

## SOP - Electrical - Generators

**DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.**

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Electrical	Plant & equipment

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

Licence or VOC Required: No

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Current electrical test & tag
- ✓ Public is protected
- ✓ It is safe to proceed

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

#### Tools & equipment required

- ✓ Generator

#### Operating Procedures / Methodology:

##### Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Correct manual handling observed
- ✓ Operate in well ventilated area
- ✓ Connectors are firmly plugged in
- ✓ Switch off all loads before starting
- ✓ Ensure the set is on a level surface
- ✓ Operate in a well ventilated area
- ✓ Do NOT use in areas where inflammable liquids are present
- ✓ Keep extension leads as short as possible
- ✓ Check cable connectors not in wet or moist conditions

##### Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit

### Starting

- ✓ Check fuel and oil levels on the generator set
- ✓ Turn fuel ON and start engine using ignition key (if fitted) or recoil
- ✓ For cold starts use the choke
- ✓ Allow engine to warm up for approximately 5 minutes before switching on loads
- ✓ Switch on power outlets progressively
- ✓ Set is overloaded if engine is labouring
- ✓ If set is being overloaded reduce the number of items being run
- ✓ Do not refuel machine while engine is running
- ✓ Avoid sudden load changes wherever possible

### Stopping

- ✓ *Switch off all loads before shutting down engine*
- ✓ Do not disconnect leads until engine is completely stopped
- ✓ Return ignition key (if fitted) to off position
- ✓ Turn off fuel tap

### Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return equipment
- ✓ Report to your Supervisor

### Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

### Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

### Worker sign-off

Refer to Worker's induction file for signed documents

### DO NOT!

- ✗ Use if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Alter this SOP without Management approval

### Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage work health and safety risks](#)

[Managing the work environment and facilities](#)

[Labelling of workplace hazardous chemicals](#)

[Managing risks of hazardous chemicals in the workplace](#)

[Electrical safety - Managing electrical risks in the workplace](#)

- ✓ Standards

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

AS 3012 Electrical installations - Construction and demolition sites

AS 3760 In-service safety inspection and testing of electrical equipment

ISO45001 OH&S management systems

ISO 31000 Risk management