

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 Expert

This SWI may not cover all possible hazards and risks and should be read in conjunction with the site specific risk assessment. Additional training may be required for high risk plants.

Before **developing** a SWI, conduct a risk assessment in consultation with relevant workers.

If the SWI will be used across other areas of Council, it will be Corporate and completed by the WHS Risk Unit. If the SWI is specific to an area, it will be a Group SWI and completed by the relevant Group.

Check on the WHS Risk web site that the SWI doesn't already exist, or contact the WHS Risk Unit 4429 3402.

PERSONAL PROTECTIVE EQUIPMENT (select appropriate options)



Eye protection must be worn



Long and loose clothing must be contained or covered

Hand protection must be worn

High visibility clothing must be worn

Head protection must be worn



Welding mask must be worn

Safety harness must be worn

This section outlines PPE listed in the manufacturer's guidelines and the risk assessment. Select the appropriate PPE options and delete irrelevant options. PPE will be determined by the site specific risk assessment. If a specific item of PPE is required, such as a face mask or gloves, include these items in the site specific risk assessment. All PPE symbols are taken from AS 1319-1994

POTENTIAL HAZARDS AND RISKS (select appropriate options, delete irrelevant options)

Entanglement

This section is where the hazards and risks associated with the plant or task are. Select the appropriate drop down options, and include additional Hazards and Risks under Other. Delete irrelevant options. Hazards and Risks included in SWI's are taken from:

- Manufacturer's guidelines
- Codes of Practice (Managing risks of plant in the workplace)
- Reviewing safety information
- Reviewing hazards and incidents
- Worker consultation

Crushing

Select option from drop down list

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the checklist if applicable
- ✓ Ensure you have the correct controls
- ✓ Ensure that the plant is functional in accordance with the manufacturer's guidelines
- ✓ Seat belt to be worn (use this when applicable)

This section outlines steps to be performed before commencing work. These steps are taken from:

1. Manufacturer's guidelines
2. Worker consultation

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant in accordance with the manufacturer's guidelines
- ✓ Ensure no personnel are in the operating plant
- ✓ Check power does not create a hazard (if applicable)

This section outlines the steps required to work safely. These steps are taken from:

1. Manufacturer's guidelines
2. Worker consultation

To create a SWI you must first approach the WHS Risk Unit to ensure the creation of a new SWI is warranted – then they can arrange access to the Blueprint.

Once this step is completed creating a SWI is simple:

1. Open Word
2. Respond in TRIM tab
3. Create a Document
4. Using a template
5. Template click the quick select button (small yellow folder)
6. Select + Next to Policies / Procedures / Processes / SWMS / Plans – Templates
7. Select Safe Work Instruction
8. OK
9. Fill in as per prompts
(Note: to continue consistency ensure titles are named: Safe Work Instruction – [NAME])
10. OK
11. Complete SWI Template
12. Save and Close, consult with workers and committees.

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

ENDING OPERATIONS

- ✓ Allow plant to cool before performing 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

This section outlines the steps required when finishing work.

DO NOT

- ✗ Do not use if plant is faulty. 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

This section outlines what not to do in relation to the work activity.

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