



SAFE WORK INSTRUCTION TEMPLATE

TITLE /DESCRIPTION OF ACTIVITY:				
Faculty/Division		School/Unit		
Created By		Document No.		Risk Assessment No.
Initial Issue Date		Current Version		Next Review Date
SCOPE	<i>(List whom this procedure applies to and the specific location this work can be conducted in)</i>			
AUTHORISATIONS:	<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>			
HAZARDS:	<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>			
SAFETY CONTROLS:	<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>			
PRESTART REQUIREMENTS:	<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>			
INSTRUCTIONS:	<i>(List step by step procedures for the task. You can use photos, flow charts, diagrams etc.)</i>			
CLEAN UP/ SHUT DOWN PROCEDURES:	<i>(List procedures for disposal of waste, decontamination, storage, shut down of equipment)</i>			
EMERGENCY PROCEDURES:	<i>(Emergency response procedures e.g. power isolation procedures, spill containment procedures, first aid response)</i>			
FURTHER INFORMATION:	<i>(e.g. Monash procedures, relevant legislation, definitions, reference to other safety information)</i>			

APPROVALS			
Title	Name	Signature	Date
Supervisor			
Safety Officer			