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**Physical Hazards/Equipment Standard Operating Procedure**

This is a recommended template for a physical hazard or equipment SOP. All work involving particularly hazardous equipment or physical processes requires the completion of Section 6.

Procedure Name		
Procedure Author		
Name of Responsible Person		
Location to be Performed		
Creation Date:	Review Date:	Revision Date:
1.	<b>THIS STANDARD OPERATING PROCEDURE (SOP) IS FOR A:</b>	
	<input type="checkbox"/> Specific laboratory procedure or experiment <ul style="list-style-type: none"> <li>• Examples: Projectile experiments, Tensile strength testing</li> </ul> <input type="checkbox"/> Generic laboratory procedure that covers several processes <ul style="list-style-type: none"> <li>• Examples: heavy equipment, field work</li> </ul> <input type="checkbox"/> Generic use of a specific piece of equipment or variety of equipment with similar hazards <ul style="list-style-type: none"> <li>• Examples: Drill press, grinders, equipment with pinch points, electrical work</li> </ul>	
2.	<b>DESCRIPTION:</b> <i>Briefly describe the process or the equipment that will be used.</i>	
3.	<b>RISK IDENTIFICATION:</b> <i>Identify potential safety hazards.</i>	
	<input type="checkbox"/> Electrical Hazard and/or High voltage <input type="checkbox"/> Sharp Edges <input type="checkbox"/> Pinch Hazard (Belt Drives and Pinch Points) <input type="checkbox"/> Crush Hazard (Heavy Equipment) <input type="checkbox"/> Ambient Temp Greater than 90F or Less than 60F <input type="checkbox"/> Projectiles (Flying Debris) <input type="checkbox"/> Inhalation (Particulate Matter) <input type="checkbox"/> Hot Work (Welding or Cutting) <input type="checkbox"/> Loud Noses (Greater than 85dB) <input type="checkbox"/> Working at Height <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Systems Under Pressure or Vacuum <input type="checkbox"/> Lasers and/or Radiation Producing Devices <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Magnetic Fields <input type="checkbox"/> Cryogenics <input type="checkbox"/> Other Chemicals ( <i>must accompany a Chemical SOP</i> ) <input type="checkbox"/> Other:	
	Notes:	



4.	<p><b>WHAT ENGINEERING CONTROLS WILL BE USED TO MINIMIZE EXPOSURES TO THESE HAZARDS?</b> <i>select all that apply</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Clean Room</li><li><input type="checkbox"/> Shielding</li><li><input type="checkbox"/> Grounding/Bonding</li><li><input type="checkbox"/> Belt Guards</li><li><input type="checkbox"/> Sheaths/Blade Guards</li><li><input type="checkbox"/> Dust Extractor</li><li><input type="checkbox"/> Cooling Fans</li><li><input type="checkbox"/> Exhaust Fans</li><li><input type="checkbox"/> Safety Ladders</li><li><input type="checkbox"/> Interlock Systems</li><li><input type="checkbox"/> Alarms</li><li><input type="checkbox"/> Other:</li></ul>
5.	<p><b>WHAT PERSONAL PROTECTIVE EQUIPMENT IS REQUIRED TO MINIMIZE THESE HAZARDS?</b> <i>select all that apply</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Safety Glasses</li><li><input type="checkbox"/> Lab Coat</li><li><input type="checkbox"/> N95 Dust Mask</li><li><input type="checkbox"/> Cooling Vest</li><li><input type="checkbox"/> Cut Resistant Gloves</li><li><input type="checkbox"/> Cut Resistant Apron</li><li><input type="checkbox"/> Face Shield</li><li><input type="checkbox"/> Safety Toe Boots</li><li><input type="checkbox"/> Insulating Gloves</li><li><input type="checkbox"/> Bonding Strap</li><li><input type="checkbox"/> Welding Mask and Apron</li><li><input type="checkbox"/> Hearing Protection</li><li><input type="checkbox"/> Fall Protection</li><li><input type="checkbox"/> Hard Hat</li><li><input type="checkbox"/> Personal Radiation Alarm</li><li><input type="checkbox"/> Other:</li></ul>
6.	<p><b>STEP-BY-STEP OPERATING PROCEDURE</b> <i>Provide a sequential description of work, including details such as equipment storage locations, identify the designated work area(s), and when special safety equipment is to be utilized. Include all process conditions. Pictures and schematics are recommended for complex setups or equipment. <b>Highlight the steps with the highest hazards.</b></i></p>



7.	<p><b>EMERGENCY PROCEDURES</b></p> <p><i>Indicate how spills, personnel exposure/injury, extreme weather events, and other accidents should be handled and by whom.</i></p>
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