**Standard Operating Procedure for [name of equipment or process] in [Department/Shop/Maker Space]**

***Instructions****: Update this template with details specific to equipment or process in your unit/department/shop/maker space.*

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| --- | --- |
| **TOPIC** | **PROCEDURES** |
| **1. Process** |  |
| **2. Equipment** | {add specifics}. |
| **3. Personal Protective Equipment (PPE)** | Safety glasses, hearing protection, heat resistant gloves, plus any other PPE that may be required based on the [**Shop PPE Hazard Assessment**](https://www.ehs.washington.edu/resource/shop-personal-protective-equipment-ppe-hazard-assessment-guide-1334)**.** |
| **4. Environmental /**  **Ventilation controls** | Ensure equipment is secure so it doesn’t move when in use.  A dust collection system should be attached near the cutting area. |
| **5. Required training or approval** | * Review and observe [general safety practices](https://www.ehs.washington.edu/system/files/resources/staying-safe-shops-poster.pdf). * Refer to the manufacturer’s operating manual for all operating procedures. |
| **6. Inspection requirements before use** |  |
| **7. Safe operating procedures or precautions** |  |
| **8. Waste cleanup** | Avoid waste material build up; clean as you go to prevent a potential dust explosion. Check the dust collection system and make sure it is properly maintained and material is removed frequently. |
| **9. Emergency response and accident reporting** | In case of emergency, dial 9-1-1.  Report any accidents, injuries, or near miss events using [UW’s Online Accident Reporting System (OARS) at](https://oars.ehs.washington.edu/)oars.ehs.washington.edu. |

**Name**:       **Title**:

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: