

Safe Work Instruction - How and when to use

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.
Additional training may be required for high risk plant/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT (select appropriate PPE option, delete irrelevant options)



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Hand protection must be worn



P2 face mask must be worn when airborne dust or fumes are created



Foot protection and spats must be worn



High visibility clothing must worn



Half face mask respiratory protection must be worn



Protective body clothing must be worn



Head protection must be worn



Welding mask must be worn



Face protection must be worn



Safety harness must be worn



Walk-a-Round

POTENTIAL HAZARDS AND RISKS (select appropriate drop down option, include additional Hazards and Risks under Other, delete irrelevant options)



Entanglement

Select option from drop down list



Shearing

Select option from drop down list



Struck by Moving Object

Select option from drop down list



Exposure to High Pressure Fluid

Select option from drop down list



Manual Task Injury

Manual task injury from repetitive movements



Crushing

Select option from drop down list



Explosion

Explosion of gases, vapours or liquids



Cutting, Stabbing or Puncturing

Select option from drop down list



Slip, Trips, Falls

Select option from drop down list



Electrical Shock or Burn

Select option from drop down list



Other

Select option from drop down list

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist if applicable
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Seat belt to be worn (use this when applicable)

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Check power lead is in good working order and does not create a trip hazard (use this when applicable)

- ✓ Before making adjustments bring plant to a complete standstill and isolate (use this when applicable)

ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from combustibles
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.