

Work with Silica - SOP

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.

Other SOP may also apply to this task, select other SOP as appropriate. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

			 RESPIRATOR MUST BE WORN IN THIS AREA		
Suits	Gloves	Hardhat	P3 Mask	Safety boots	Safety

OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Outdoor work
Heights	Hazardous Chemicals
Electrical	Utilities & Services
Tools	Plant & equipment

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Silica awareness
- ✓ Manual Handling

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
- ✓ Check all electrical leads for damage
- ✓ Electrical leads positioned to prevent damage

- ✓ Use electrical earth leakage unit
- ✓ 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
- ✓ Notify neighbours
- ✓ Notify regulator
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Selected tools for the task
- ✓ Dust extraction
- ✓ Exclusions zones
- ✓ Signage

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ Complete SWMS
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Test all equipment
- ✓ Dust extraction
- ✓ Arrange air-monitoring if necessary
- ✓ Location of silica is identified
- ✓ Commencement of work authorised

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
- ✓ Put on PPE including P3 full face mask
- ✓ Enter the work area
- ✓ Minimize creation of dust

Ending Operations / Housekeeping:

- ✓ 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
- ✓ Decontamination of work area
- ✓ Decontamination of workers
- ✓ Decontamination of tools and equipment

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

- ✓ Ensure dust does not escape work area
- ✓ Pack away all equipment
- ✓ Remove exclusion zones
- ✓ Check site is clean
- ✓ Handover site to client
- ✓ 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
- × Alter this SOP without Management approval

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Health Monitoring

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

Hazardous manual tasks

Managing the work environment and facilities

Manual tasks involving the handling of people

Managing the risk of falls at workplaces

Safework Australia guidelines