

SAFE WORK PROCEDURE

ADJUSTMENT OF BEAMS & SHELVING

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:

Safety foot wear, Dust mask, Rubber gloves, Eye, protection, Rubber mallet

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Removal of Particle board shelf	Major injury to limbs and back	Two people required to lift and remove
2. Removal and adjustment of metal beam	Major injury to limbs and back	Two people required to lift and remove
3. Check load not beyond your capacity	Lower back injury	If too heavy or awkward get help to lift and use mechanical devices where possible
4. Adjust beam to correct position	Major injury to limbs and back	Two people to lift and reinstall
5. Ensure safety clips on beams are correctly inserted into racking	Shelf falling causing major injury	Ensure that safety clips are correctly in place before replacing Particle board shelf
6. Replacing particle board shelf	Major injury to limbs and back	Two people required to lift and replace ensuring shelf is in correct position
7. Maintain good housekeeping in area that you are working in	Risk of slip trip and fall	Maintain safe work area

SAFE WORK PROCEDURE

PALLET JACK

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: **Safety footwear**

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Ensure team member has been trained in safe use	Injury to people	Ensure team member trained in safe use
2. Inspect Pallet Jack for safe use	Injury to people	Report unsafe condition and do not use , inform Supervisor , and ensure corrective action implemented
3. Make sure the load you are handling is stable	Injury to people	Ensure safe work load adhered
4. Ensure that pallet jack is secured and stored in a safe place	Injury to people	Maintain safe storage area
5. Maintain housekeeping	Injury damage	Ensure good housekeeping
6. Position the forks evenly under the load	Injury Damage	Maintain safe procedures
7. Ensure that pallet jack is never left on an incline	Injury to people	Maintain safe procedures
8. Use Pallet jack for product	Injury to people	Ensure that people do not use as a scooter , do not allow passengers on pallet jack

SAFE WORK PROCEDURE

ELECTRIC FORK LIFT OPERATION

**REQUIRED AND/OR RECOMMENDED
PERSONAL PROTECTIVE EQUIPMENT:**

**Safety footwear, ear protection,
eye protection, gloves**

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Disconnect Fork Lift from charge (Electric type)	Electrocution, Acid burn	Turn main power supply off Wear gloves and goggles
2. Complete safety daily inspection check of forklift	Unsafe Forklift	Document and date safety forklift inspection
3. Team member must hold a Forklift License	Dangerous Driving	Team member must have forklift license
4. Ensure that keys are not left in unattended Forklifts are to be operated at walking space	Unsafe Act conditions	On going monitoring to ensure that team member retains key , and never leaves in unattended Forklift Ensure safe speed is maintained
5. Daily Inspection of Forklift records to be held on site 5b Operating inside store requires a spotter	Unsafe Forklift Injury to people	Ensure that Daily safety inspection completed and documented and inspection sheets retained on site If unsafe do not use report to Supervisor for corrective action Ensure a spotter is used to ensure that all persons are kept clear
6. Ensure that Forklift is never left unattended, and not to be left on a surface that is on an incline	Property and Injury to people	Ensure that Forklift is turned off, in correct gear and Handbrake on, and chocks in place to prevent rolling
7. Charge	Electrocution, Acid burn	Turn main power supply off before connecting Wear gloves and goggles

SAFE WORK PROCEDURE

STACKING SHELVES

**REQUIRED AND/OR RECOMMENDED
PERSONAL PROTECTIVE EQUIPMENT:**

Safety footwear

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Ensure area is free from hazards	Slip trip and fall	Maintain good housekeeping
2. Check load is not beyond your capacity	Manual Handling Injury	If too heavy or awkward get help
3. Ensure you size up load	Bulky items can cause obstructed views	If too heavy or awkward get help and assistance
4. Ensure correct ladder is used for higher shelves.	Fall	Check ladder for damage, stability
5. Place ladder in position	Fall	Place ladder so that area to be reached is within arms reach, without over extension of the arms
6. Stacking from ladder	Fall	Do not over reach at any time

SAFE WORK PROCEDURE

KNIFE USAGE

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Knife Usage

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Use retractable safety knife	Cuts	Correct knife means safe work, minimise risk of injury
2. Ensure work area maintained in a safe manner free from tripping slipping hazards	Slip trip and fall, and laceration	Maintain good housekeeping
3. Cut away from hands and body, Do Not cut towards	Laceration/Cuts	Always cut away from hands and body
4. When finished job, ensure knife stored secured in safe area	Laceration/Cuts	Ensure blade is retractable
5. Do not use knife for any other purpose other than cutting material	Severe Injury	Maintain safe work procedure
6. When carrying a knife carry by handle	Laceration	Maintain safe work procedure
7. Do not leave knife on bench or unattended	Laceration	Maintain safe work procedure

SAFE WORK PROCEDURE

USING CHEMICALS

REQUIRED AND/OR RECOMMENDED
PERSONAL PROTECTIVE EQUIPMENT:

Gloves, Goggles, Safety Glasses,
Aprons, Safety Footwear, Masks

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Ensure you know what job to do. * Read MSDS sheet - understand it.	Inhalation/contamination.	Understand the task.
2. Select appropriate chemical.	Inhalation/contamination.	Read MSDS sheet - understand it.
3. Wear appropriate attire.	Inhalation/contamination.	As per material safety data sheet.
4. Use chemical.	Inhalation/contamination.	Use as per instructions on label and MSDS.
5. Sealed container when not in use.	Splash in eyes.	Ensure container not damaged.
9. Wash hands after using chemicals.	Contamination	
10. *Ensure adequate ventilation	Inhalation of vapor and mists.	
11. * Do not apply chemical in any other way other than what is said on label or MSDS.		
12. * If you are in doubt as to how to use chemical - do not use it.		
13. * Do not use unlabelled chemicals.		
14. * Do not smoke whilst using/or near chemicals.	Contamination/chemical reaction.	
15. * Don't use chemicals near food.	Contamination	
16. * Report any contamination or ill effects.		
17. * Clean safety equipment when finished.	Contamination	*Only clean with "Hibitane" solution 20 parts water to 1 part Hibitane.
18. * Stow chemical when finished.		Stow in correct storage.
19. * Use the right chemical for the right job.		
20. * Never combine chemicals.	Reaction	

SAFE WORK PROCEDURE

OPERATION AND STORAGE OF ELECTRICAL POWER TOOLS (PART 1 OF 3)

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:

Safety foot wear, ear protection, Eye protection, gloves and sunscreen (where appropriate)

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Know your power tool	Damage, injury	Read instructions, all operators must be inducted and trained. Do not use the machine if you are not confident
2. Guard against electrical shock	Electrocution	Prevent body contact with grounded surfaces. For example; pipes, radiators, ranges, refrigerator enclosures
3. Ensure all appropriate guards are in place	Injury, damage	Read instructions, physically and visually check
4. Keep work area clean	Damage, injury	Maintain good housekeeping
5. Avoid dangerous environments	Damage, injury	Don't use power tools in damp or wet locations or expose them to rain. Keep work area well lit
6. Keep bystanders clear	Injury	All bystanders should wear safety glasses and be kept a safe distance away from work area. Do not let bystanders contact tool or extension cord
7. Store idle tools	Damage, injury	When tools are not in use they should be stored in a dry, high or locked up area.
8. Don't force tools	Damage, injury	Let the tool operate at the rate it is designed for
9. Use the right tool	Damage, injury	Read instructions prior to use. Don't force small tools or attachments to do the job of larger and heavy duty tools

OPERATION AND STORAGE OF ELECTRICAL POWER TOOLS (PART 2 OF 3)

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:

Safety foot wear, ear protection, Eye protection, gloves and sunscreen (where appropriate)

11. Wear proper safety protection	Injury	Refer to instructions and recommendations of management. Do not loose clothing or jewellery which can get caught in moving parts. Rubber gloves and safety foot wear are always recommended when working outdoors. Also wear protective hair covering to contain long hair and keep it away from being drawn in to air vents.
12. Wear safety glasses	Injury	Wear safety glasses at all times. Every day glasses have only impact lenses, they are not safety glasses
13. Protect your lungs	Respiratory illness	Wear a dust mask or other appropriate mask if operations are dusty
14. Wear ear protection	Hearing deficiencies	Wear ear protection at all times
15. Don't abuse the cord	Damage	Never , carry the tool by the cord. Keep the cord away from heat, oil, and sharp edges
16. Secure the work	Damage, injury	Use clamps or a vice to hold the work - both hands are needed to operate the tool
17. Don't overreach	Damage, injury	Keep proper footing and balance at all times. Do not use on a ladder or unstable support
18. Maintain tools with care	Damage, injury	Keep all tools sharp at all times, and clean for best and safest performance. Follow instructions for lubricating and changing accessories
19. Disconnect tools	Damage, injury	Disconnect power when not in use, before servicing, or when changing attachments, blades, bits, cutters, etc.
20. Remove adjusting keys and wrenches	Damage, injury	Check to see that keys and adjusting wrenches are removed from tools before turning on

OPERATION AND STORAGE OF ELECTRICAL POWER TOOLS (PART 3 OF 3)

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:

Safety foot wear, ear protection, Eye protection, gloves and sunscreen (where appropriate)

21. Avoid accidental starting	Injury	Don't carry plugged in tools with finger on switch. Be sure switch is turned off when plugging in
22. Keep bits clean and sharp	Damage and injury through kickback	Check before using
23. Keep hands away from drilling or cutting areas	Injury	Keep hands away from moving parts, do not reach underneath work whilst parts are moving. Do not attempt to remove materials whilst tool is operating
24. Never use tools in an explosive atmosphere	Damage, fire, injury	Check surrounds before operating tools, ie. fuel, fumes etc

SAFE WORK PROCEDURE

LADDER USE

REQUIRED AND/OR RECOMMENDED
PERSONAL PROTECTIVE EQUIPMENT:

Safety foot wear

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Select ladder.	Fall	Select correct ladder for the job. Select a ladder of sufficient length so that it can be used at a slope no greater than 4-1 <i>(Do not use metal ladders or wooden ladders with wire enforcement where electrical hazards exist)</i>
2. Check ladder condition.	Fall	Check ladder for damage, stability. Ensure that non slip foot rests are fitted, and non slip ladder feet are fitted.
3. Place ladder in position.	Fall	Place ladder so that the area to be reached is within arms reach without necessity of over extension of the arms. The top of the ladder must extend 1meter above the platform where platforms need to be accessed.
4. Secure the ladder.	Fall	<i>Ensure that the ladder will not move. The ladder top must be tied with a rope to a fixed fitting so that it cannot slip or fall.</i>
5. Arrange for a second person to hold the ladder secure and to warn passers by.	Fall	<i>Make sure that the second person holds the ladder secure and is able to stay with the ladder for the duration of the job. Tie of the ladder at the top (This is required by law)</i>
6. Climb the ladder.	Fall	Climb no higher that the second rung from the top.
7. Work from the ladder.	Falls, head injury	Secure tools, do not over reach at any time. On completion lower the tools do not drop them.

NOTE: Hot work should never be conducted from a ladder -
arrange for scaffolding to be provided from a licensed sc

SAFE WORK PROCEDURE

LIFTING GENERAL

REQUIRED AND/OR RECOMMENDED
PERSONAL PROTECTIVE EQUIPMENT:

Safety Footwear, Gloves

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Prepare self before any lifting.	Major injury to limbs and back	Check load is intact and not hot, or no sharp projections.
2. Check load not beyond your capacity	Lower Back Strain.	If too heavy or awkward get help to lift and <i>use mechanical devices where possible.</i>
3. Size up load.	Bulky items can cause obstructed view and slips, trips or falls.	Get help with bulky loads, ensure you have clear view and clear pathway.
4. Place feet in proper position to item.	Lifting, from wrong position can cause sprains or strains.	Place feet in front of you but at shoulder width apart.
5. Bend knees.	Risk of major injury if lifting with legs straight.	Bend to crouching position.
6. Take a firm grip of the item with both hands.	Article may slip causing injury or damage.	Lift with arms shoulder width apart.
7. Keep your back straight.	Lifting with bent back creates a weak spot thus injury will result.	Look straight ahead of you.
8. Ensure to keep arms straight and elbows into body.	Strain arms or/and back.	Keep load as close to body as possible.
9. Lift item using legs.	Strain if load too heavy.	Get help to lift if required. Lift together if more than one person lifting load. * Do not bend or twist with load * Do not lift above shoulder level
10. Move item to required Place.	Do not leave load in pathways or unbalanced position.	Move smoothly - Do not run.
11. With liquids.	Spill, scald, burns.	Allow room for liquid movement, use gloves
12. Always use team lifting technique.	Strain.	Mechanical device to be used wherever possible.

SAFE WORK PROCEDURE

USE OF PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
Leather Gloves	General use and any chemical except a corrosive chemical	Ensure there are no tears and fits correctly otherwise contamination and possibility of cut and wounds
Rubber Gloves	Limited to a corrosive and a non-sharp edge metal and non-metal	Always ensure there is no leaks and tears
Coveralls	When using high pressure air or water blow. To minimize oil, grease, lubricant or dirt or chemical from contaminating your skin	Always replace if sign of contamination and itchiness of skin occur
Safety Glasses	To protect your eyes from any small particle and contamination	Ensure that there is a side protector, the lenses are clear and they fit correctly
Full Face Shield	To protect your face and eyes from heavy metal chipping or dirt, general use	Ensure the cleaning of shield otherwise replace with a new one
Dust Mask	To protect and minimize inhaling dust especially chemical contaminated dust. Use in haulpak shovel and drill	Always check the seal for crack and leaks before using it
Half Face Mask & Full Face Mask	Protect and minimize inhaling chemicals	As per SWP 03 & 04
Safety Harness/Waist Strap	To hold securely when working with height and slippery areas. Used in shovel quite often in drill	Ensure that security clips are functioning and the strap is not damaged. Should fit snugly and be comfortable Secure harness to lanyard and ensure that the lanyard does not fall more than 2-4 meters
Safety Footwear	General use for all purposes	Check for wear and tear especially the sole
Safety Wellington Boots	Working with water spray - water proof comfort	Check for wear and tear
Hearing Protection	Hearing Deficiency	Wear earplugs or muffs as instructed.