

SOP - Maintaining - Servicing Small Plant

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Hand protection must be worn



Minimum P2 face mask or respirator must be worn when airborne dust or fumes are created

POTENTIAL HAZARDS AND RISKS

- Entanglement**
Entanglement in moving parts
- Manual Task Injury**
Manual task injury from awkward body posture
- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Other**
Injury from contact with moving parts
- Explosion**
Explosion of gases, vapours or liquids
- Cutting, Stabbing or Puncturing**
Injury from sharp or flying object
- Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Lock off machines if there is a chance the power could be accidentally switched back on
- ✓ Isolate plant and pipelines containing pressurised fluid, gas, steam or hazardous material. Lock off isolating valves
- ✓ Ensure you have the proper tools for the maintenance required

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Release any stored energy, such as compressed air or hydraulic pressure that could cause the machine to move or cycle
- ✓ Support parts of the plant that could fall
- ✓ Allow components that operate at high temperatures time to cool
- ✓ Place mobile plant in neutral gear, apply the brake and chock the wheels
- ✓ Check oil and water levels
- ✓ Ensure ignition key is removed from the ignition before proceeding any further with maintenance

- ✓ Grease all points on steering and pulleys on cutting deck
- ✓ Regularly clean build-up of grass from around pulleys
- ✓ Regularly clean build-up of grass around motor
- ✓ Refer to Operators Manual for regular servicing by workshop

ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from combustibles
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.