

Work Instruction Template

Insert your company's name or logo.

ISO 9001:2015 & ISO 14001:2015

Job No.	Project Number	Date Raised

Title/Description of Activity:					
Location					
Created By		Document No.		Risk Number	
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>				
Authorization:	<i>(List specific operator competency requirements, e.g., area induction, qualifications, certificates, training, and supervision. List who can approve that competency has been achieved)</i>				
Hazards:	<i>(List all the potential hazards and associated consequences, e.g., chemical exposure – inhalation or skin absorption, leading to irritation, burns, acute or chronic injury)</i>				
Safety controls:	<i>(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)</i>				
Prestart requirements:	<i>(List tasks to be completed before the commencement of work, e.g., conduct a prestart safety check of equipment; review chemical MSDS or risk assessments; prepare the 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, and shutdown of equipment)</i>				
Emergency procedures:	<i>(Provide the emergency response procedures, e.g., power isolation procedures, spill containment procedures, first aid response)</i>				
Further information:	<i>(List any relevant procedures, e.g., management system procedures, relevant legislation, definitions, reference to other safety information)</i>				