**Authorization**

* Authorization to undertake the task, process or use the equipment and machinery
* Qualifications, training, and supervision

**Hazards associated with equipment/machinery/materials/technique/process**

* List of hazards associated with task identified in the hazard assessment

**Personal protective equipment**

* List equipment that must be worn by person performing task and others working in the vicinity if applicable

**Environment where task is to be undertaken**

* Room, location (e.g. particular bench, fume hood, glove box, biosafety cabinet
* Specify any limitations for hours of operation, working alone, unattended operations etc.

**Before you start work**

* Reference to any other reference materials, hazard assessment, manuals, MSDS, etc.
* Preparation of area, tools required, notifications or postings

**Emergency procedures**

* Spills, alarms, reporting requirements, notifications to other tenants, contact numbers etc.

**Step by step procedures for task**

* Detail process to include a walkthrough of the task with emphasis on safety instructions.
* Identify in the appropriate part of the instruction any special hazards and controls (e.g. avoid an uncontrolled reaction at the surface of the mixture by adding the concentrated acid to the water).
* Highlight specific operating conditions that must be followed to prevent any safety issues. Identify normal operating parameters (temperature range, operating pressures etc.).
* Ensure that the required controls are described for all the hazards listed above.

**Clean-up procedures**

* Detail special considerations if any required by process (e.g. clean glassware with acetone in Fumehood, oily rags disposed of in proper container.

**Waste disposal procedures**

* Specific requirements referencing HazMat, Radiation Manual, Biosafety Manual.

**Maintenance**

* Specify any periodic maintenance required for equipment.
* Identify who is required to do it and what documentation must be in place.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supervisor***