



## Procedure Title

Page:	Page 1 of 2
Issue Date:	
Document No:	

<b>Business Unit</b>	e.g. Brisbane	<b>Area</b>	e.g. Packaging
<b>Prerequisites</b>	List here any training or qualification prerequisites a person needs before they learn to do this task e.g. Forklift Licence		
<b>Permits</b>	Delete these cells if not required		
<b>Additional PPE</b>	Paste symbols from below for additional PPE required when performing task. (No need to add normal site or area PPE)		
<b>Hazards &amp; Controls</b>	<b>Hazard</b>	<b>Control</b>	
	Add symbols (from below or elsewhere) or warning text for hazards that a person performing the task needs to be aware of. Consider <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Environment</li> <li>• Business Continuity</li> <li>• Reputation</li> </ul>		Explain how the hazard needs to be managed by the person performing the task. No need to mention hazards or controls that are managed in other ways e.g. by engineering controls such as guarding
<b>Tools &amp; Materials</b>	<ul style="list-style-type: none"> <li>• List tools &amp; equipment required to perform the task.</li> <li>• Or change heading to Resources and list templates &amp;/or reference documents</li> </ul>		
<b>Completed Task</b> Insert photo of completed task or distance shot of equipment being operated, to provide context			

## Process

1. Main Step. Make this an action that summarises the sub-steps	1.1 <b>Substep:</b> Make all <b>substeps</b> actions 1.2 <b>Substeps</b> use Style NumHdg2 1.2.1 <b>Subsub</b> steps use Style NumHdg3	(if no picture, merge with cell to the left)
2. Main Step uses Style NumHdg1	2.1 <b>Substep</b>	
3. Main Step	3.1  Use warning symbol against step if a hazard exists 3.2  Or use other symbols to highlight critical steps 3.3	<div style="border: 1px solid black; padding: 5px; width: fit-content;">         Use callouts to point out things on photos or to provide extra instructions       </div>
4. Main Step	4.1	
5. Main Step	5.1	
6. Main Step	6.1	
7. Main Step	7.1 Delete rows not required	

# Job Procedures Template

**M Walker**



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