

SAFE WORK INSTRUCTION TEMPLATE

TITLE /DESCRIPTION OF ACTIVITY:				
Faculty/Division			School/Unit	
Created By		Document No.		Risk Number
Initial Issue Date		Current Version		Next Review Date
SCOPE:	(List whom this procedure applies to and the specific location this work can be conducted in)			
AUTHORISATIONS:	(List specific operator competency requirements, e.g. area induction, qualifications, certificates, GHS training, supervision. List who can approve that competency has been achieved)			
HAZARDS:	(List all the potential hazards and associated consequence, e.g. chemical exposure – inhalation or skin absorption, leading to irritation, burns, acute or chronic injury)			
SAFETY CONTROLS:	(List the safety controls that are required to be in place, e.g. fume-hoods, biosafety cabinets, emergency equipment, machine guarding, spill kits, personal protective equipment, first aid response, any after-hours work restrictions or rules)			
PRESTART REQUIREMENTS:	(List tasks to be completed before commencement of work, e.g. conduct a prestart safety check of equipment, review chemical MSDS, risk assessment or lab rules, prepare work area, equipment and/or operator)			
INSTRUCTIONS:	(List step by step procedures for the task. You can use photos, flow charts, diagrams etc.)			
CLEAN UP/ SHUT DOWN PROCEDURES:	(List procedures for disposal of waste, decontamination, storage, shut down of equipment)			
EMERGENCY PROCEDURES:	(Provide the emergency response procedures e.g. power isolation procedures, spill containment procedures, first aid response)			
FURTHER INFORMATION:	(List any relevant procedures e.g. Monash procedures, relevant legislation, definitions, reference to other safety information)			

APPROVALS			
Title	Name	Signature	Date
Supervisor			
Safety Officer			

Sample Work Instruction Document

Michal Rosen-Zvi



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