

Safe Work Procedures	
Position Title: workers, exhibitors	
Task: ladder work for example	
Department: administrative department	
Performed by	
Position/Job : management	Department/Unit:
Hazards: no hazard	administrative department
Personal Protective Equipment: Mandatory: special equipment (hard hats, gloves, special shoes, protecting glasses) Recommended: special equipment (hard hats, gloves, special shoes, protecting glasses)	
Other equipment required to perform the task safely:	special equipment (hard hats, gloves, special shoes, protecting glasses)
Steps to be taken to complete task safely: (clear description in order of steps to follow to safely perform the task. If required add attach an additional form to list all steps) Note: if the worker believes that they cannot complete the task by following the SWP, or that there may be other hazards that the SWP does not address, they must stop work and report to their immediate supervisor and to the Safety Officer. .	
1	Clear area of tripping hazards/debris prior to commencing task.
2	1m distance to other people, Washing hand often, wear mask always Respect of driving rules,
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