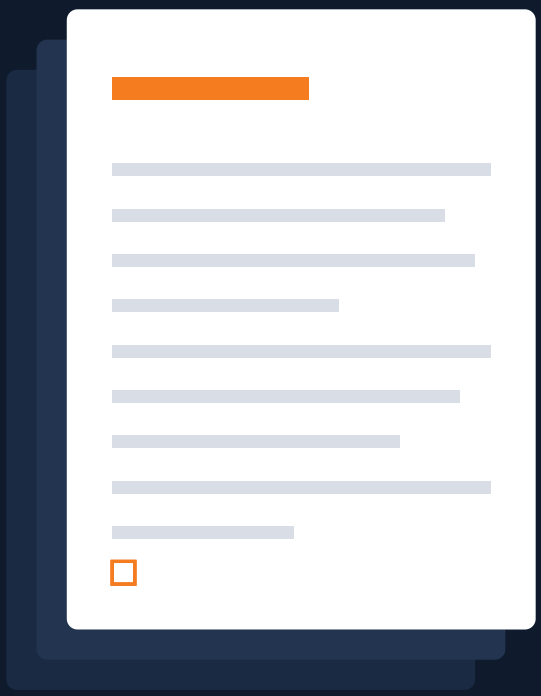
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FREE TEMPLATE

WORK INSTRUCTIONS

# Safety-Critical Work Instruction

High-risk tasks with hazard controls, permits, hold points and mandatory verification.

LEVEL OF DETAIL

Very High

BEST SUITED FOR

Confined space, hot work, working at height, hazardous chemicals

# About this template

Safety-critical tasks need more than steps: they need a risk assessment, permits, named competent people, hold points where work stops for verification, and a rescue plan. Use this template alongside your site's permit-to-work and lockout procedures; it does not replace them.

| Detail | |
|---|---|
| Level of detail | Very High |
| Best suited for | Confined space, hot work, working at height, hazardous chemicals |

## How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

## Document Control

| | | | |
|---|---|---|---|
| **WI title** | | **WI number** | |
| **Revision** | | **Parent SOP** | |
| **Area / workstation** | | **Owner** | |
| **Approved by** | | **Effective date** | |
| **Permit type** | | **Risk assessment ref.** | |

| Version | Date | Author | Summary of changes |
|---|---|---|---|
| *[1.0]* | *[DD/MM/YYYY]* | *[Name]* | *[Initial release]* |
| | | | |
| | | | |

## 01 Task & Hazards

| | |
|---|---|
| **Task** | |
| **Location** | |
| **Permit required** | |

| Hazard | Risk (L x S) | Control | Residual risk |
|---|---|---|---|
| *[e.g. Toxic atmosphere]* | | *[Gas test before entry, continuous monitor]* | |
| | | | |
| | | | |
| | | | |

## 02 People & Competence

| Role | Name | Competence / certificate | Expiry |
|---|---|---|---|
| Performing authority | | | |
| Permit issuer | | | |
| Standby / watcher | | | |
| | | | |

## 03 PPE & Equipment

| | Item |
|---|---|
| ☐ | *[Respiratory protection: type ...]* |
| ☐ | *[Fall arrest harness inspected]* |
| ☐ | *[Gas detector bump-tested]* |
| ☐ | *[Fire extinguisher at work area]* |
| ☐ | *[Communication device tested]* |


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## 04 Steps with Hold Points

*GUIDANCE* *A HOLD POINT means work stops until the named person verifies and signs.*

| # | Step | Hold point? | Verified by | Time |
|---|---|---|---|---|
| 1 | *[Verb + action]* | [YES] | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 05 Emergency & Rescue

| | |
|---|---|
| **Emergency contact** | |
| **Rescue plan / equipment** | |
| **Nearest first aid / eyewash** | |
| **Evacuation route** | |

## 06 Permit Close-out

| | Item |
|---|---|
| ☐ | *[All people out and accounted for]* |
| ☐ | *[Area left safe; tools removed]* |
| ☐ | *[Isolations removed in correct order]* |
| ☐ | *[Permit signed off and returned]* |


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## 07 Authorisation

*GUIDANCE* *Approved by the area owner and a safety representative.*

| Role | Name | Signature | Date |
|---|---|---|---|
| Prepared by | | | |
| Area owner | | | |
| Safety representative | | | |

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# Need this document written, reviewed or formatted for you?

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API references, integration guides, manuals, specs and knowledge bases.

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