**SAFE WORK INSTRUCTION TEMPLATE**

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| 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*) | | | | | | |
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| APPROVALS | | | | | | | | |
| Title | Name | | | Signature | | | Date | |
| Supervisor |  | | |  | | |  | |
| Safety Officer |  | | |  | | |  | |
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