**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, 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: | *(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  |  |  |  |
|  |  |  |  |