

Work Instruction

















Work Instruction Title




















1 Overview

This work instruction should be read in conjunction with information on the HSE resources page on QUT's Digital Workplace. If you do not have access to this information, speak to your supervisor. **Please note**, This work instruction does not replace a risk assessment. A risk assessment should be completed prior to creating this work instruction to identify hazards, risks, and appropriate controls.

Faculty/Division	Research Infrastructure - Research Engineering Facility
Purpose	Purpose of WI is...
Training Required	CTO Certificate is required before use
Applicable Documents	
<ul style="list-style-type: none">• Risk Assessment No: XXX• Competency to Operate Required - Filename TBD	

2 Hazards and PPE

Hazards/Risks			
Acids Present		Biohazard Risks	
Electrocution Risks		Explosives Present	
Flammable Items Present		High Temperatures Present	
Hot Surfaces Present		Low Temperatures Present	
Magnetic Fields Present		Noise Present	
Pinch Points Present		Radiation Present	
Radio Waves Present		Slip Hazards	
Toxic Hazards Present		Trip Hazards Present	

PPE Required			
Use the Adjustable Guard		Use A Dust Mask	
Wear a Protective Apron		Use a Breathing Apparatus	
Wear A Coat		Use A Dust Mask	
Wear Eye Protection		Wear a Faceshield	
Wear Protective Footwear		Wear Protective Gloves	
Wear a Half Face Mask		Wear a Hard Hat	
Wear Hearing Protection		Wear High-Vis Clothing	
Wear a Respirator		Wear a Safety Harness	
Use Static Guards		Wash Hands Before & Afte	
Wear a Welding Mask			

3 Emergency Procedure

Emergency Procedure

QUT Security Emergency Ph. 3138 888

Fire, Police, Ambulance Ph. 000 or 112 from a mobile

Add your emergency procedure here. You can create lists

- Point 1
- Point 2

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4 Process

4.1 Pre-Work

You can include figures



Figure 1: Look a figure

And lists

1. Step 1
2. Step 2

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4.2 Work

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4.3 Post-Work

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5 Document Approval

Once approved, this Work Instruction should be kept in accordance with your local area's record keeping procedures. A hard copy should be kept near areas where the work is being done. The document should be amended as required and reviewed every 5 years.

	Name	Role	Date
Author	XXX	XXX	Created: XXX
Verifier	XXX	XXX	Verified: XXX
Approver	XXX	XXX	Approved: XXX
Date for Review	XXX		