|  |
| --- |
| **I. General Information** |
| **Scope of Work Performed:** |  |
| **Departments/ Contractors Involved:** |  |
| **Estimated Start Date:** |  | **Estimated Start Time:** |  |
| **Estimated End Date:** |  | **Estimated End Time:** |  |
| **Work Areas and/or Buildings:** |  |
| **Equipment and Utilities Present:** |  |
| **Buildings/Systems Affected:** |  |
| **Required Safety Measures:** |  |
| **Required Personal Protective Equipment:** |  |
| **Required Notifications:** |  |
| **Required Permits/ Forms/Authorizations:** |  |
| All required permits, forms, authorizations, and procedures must be submitted to the Supervisor in charge of the work and Environmental Health and Safety (EHS) once the work is complete. |

|  |  |
| --- | --- |
| **II. Preliminary Procedure** | **Person(s) Involved** |
|  |  |
|  |  |
|  |  |

| **III. Procedure** | **Estimated Duration** | **Person(s) Involved** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **IV. Emergency Procedures** |
| In the event of a serious injury that requires medical attention:1. Call University Police: 847-491-3456, 911, or dial 456 from any campus phone.
2. Stop all work.
3. Investigate and document the incident, including any required OSHA Injury and Illness information.
4. After the investigation is complete and it is determined to be safe to resume the work, finish the procedure at the last step completed.

In the event an unforeseen condition or situation arises that was not outlined in the Safe Operating Procedure:1. Stop all work.
2. Inform all parties involved of the unforeseen condition or situation.
3. Assess the situation, considering what must be adjusted to complete the work.
4. Communicate the adjustments to those who authorized the Safe Operating Procedure; significant changes or deviations from this Safe Operating Procedure require a new Safe Operating Procedure.
5. Note the changes in the *Notes* section.
 |

|  |
| --- |
| **V. Authorization of the Work to be Performed** |
| Northwestern Departmental Supervisors and their Directors, the Contractor Supervisor (if applicable), and the Environmental Health and Safety Director, or their designees, must review and sign this Safe Operating Procedure prior to the commencement of work, approving/authorizing the work to be performed as specified in theSafe Operating Procedure. Without all signatures, work cannot proceed. |
| **Name** | **Title/Company** (if Contractor) | **Signature/Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **VI. Acknowledgement of the Safe Operating Procedure** |
| All persons involved in the work, including Northwestern and contractor employees, must review, acknowledge, and agree to comply with all the procedures and safety requirements outlined in this Safe Operating Procedure by signing below prior to the commencement of work. |
| **Name** | **Title/Company** (if Contractor) | **Signature/Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **VII. Notes** |
| Write any noteworthy information here, including issues noted during the work or deviations from the outlined Safe Operating Procedure, which must be relayed to and approved by all who authorized the Safe Operating Procedure. |
|  |