**Safe Operating Procedure (SOP)**

**Human Resources**

**Health, Safety & Wellness**

**Instructions:** Start by writing out your typical procedure step-by-step(the Equipment/PPE sections and miscellaneous info may be filled out at the end). Next, think critically about each step of the procedure. Ask yourself “what are the possible hazards at each step?” and write that in the **Hazards** column. Then think about ways to avoid those hazards or lessen the damage/likelihood of being exposed to that hazard. Often this will result in you identifying different equipment, controls, PPE, or additional steps to take. These can then be used to fill in the “Equipment/PPE needed” section, and incorporated into your step-by-step procedure.

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| --- | --- |
| **Name:**  | **Supervisor:**  |
| **Activity/Task/Procedure/Job/Experiment:**  |
| **Equipment:** | **Personal Protective Equipment (PPE):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description: hand protectionGloves | Description: dust maskRespirator | Description: safety gogglesProtective Eyewear | Description: face shieldFace shield | Description: foot protectionAppropriate Footwear | Description: hearing protHearing Protection | Description: safety apronProtective Clothing |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Specialized PPE:** |
| **Equipment Specifications If Provided:** | **Comments / Miscellaneous Information:** |
| **Steps:** | **Hazards:** | **Mitigation Strategies:** |
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