

Instant Hire Pty Ltd Safe Work Method Statement	Date Accepted
Job: Servicing Diesel Powered Equipment	Managers Approval:
Prepared by A Edgerton Reviewed by G Newman	Issue No Reviewed date

Procedure (in steps)	Possible Hazards	Risk Assessment	Safety Controls
Clean Machine	Manual Handling <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying 	Low	Must observe manual handling procedure as outlined in company safety handbook. Must assess the weight before lifting & seek assistance or use mechanical lifting device.
	Exposure to chemical degreasers causing possible eye and or respiratory aggravation	Low / Medium	Exposed skin areas must be covered up, respirators must be worn for protection, eye protection must be worn and the work area must be well ventilated and clear of personnel. Only water based degreasers to be used - <u>NO PETROLEUM.</u> Read & Understand M.S.D.S for all chemicals being used.
	High pressure water injuries causing abrasions to arms and legs from coming into contact with high pressure water.	Medium	Long pants / long sleeve shirt buttoned up & face protection must be worn. Extreme care must be exercised - pressure washer <u>MUST NOT</u> be modified. All machine washing to done in an approved wash bay, wash bay to be kept clear of personnel when pressure washer is in use.
	Exposure to high noise levels from petrol powered pressure washer and or machine being washed.	Low	Use appropriate P.P.E including ear muffs or ear plugs. Inspect all equipment before use, do not use equipment with faulty mufflers/exhaust systems.

Procedure in steps (Cont'd)	Possible Hazards	Risk Assessment	Safety Controls (Cont'd)
Clean Machine (Cont'd)	<p>Eye damage & irritation from flying debris and dust.</p> <p>Cuts & abrasions from coming into contact with unguarded revolving machinery</p> <p>Crushing injuries from unintentional movement of machine</p> <p>Skin irritation from contact with diesel fuel or oil.</p> <p>Trip, slip and falling from heights injuries.</p>	<p>Low</p> <p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p> <p>Medium</p>	<p>Use appropriate P.P.E including approved safety goggles or face shield.</p> <p>Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to cutting hazards, gloves should be worn if possible. All guards and safety devices to be in place. Do not use gloves around revolving machinery.</p> <p>Make sure machine is on a firm and level surface. Stop engine. Apply park brake or chock wheels. Personal care must be taken at all times & wearing of appropriate PPE including the wearing of approved safety boots</p> <p>Read and understand M.S.D.S. Wear appropriate P.P.E including gloves and long sleeve shirt and long trousers. Clean up any fuel spillages immediately.</p> <p>Use only approved ladders and or access platforms. Do not use damaged or makeshift access platforms. Access machine from dedicated access steps and walkways. Do not jump from cabs or steps.</p>
Inspect Machine	<p>Manual Handling</p> <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying <p>Skin irritation from coming into contact with fuel or oil</p>	<p>Low</p> <p>Low / Medium</p>	<p>Must observe manual handling procedure as outlined in company safety handbook. Must assess the weight before lifting & seek assistance or use mechanical lifting device.</p> <p>Read and understand M.S.D.S for lubricants and fuel. Exercise extreme care when handling fuel and oils. Use appropriate P.P.E including gloves and safety glasses or goggles.</p>

Procedure in steps (Cont'd)	Possible Hazards	Risk Assessment	Safety Controls (Cont'd)
Inspect Machine (Cont'd)	Cuts & abrasions from coming into contact with revolving machinery.	Low / Medium	All engine guards and safety grills must be in place and in good condition. Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to cutting hazards, gloves should be worn if possible, do not use glove around revolving machinery.
	Burns from contact with hot & pressurized radiator coolant and/or hot engine & exhaust components.	Medium	Exercise extreme caution, stop engine and allow to cool for 5 minutes before removing radiator cap. Remove radiator cap slowly releasing pressure. Wear appropriate P.P.E including gloves and safety glasses or goggles, long sleeve shirt buttoned up & long trousers.
	Chemical burns and explosive hazard from contact with lead acid batteries.	Medium	Exercise extreme care. Lead acid batteries generate explosive gases. Keep naked flames & fire away. NO SMOKING. Use appropriate P.P.E including long sleeve shirt buttoned up & long trousers, gloves & approved safety goggles or face shield. Read and understand M.S.D.S for lead acid batteries.
	Crushing injuries from unintentional movement of machine	Medium	Make sure machine is on a firm and level surface. Stop engine & apply park brake or chock wheels. Personal care must be taken at all times & wearing of appropriate PPE including wearing of approved safety boots
	Small hand tool injuries from using faulty hand tools. Cuts & abrasions to hands & arms	Low	Use caution when using hand tools. Do not use worn or faulty hand tools. All power tools and power leads to be inspected tested and tagged before use. Use appropriate P.P.E including gloves when performing service on equipment.

Procedure in steps (Cont'd)	Possible Hazards	Risk Assessment	Safety Controls (Cont'd)
Test run machine	Manual Handling <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying 	Low	Must observe manual handling procedure as outlined in company safety handbook. Must assess the weight before lifting & seek assistance or use mechanical lifting device.
	Respiratory aggravation from inhaling exhaust fumes and/or dust.	Medium	Exercise extreme care when starting machine. Operate machine in a well ventilated area, keep bystanders away. Use appropriate P.P.E including approved respiratory protection or dust mask.
	Eye injuries from debris, dust being blown up by revolving machine parts	Low	Exercise extreme care when operating machine. Do not operate any equipment unless all safety guards and devices are in place and in operating order. Use appropriate P.P.E. including safety goggles. Keep work area clear of bystanders.
	Hearing damage from exposure to high noise levels.	Medium	Inspect machine carefully, never operate any machine unless all exhaust and/or mufflers are in good working order. Keep area clear of bystanders. Use appropriate P.P.E including ear muffs or plugs

Safety Controls (Cont'd)	Possible Hazards	Risk Assessment	Safety Controls (Cont'd)
Test run machine (Cont'd)	Hand and arm injury from exposure to machine vibration and/or coming in to contact with revolving machinery. (White knuckle syndrome)	Low / Medium	Exercise extreme care when operating machine. Do not operate any machine unless all machine guards, handles, rubber mounts, blades, cutting discs and anti vibration devices are in a safe and serviceable condition. Use appropriate P.P.E including gloves but keep gloves away from rotating machinery including revolving blades, wheels and cutting discs. Keep work area clear of bystanders.
	Crushing injuries from unintentional machine movement or machine tipping over	Medium / High	Make sure machine is on a firm and level surface. Apply park brake or chock wheels. Personal care must be taken at all times & wearing of appropriate PPE including wearing of approved safety boots. Keep work area clear of bystanders. Keep clear of crush areas on articulated plant, including steering areas, scissor devices and roller scrapper bars. Use lock pins and safety bars before performing any service.
	Skin irritation from coming into contact with fuel or oil	Low / Medium	Read and understand M.S.D.S for lubricants and fuel. Exercise extreme care when handling fuel and oils. Use appropriate P.P.E including gloves and safety glasses or goggles.
	Electrical Hazards from contact with live power outlets on generating plant	Medium / High	Personal care to be taken at all times. All electrical leads and outlets to be in a safe and serviceable condition with no exposed wiring or damaged leads. Safety switches on generating plant to be in a serviceable condition. Inspect all power outlets & leads before use.

<p>Training requirements for the safe operation of this procedure</p> <ol style="list-style-type: none"> 1. Induction training 2. General OHS legislative awareness 3. Manual Handling (general) 4. Noise 5. Use of PPE 6. Safe machine operation 7. Maintenance procedures 8. Accident notification 9. Fire and emergency procedures 10. Lock out policy 11. Material Safety Data Sheets. 12. Portable appliance tester certification. 	<p>List the required hazard control methods required for the safe operation of the above</p> <ol style="list-style-type: none"> 1. Eye protection 2. Hearing protection 3. Skin protection 4. Approved safety footwear 5. Approved dust mask / respirator
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I have been read and explained this safe work method statement and I understand the document presented to me. Failure to follow this statement may lead to disciplinary action including termination of employment.

Signature..... Print Name.....

Date..... Presented By Signature..... Print Name.....