



If you see an unsafe act or unsafe condition, it is your responsibility to **INTERVENE AND REPORT**

### PURPOSE OF IBTE SWOL CARD

- Encourage proactive safety behaviour
- Empower staff & students to speak up
- Prevent incidents/accidents
- Strengthen IBTE's safety culture
- Promote shared responsibility for safety
- Support continuous HSE improvement

### WHEN SHOULD YOU USE A SWOL CARD?

- Unsafe behaviour**  
eg: No PPE, unsafe practices
- Unsafe conditions**  
eg: exposed cables, obstructed walkways, slips & trips, poor housekeeping
- Environmental concerns**  
eg: excessive bird droppings, waste accumulation, chemical/oil spills
- Any HSE non-compliance**

### HOW TO INTERVENE RESPONSIBLY

- 1 Identify Hazard**  
Truly observe & understand what is happening
- 2 Stop & Approach**  
Stop the activity and introduce yourself
- 3 Intervention & Agreement**  
Explain the concern, listen to their explanation, help them recognize the unsafe behavior, discuss possible improvements, and agree on corrective actions
- 4 Record**  
Document findings, intervention details and feedback in the SWOL Card
- 5 Submit**  
Submit to Campus HSE Officer / HSE Officers

Alternatively, if you observe any unsafe act or unsafe condition, you may **report directly to the Campus HSE Officers, HSE Focal Points, or Instructors.**

### HOW TO ACCESS SWOL CARD?

