

## SOP - Removal of Redundant Ductwork

This SOP may not cover all possible hazards and risks associated 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

|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |
| Hardhat                                                                           | Eye                                                                               | Gloves                                                                            | Safety                                                                            | P2 Mask                                                                           | Hi Viz                                                                             | Boots                                                                               |

### OTHER SIGNAGE

|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

|                           |                           |
|---------------------------|---------------------------|
| Recurring Hazards         | Construction work         |
| Asbestos in the workplace | Environment               |
| Damage to Property        | Wildlife in the work area |
| Public areas              | Hazardous Chemicals       |
| Heights                   | Utilities & Services      |
| Electrical                | Tools                     |

#### Training Required:

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

#### Consultation

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

**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
- ✓ Services isolated
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

#### Tools & equipment required

- ✓ Duct lifter
- ✓ Selected hand & power tools

#### 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
- ✓ Ensure adequate lighting

### 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
- ✓ Waste placed into suitable containers and disposed of appropriately
- ✓ Remove any waste inside or on top of the ductwork
- ✓ Place all waste in appropriate containers
- ✓ If ductwork is above 2 metres, a scissor lift or boom lift is to be used
- ✓ Lifting devices are not to be left loaded up and unattended overnight
- ✓ At the end of each day ensure ductwork is secure
- ✓ All sharp edges, any duct protrusions must be made safe

### Ending Operations / Housekeeping:

- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ 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

### **DO NOT!**

- ✗ **Use if plant is faulty. Tag-out and report fault to your supervisor**

### 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

- ✗ **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 and control asbestos in the workplace](#)
  - [How to manage work health and safety risks](#)
  - [Hazardous manual tasks](#)
  - [Managing the work environment and facilities](#)
  - [Manual tasks involving the handling of people](#)
  - [Managing the risk of falls at workplaces](#)
  - [Demolition work](#)
  - [Electrical safety - Managing electrical risks in the workplace](#)
- ✓ Standards
  - AS 1319 Safety signs for the occupational environment
  - AS 1892.1 Portable ladders - Metal
  - AS 1892.2 Portable ladders – Timber
  - AS 1892.5 Portable ladders - Selection, safe use a ladder
  - AS 2293 .2 emergency evacuation
  - AS 2444 fire extinguishers
  - AS 3760 In-service safety inspection and testing of electrical equipment
  - ISO45001 OH&S management systems
  - ISO 31000 Risk management