# Handling and safety instruction

Handling and safety instructions describes how a certain work or work step is to be performed and what protection measures, including the use of personal protective equipment, are needed in the various work steps.

Manuals, or suggestions for handling and safety instructions prepared by someone outside the organization, such as a supplier of equipment, a company or organization, can be used as a basis for the employer's instructions.

It is important that the issuer of written instructions ensures that these are adapted to current conditions and that they are easy for employees to understand.

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| Location (building and room):  |  |
| Date:  | Issuer:  |
| Reviewer:  | Approved by:  |
| Revision number:  |  |

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| 1. Preparation, control of equipment and protective equipment (what preparations are required, what protective equipment is needed, etc.):
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| 1. **Work description (step by step, in what order, what measures are to be taken to reduce the risks, when and what protective equipment is to be used):**
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| 1. **After completion of work (waste management, decontamination, cleaning):**
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| 1. **In the event of an accident (what action can be taken, what should be notified, call for help):**
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| 1. History of revision
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| **Date** | **Description of the revision/the revision is performed by** |
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