**SOP – Safe Operating Procedure**

Title of SOP:

Owner of SOP: Date Reviewed:

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| --- | --- | --- | --- | --- |
|  | **Activity** or Step**.**  A brief Description of each step in procedure | **Hazards –** what are the possible hazards associated with this step | **Control Measures**  What can you do to eliminate or minimize the risk from the hazard? | **Person Responsible**  Who is in charge of this step to make sure it is done safely? |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
| **11** |  |  |  |  |
| **12** |  |  |  |  |
| **13** |  |  |  |  |