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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Safe Work Procedure | | | | | new logo | | | |
| **Scope** | | | | | | | | |
| This document defines the Safe Work Procedure for [Insert procedure name]. | | | | | | | | |
| **Application** | | | | | | | | |
| XXX | | | | | | | | |
| **Safety Hazards and Risk Controls** | | | | | | | | |
| **Hazard** | | | **Control Strategy** | | | | | |
| 1. [Insert] e.g. Crushing and other amputation injuries due to clothing and or body parts caught in moving equipment. | | | e.g. training, correct work uniform and machine designed with micro switches, safety cage and electronic controls. | | | | | |
| 1. [Insert] | | | [Insert] | | | | | |
| 1. [Insert] | | | [Insert] | | | | | |
| 1. [Insert] | | | [Insert] | | | | | |
| 1. [Insert] | | | [Insert] | | | | | |
| 1. [Insert] | | | [Insert] | | | | | |
| **Personal Protective Equipment (PPE)** | | | | | | | | |
| Appropriate personal protective equipment must be provided and used. (Tick as appropriate).  PPE must be appropriately selected, individually fitted and workers trained in correct use and maintenance: | | | | | | | | |
| **Safety  Glasses** | **Half face mask** | **Full face mask** | **Protective Gloves** | **Face Protection** | | **Hearing Protection** | **Hi Visibility Vests** | **Protective Body Clothing** |
|  |  |  |  |  | |  |  |  |
| **Helmet** | **Long Hair contained** | **Footwear** |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| **Other PPE not listed (Please list)** |  |  |  |  | |  |  |  |
| **Instrument Calibration** | | | | | | | | |
| Instrument Name | | | Date of Calibration | | | | | |
| [Insert] | | | [Insert] | | | | | |
| **Roles and Responsibilities** | | | | | | | | |
| **Title** | **Role** | | | | | | | |
| 1. [Insert] | e.g. Facilities Management Operators who have been authorized, properly trained and deemed competent to operate the compactor. | | | | | | | |
| **Procedure** | | | | | | | | |
| **Pre-operational Safety Check** | | | | | | | | |
| 1. [Insert] e.g. Carry out a 5 minute hazard identification at the work site. Check that electrical cords are tested and tagged. | | | | | | | | |
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| **Operational Safety Check** | | | | | | | | |
| 1. [Insert] e.g.When unloading bins from trucks; the tailgate lift must be used and bins stored correctly and tidily. | | | | | | | | |
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| **Startup and Operating Instructions (180 Series Compactor)** | | | | | | | | |
| 1. [Insert] e.g. To enter a pin code, press F1 then F2 then the up and down arrows and then press OK for each number. After entering the four digit code, press F2. The hydraulic pump will start up and the paddle will begin to move. | | | | | | | | |
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| **Housekeeping** | | | | | | | | |
| 1. [Insert] e.g. At the end of shift, all areas around and under the compactor and work area are to be cleaned. | | | | | | | | |
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| **Reference Material and Attachments** | | | | | | | | |
| 1. Eg: Environmental Sustainability Policy and Procedures.   3. | | | | | | | | |
| **Authorisation** | | | | | | | | |
| **Approved for use by:**  **MANAGER/SUPERVISOR NAME: SIGNATURE: DATE:** | | | | | | | | |