**Only appropriately trained and or inducted personnel may undertake activities.**

**If you have an incident, report it immediately.**

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| **SCOPE** *– List the area that this SWI will be used* |
|  |
| **AUTHORISATIONS** *– Licences, Permits, Approvals* |
| * *Licence checked*
* *Permits approved*
* *Additional approval*
 |  |  |  |

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| **RISKS** *– List the risk that is associated with the activities*  |
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| **PERSONAL PROTECTIVE EQUIPMENT** - *The following PPE is necessary to complete the task.*  |
| [ ] foot protection | [ ] safety vests | [ ] hearing prot | [ ] head protection | [ ] hand protection | [ ] dust mask |
| [ ] hair protection | [ ] safety apron | [ ] protective clothing | [ ] harness | [ ] safety goggles | [ ] face shield |

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| **OTHER PROTECTIVE EQUIPMENT** |
| * *If applicable, list what other protective equipment that is required. Example; Stinger suit*
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| **INSTRUCTIONS** |
| * *Pre-start Checks*
* *Permits*
* *Detail the ‘normal’ steps to complete tasks. Keep detail to a minimum, but be sure to list all major steps to work safely*

 **<can be used to emphasise critical safety points in the process>** |

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|  **COMPLETION of TASKS & HOUSEKEEPING** |
| * *List all housekeeping requirements. For example:*
* *Always turn off any equipment when not in use*
* *Keep work area clean by placing rubbish in bin*
 |

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| **EMERGENCIES**  |
| * *In the event of an emergency, is there a plan available*
* *??*
 |

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| **REFERENCES** |
| Document resources that can be referenced for further information. Hyperlink if possible |