

Safe System of Work Template

Activity: []

Document ref: []

Date issued: [DD/MM/YYYY]

Prepared by: []

Approved by: []

Location: []

Revision / version no.: []

Review date: [DD/MM/YYYY]

Reviewed by: []

Section 1 — Task assessment

Define the task: what is done, where, how, with what equipment, and by whom.

Section 2 — Hazard identification

List the hazards the task presents and who could be harmed.

Hazard	Who is at risk

Section 3 — Safe procedure

Define the safe working method, step by step, in the order the work will be done.

Step	Safe working procedure
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Section 4 — Implementation

How the system will be put into practice: training and instruction, supervision, and PPE provided.

Section 5 — Monitoring & review

How compliance will be checked, and when the system will be reviewed.

Date	Reviewed by	Comments	Signature

Section 6 — Briefing record

Everyone carrying out this work must be briefed before it starts. By signing below each person confirms: "I confirm I have been briefed on this safe system of work, understand the hazards and control measures, and will work in accordance with it."

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Section 7 — Sign-off

Prepared by

Name

Signature

Date

Approved by

Name

Signature

Date