | | | **STEP 2** | | | | |
| **Determine likelihood of occurrence** | | | | | **Determine severity/consequence/cost** | | | | |
| **Risk Score Calculator: Definition of Terms** | | | | | | | | | |
| Rare | Likely to occur here only in very exceptional circumstances | | | | Insignificant | No personal injury, or a minor first aid; and/or Reversible env. impact; and/or no media coverage; and/or Financial cost under $2000 | | | |
| Unlikely | Could occur here at some time | | | | Minor | Minor personal injury (first aid treatment); and/or Reversible env. impact requiring minor remediation; and/or Minor adverse local media coverage; and/or Cost $2000-$50,000 | | | |
| Possible | May occur here at some time | | | | Moderate | Serious personal injury (medical treatment); and/or Reversible env. impact requiring moderate remediation; and/or Minor adverse capital city media coverage; and/or Cost $50,000-$250,000 | | | |
| Likely | Will probably occur here (has happened before) | | | | Major | Serious Personal Injury/long term absence; and/or Serious env. impact requiring significant remediation; and/or Major adverse/extended national media coverage; and/or Cost $250,000 - $1m | | | |
| Almost Certain | Is expected to occur here in most circumstances | | | | Catastrophic | Fatality(ies)/ long term impairment; and/or Disastrous env. impact requiring major remediation; and/or Government intervention; and/or Financial cost more than $1million | | | |
| **STEP 3: Determine Risk Score** | | | | | | | | | |
| **Risk Score Calculator: Matrix** | | | | | | | | | |
|  | | | **Severity/Consequence/Cost** | | | | | | |
| **Likelihood** | | | **Insignificant** | **Minor** | | | **Moderate** | **Major** | **Catastrophic** |
| **Rare** | | | 1 | 3 | | | 6 | 10 | 15 |
| **Unlikely** | | | 2 | 5 | | | 9 | 14 | 19 |
| **Possible** | | | 4 | 8 | | | 13 | 18 | 22 |
| **Likely** | | | 7 | 12 | | | 17 | 21 | 24 |
| **Almost Certain** | | | 11 | 16 | | | 20 | 23 | 25 |
| **STEP 4: Determine Risk Score Response Priority** | | | | | | | | | |
| **Risk Score** | | **Risk Score Response** | | | | | | | |
| 23 - 25 | | Severe risk. Highest of priorities. Must be rectified immediately. | | | | | | | |
| 20 - 22 | | Very high risk. Requires urgent attention for quick resolution. Temporary controls to be implemented. | | | | | | | |
| 11 - 19 | | Moderate to high risk. Prompt planning and resolution required with consultation. | | | | | | | |
| 4 - 10 | | Low to moderate risk. Consult and identify controls that are reasonably practicable | | | | | | | |
| 2 - 3 | | Very low risk. Minor issue for monitoring | | | | | | | |
| 1 | | Insignificant Risk | | | | | | | |
| **STEP 5: Implement the Highest Control Possible** | | | | | | | | | |
| **Hierarchy of Controls** | | | | | | | | | |
| Eliminate the hazard | | | | | | | | | |
| Substitute the hazard with something safer | | | | | | | | | |
| Isolate the hazard from people | | | | | | | | | |
| Introduce engineering controls | | | | | | | | | |
| Implement administrative controls | | | | | | | | | |
| Use Personal Protective Equipment (PPE) | | | | | | | | | |

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| **Approval of SOP** | | | |
| Name |  | Title |  |
| Date |  | Signature |  |

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| **Sign Off** | | | | |
| The University shall provide information and training to workers to enable them to perform tasks safely. This section is signed by workers (and supervisors) to indicate their understanding of the Safe Operating Procedure and indicates their competence to complete the job in a safe manner as deemed by their supervisor. Workers should always consult with their supervisor where there is concern about the safety of a task that effects themselves or others. | | | | |
| Date | Worker Name | Worker Signature | Supervisor Name | Supervisor Signature |
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| ***Records Storage Instructions*** |
| *All completed SOPs are to be recorded in TRIM Container XXXXXXX utilising a TRIM license in your School/Business Unit. Completed SOPs are to be published on Safety Hub for ongoing utilisation.* |