

Safe Work Instruction	
Office safety and screen based work	Issue date: 22 October 2008

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Example content:

Scope: This safe work instruction applies to the inspection of offices conducting safe work and the safe work procedures for working with screen based equipment.			Responsible supervisor
References: Relevant jurisdiction OHS Acts, regulations and.	PPE required <input type="checkbox"/> Hard hat or bump hat <input type="checkbox"/> Eye protection <input type="checkbox"/> Hearing protection <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Skills, competencies or qualifications required <ul style="list-style-type: none"> Site specific induction, Manual handling training 	Permits or Licences required
Tools and equipment required <ul style="list-style-type: none"> Appropriate office equipment computers, 		Inspection and Tagging of plant and tools Tagging of equipment leads to be inspected.	
<div style="display: flex; align-items: center;"> <div> <p>Warning</p> <p>Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.</p> </div> </div>			
General		<ul style="list-style-type: none"> This document outlines the steps to be followed for 	

Item	Building	Yes	No	Action required
1.	Office areas			
1.	Is the office building in sound condition?			
2.	All walls, floors and			
3.	Window glass			
4.	Floors free of			
5.	All light fittings			
6.	All lights			
7.	Workplace			
8.	Are any other			
2.	Environment			
1.	Is the temperature			
2.	Do sound levels allow			
3.	Air circulation			
4.	Are lighting			
5.	Is glare from			
6.	Are there any other			
3.	Equipment and fittings			