STANDARD OPERATING PROCEDURE

LOCATION: AV STORE

SOP No: PA15 ..................... Version: .......................... Date: 3/4/08 ..........

Dept/Div/School: School of Visual and Performing Arts

Supervisor/Manager: Geoff Gordon

Other Contacts: Technical Staff

HAZARDS:
Trip hazard, Manual handling, Electrical Hazard, Chemical hazard

PROTECTIVE EQUIPMENT AND
Gloves, Eye protection
Any requirements specified in the appropriate MSDS for the products

EMERGENCY
Fire extinguisher – Mounted on wall next to Entry/Exit door.
No equipment is to stored in Entry/Exit.

BEFORE YOU START
Ensure you have all appropriate equipment and have read the relevant SOP for the task/s you are performing.

ALWAYS......................
● Use CSU Incident/Accident Report forms for every accident or incident; this includes near misses.

Things to note:
● Any electrical lead used, to be tagged. See Test & Tag
● Inspect all ladders before using.
● Fire Extinguishers are to be accessible at all times.
● Access beyond front counter is Staff ONLY.
WHEN YOU FINISH

Turn off lights, Set alarm& Lock building.
# OHS Consultation and Approval

(Ensure this section is completed and copied onto rear of SOP)

## OHS Consultation

(Completion Instructions)

Print names and enter signatures and dates to certify that the persons named in this section have been consulted in relation to the development of this Standard Operating Procedure. Note that the OHS Representative (OHS Committee) certifies that consultation has taken place, and may not be involved in the original consultation.

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Manager/Supervisor</td>
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<tr>
<td>First employee using SOP</td>
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<td>Second employee using SOP (if applicable)</td>
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<td>OHS Representative (OHS Committee)</td>
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## SOP Approval

*Name Authorising (Printed):* ..........................................................

*Signature:* ................................................................. *Date:* .........................................