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Example content:

Document no.	Scope: This instruction applied to the safe general use of a hydraulic power jack. Hydraulic power packs are used for jacking purposes.		
Review date	References :		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
	Do not wear anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery. Wear all required PPE such as Safety glasses Hand protection/gloves .	Only operators who have been	Nil
Safety glasses must be worn at all times in addition to welding mask. Long and loose hair must be contained.			
Appropriate footwear with substantial uppers must be worn. Rings and Jewellery must not Close fitting/protective cloth to cover arms and legs mus worn. Hand protection may be		and legs must be	
be wo	orn.	required for se	ome operations.
Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.			
Pre Operations Safety Checks • Ensure work area is level and clear of all unnecessary equipment and objects • Ensure the object to be lifted is within the recommended lifting range of the trolley jack • .			