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| *Name the specific equipment, task or type of tasks covered in this SWP.* | *Insert photo of equipment or task* |
| **Only trained and authorized persons may use this machine** |
| **School / Section / Program / etc** | *Name the work unit where the SWP has been developed and where it applies.*  |
|  |  |
| **HAZARDS** | *List here the hazards that relate to the task, e.g. possible entanglement in rotating components, contact with hot parts, lifting requiring two people, etc…* |
|  |  |
| **PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT** | *Specify here the equipment that is required to perform this task safely, e.g. gloves, face shield, apron, hearing protection, etc. Also mention any safety or emergency equipment required to deal with a mishap, e.g. fire extinguisher, fire blanket, first aid kit, harness and rescue system, etc…* |
|  |  |
| **BEFORE YOU START** | *Describe here other precautions required before starting the task, e.g. any help that must be available, any warning required for others, any special tool or equipment, etc…* |
|  |  |
| **JOB STEPS** | *List the sequence of actions required for the safe and efficient completion of the task. Describe as relevant the steps to be taken to ensure that the hazards identified above do not cause an accident.*  |
|  |  |
| **WHEN YOU FINISH** | *Describe here any requirement to clean up after the job is done, any check to be performed after a given time, any need to properly dispose of waste, any requirement to inform somebody, etc.*  |

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| Authorised by: *[Name and title]* |
| Date of authorisation:  |