OF0011 – Safe Operating Procedure Template

**Disclaimer:** This documentcontains material to assist in meeting environmental management, Work Health and Safety and Quality obligations under the International Standard ISO AS/NZS ISO 9001:2016,14001:2016 and other legislative bodies. This document contains material sourced from Safe Work Australia. Any such material remains subject to copyright © Commonwealth of Australia. [https://www.safeworkaustralia.gov.au/copyright.](https://www.safeworkaustralia.gov.au/copyright)

Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

This document and its contents are © A2Z services 2018 and or the originating source authors and no permission is given for its duplication or copying, in part or in its entirety, for use outside its original purposes as stated within the company.

|  |  |  |
| --- | --- | --- |
|  | Amendment Record  | **Issue #: 1** |
| **Issue Date: 10/09/2018** |

| **Rev. #** | **Date** | **Details** | **Description of Changes** | **Prepared By** | **Approved by** |
| --- | --- | --- | --- | --- | --- |
| Section # | Para. # |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

 SOP\*\*\*\*\* - \*\*\*\*\*

# Table of Contents

Table of Contents 1

Amendment Record 1

1. Scope 2

2. Responsibilities 2

3. Approved Equipment/Consumables/Personal Protective Equipment 2

4. Procedure 2

 **Disclaimer:** This documentcontains material to assist in meeting environmental management, Work Health and Safety and Quality obligations under the International Standard ISO AS/NZS ISO 9001:2016,14001:2016 and other legislative bodies. This document contains material sourced from Safe Work Australia. Any such material remains subject to copyright © Commonwealth of Australia. [https://www.safeworkaustralia.gov.au/copyright.](https://www.safeworkaustralia.gov.au/copyright)

Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

This document and its contents are © A2Z services 2018 and or the originating source authors and no permission is given for its duplication or copying, in part or in its entirety, for use outside its original purposes as stated within the company.

|  |  |  |
| --- | --- | --- |
|  | Amendment Record  | **Issue #: 1** |
| **Issue Date: 10/09/2018** |

| **Rev. #** | **Date** | **Details** | **Description of Changes** | **Prepared By** | **Approved by** |
| --- | --- | --- | --- | --- | --- |
| Section # | Para. # |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

## Scope

This procedure details the safe method of \*\*\*\*\*\*

## Responsibilities

|  |  |
| --- | --- |
| **Responsible** | **Task** |
| Cleaning Technician | Actual Operation |
| Site or Service Unit Team Leader | General Oversight of operation and job Audit |
| Operations Supervisors | Audit of operations of Site and Service unit team leaders and technicians |
| Branch/Area Manager | Audit of Control of operations and Division team leaders |
| General Manager and Operations Manager | Responsible for setting up and monitor safe procedure |

## Approved Equipment/Consumables/Personal Protective Equipment

|  |
| --- |
| **Approved Consumables** |
|  |
|  |
|  |
|  |
|  |
|  |
| **Approved Equipment** |
|  |
|  |
|  |
|  |
|  |

## Procedure