

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 | | | |
| | | | |

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