# SAFE WORK INSTRUCTION TEMPLATE

**TITLE /DESCRIPTION OF ACTIVITY:**

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<thead>
<tr>
<th>Faculty/Division</th>
<th>School/Unit</th>
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<tbody>
<tr>
<td>Created By</td>
<td>Document No.</td>
</tr>
<tr>
<td>Initial Issue Date</td>
<td>Current Version</td>
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<tr>
<td>Risk Assessment No.</td>
<td>Next Review Date</td>
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**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, OHS 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:**
(e.g. fume-hoods, biosafety cabinets, emergency equipment, machine guarding, spill kits, specific personal protective equipment requirements, 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:**
(Emergency response procedures e.g. power isolation procedures, spill containment procedures, first aid response)

**FURTHER INFORMATION:**
(e.g. Monash procedures, relevant legislation, definitions, reference to other safety information)

**APPROVALS**

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<tr>
<th>Title</th>
<th>Name</th>
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<tbody>
<tr>
<td>Supervisor</td>
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<td>Safety Officer</td>
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