

## SOP - Removal of Redundant Insulation

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

|   |   |   |   |   |  |   |   |
|---|---|---|---|---|--|---|---|
|  |  |  |  |  |  |  |  |
| Suits   | Eye   | Gloves  | Hardhat   | P2 Mask   | Safety   | 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              | Heights                   |
| Electrical                | Tools                     |

#### 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
- ✓ Services isolated
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ 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

- ✓ Selected hand tools
- ✓ Bags for waste
- ✓ Washing facilities

#### 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
- ✓ Ensure adequate washing facilities are available
- ✓ Review air monitoring requirements regularly

✓ Provide exclusion

zone

### 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
- ✓ Wet mopping and wiping or HEPA vacuum cleaner
- ✓ **If material encountered is suspected of containing Asbestos STOP WORK**
- ✓ **Do not disturb the area and do not attempt to remove the material**
- ✓ Regular housekeeping
- ✓ SMFs must be collected and bagged, sealed in plastic bags
- ✓ SMF collections are to be removed from the site at least daily
- ✓ Authorised records of disposal must be kept
- ✓ PPE must be removed, and face and hands washed thoroughly
- ✓ Upon completion of works remove barricades/signs

### Ending Operations / Housekeeping:

- ✓ Plant shall not have suspended loads
- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ 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

### 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
- × dry sweep or use compressed air or high-pressure water jets for cleaning
- × **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](#)
  - [Confined spaces](#)
  - [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 2601 Demolition of structures
  - ISO45001 OH&S management systems
  - ISO 31000 Risk management