**Title:**

**Categories** (**Work activities) –**  *highlight all that reasonably apply.*

* Aviation
* Commissioning
* Construction
* Decommissioning & demolition
* Drilling & completions
* Lifting & hoisting
* Maintenance
* Marine & diving
* Mining
* Office
* Process operations
* Pipeline
* Product handling & storage
* Road transportation
* Wind Power

**Categories** (**High risk situations) –** *highlight all that reasonably apply.*

* Bypassing safety controls
* Confined space
* Driving
* Energy isolation
* Excavating
* Hot work
* Line of fire
* Safe mechanical lifting
* Work authorisation
* Working at height

**Sub-categories (tasks) –** *highlight most appropriate (one or more).*

* Abrasive blasting (sand blasting, or grit blasting)
* Access and Egress
* Anchor handling
* BOP testing/maintenance
* Cables (laying cables, jointing)
* Cementing
* Chemical handling
* Circulating
* Confined space entry
* Cutting and grinding
* Demolition
* Diving
* Electrical work
* Excavation & trenching
* Fabrication and installation of equipment
* Fluid transfer between tanks/storage units
* Fork lift operations
* Gas purging
* General site walking
* Hand tools - Nonpowered
* Hand tools - Powered
* Heavy machinery operations
* High pressure washing
* Hydrotesting
* Inspection and/or testing
* Isolation of hazardous energy - breaking containment
* Isolation of hazardous energy
* Leak repair
* Lifting - crane activity
* Lifting - Manual handling
* Lifting and rigging - non-crane ops
* Maintenance (unplanned emergency, outside of PM)
* Maintenance - planned preventative
* Mooring Line operations
* Offshore wind
* Operations - planned, routine, normal
* Operations - start up
* Operations shut down
* Painting/blasting
* Pipe and tubular handling
* Plug and abandonment
* Remediation
* Rig move
* Running casing
* Scaffolding construction (set up or dismantling)
* Site set-up
* Training & drills
* Testing/sampling
* Transfer to/from vehicle/aircraft/vessel
* Tripping pipe
* Vehicle/aircraft/vessel travel - personnel transportation
* Vehicle/aircraft/vessel travel - product transportation
* Welding
* Work with rotating equipment
* Working from heights - ladder activity
* Working from heights - rope access, etc.
* Working from heights - scaffolding/mobile platforms
* Working over water
* Working with H2S/toxic gas
* Working with Pressurised equipment/pressure testing
* Working with steam hot-water
* Unexploded ordinance works
* Other

**Metadata – to be filled in by the EI Toolbox team**

SEO description

Icon:

Tags:

**Section 1: What happened?**

* Short description of the event
* Typically 4-6 succinct bullet points, ~100 words.
* Be clear on the outcomes/potential outcomes
* Use full sentences.

**Section 1 Image (What happened?)** – leave blank if no image

**Section 2: Why did it happen?**

* Immediate and underlying causes
* Often a mixture of technical and human factors issues
* 4-6 succinct bullet points, ~100 words
* Use full sentences.

**Section 2 Image (Why did it happen?)** - leave blank if no image

**Section 3: What did they learn?**

* The recommendations/lessons to help prevent similar incidents happening
* DOES NOT need to contain a complete ‘how to’ or good practice guidance on how to undertake this task safely.
* 4-6 bullet points, ~100 words.
* Use full sentences.

**Section 3 Image (What did they learn?)** - leave blank if no image

**Section 4: Ask yourself or your team**

4-5 ‘reflective’ questions (usually open questions) to help users engage with the content, e.g.

* How can something like this happen here?
* What would we do in this situation?
* How can we improve the way we do this task?

**Section 4 Image (Ask yourself or your team)** - leave blank if no image