



**SAFE WORK INSTRUCTION TEMPLATE**

<b>TITLE /DESCRIPTION OF ACTIVITY:</b>				
<b>Faculty/Division</b>		<b>School/Unit</b>		
<b>Created By</b>		<b>Document No.</b>		<b>Risk Assessment No.</b>
<b>Initial Issue Date</b>		<b>Current Version</b>		<b>Next Review Date</b>
<b>SCOPE</b>	<i>(List whom this procedure applies to and the specific location this work can be conducted in)</i>			
<b>AUTHORISATIONS:</b>	<i>(List specific operator competency requirements, e.g. area induction, qualifications, certificates, OHS training, supervision. List who can approve that competency has been achieved)</i>			
<b>HAZARDS:</b>	<i>(List all the potential hazards and associated consequence, e.g. chemical exposure – inhalation or skin absorption, leading to irritation, burns, acute or chronic injury).</i>			
<b>SAFETY CONTROLS:</b>	<i>(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)</i>			
<b>PRESTART REQUIREMENTS:</b>	<i>(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)</i>			
<b>INSTRUCTIONS:</b>	<i>(List step by step procedures for the task. You can use photos, flow charts, diagrams etc.)</i>			
<b>CLEAN UP/ SHUT DOWN PROCEDURES:</b>	<i>(List procedures for disposal of waste, decontamination, storage, shut down of equipment)</i>			
<b>EMERGENCY PROCEDURES:</b>	<i>(Emergency response procedures e.g. power isolation procedures, spill containment procedures, first aid response)</i>			
<b>FURTHER INFORMATION:</b>	<i>(e.g. Monash procedures, relevant legislation, definitions, reference to other safety information)</i>			

<b>APPROVALS</b>			
<b>Title</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Supervisor			
Safety Officer			