**Universal Mechanical &
Construction Services**

INDUSTRIAL • COMMERCIAL • RESIDENTIAL

544-8882

Operating Procedures Template

Name of Task: ————————————————————————

Description of Task:

Safety Concerns
1. What PPE is required?
2. What safety training is required?
3. Any special equipment needed?
4. Special safety procedures?
5. Has a Hazards review been performed? Date of last review.
6. Specific training required?
7. Ergonomic issues? Physical Demands Description been done?
8. Any Environmental concerns?
9. Specific tools and equipment needed?

10. Area safety rules described?
11. Emergency shut down procedures?
12. Start up review been performed?
13. Site-specific safety orientation needed and performed?

Operating Instructions
(List the instructions that the employee will need in order to perform the task. Keep them short and simple. Include preparation work, job instructions, and clean up information, maintenance work to be done, and disposal of waste products.)

Employees available for training: (List names here.)

_____

_____

Reference Materials:

Review Date: