**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* | | | |
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| **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 |