

Title:	ESTATES SAFE WORK PRACTICE SHEETS <i>(to be read in conjunction with the Parent Safety Statement and associated Ancillary Safety Statements of Vice President for Strategic Planning, Communications & Development)</i>				
Ref:	ESTATES SWPS			Rev No.	5
Issued by:	Conor Lait	Approved by:	ISMC	Date:	Dec 16

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ESTATES SAFE WORK PRACTICE SHEETS REVISION TABLE

Revision No.	Date of Rev.	Brief Description of Revision	Location
		<i>Note: This sheet added in Dec 2016</i>	
No.5	Dec 2016	Annual Review <ul style="list-style-type: none"> • Addition of reference to "Clients in Construction" as issued by HSA. • Addition of Forms BPC 1 and BPC2. • Delection of SWPS 106 as road sweeper service no longer carried out by Institute Staff • Addition of "Estates Safe Work Practice Revision Table" 	SWPS 101 SWPS 106 This Page

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

Work Activity: Construction work

Hazards

Accident due to poor planning procedures and construction methods

Person Exposed to Risk

☐ Students ☒ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Construction Work

Controls

All Institute staff responsible for construction work should read “ [Clients In Construction Best Practice Guide](#) “ as issued by the Health & Safety Authority and available to download from their website Hsa.ie

In summary **Construction** is broadly defined and includes;

Maintenance, repair, redecoration, fitting out, alteration, structural cleaning as well as civil engineering and engineering construction work.

A **Project** includes the preparation, design, planning and construction activities.

DKIT are considered to be a Client if the Institute commission, decommission, dismantle or repair building services (mechanical, electrical etc) which are normally fixed to a structure.

DKIT as a Client has duties under the Safety Health and Welfare at Work Construction Regulations 2006, which apply to most construction projects. They apply whether the Institute is doing the work itself or having somebody do it. They apply to small and large projects.

Dundalk IT must

1. Appoint, in writing, a competent Project Supervisor for the Design Process (PSDP) before design work starts. ([Letter Appointment of PSDP](#))
2. Appoint, in writing, a competent Project Supervisor for the Construction Stage (PSCS) before construction begins. ([Letter Appointment of PSCS](#)).
3. Ensure that each designer and contractor appointed has adequate training, knowledge, experience and resources for the work to be performed. The following forms must be used to assess the competency of each;
 - [Form No. BPC 1 PSDP Assessment of Competency](#) (BPC1)
 - [Form No. BPC 2 PSCS Assessment Form](#) (BPC2)
4. Co-operate with the Project Supervisor and supply necessary information.
5. Retain and make available the Safety File for the completed structure.
6. Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the PSCS.
7. Notify the Authority of the appointment of the PSDP where construction is likely to take more than 500 person days or 30 working days on the approved [Form AF1](#)
8. Allow a reasonable amount of time for project completion.

Appointment of Project Supervisors

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

Dundalk IT must appoint in writing a competent Project Supervisor for the Design Process (PSDP) before design work starts and a competent Project Supervisor for the Construction Stage (PSCS) before construction work starts, in order to co-ordinate the design and construction. They must acknowledge in writing that they accept the appointment. There can only be one (PSCS) for one project at a given time.

NOTE:

The Institute does not have to appoint Project Supervisors if the work is routine maintenance work such as cleaning, decorating and repair and:

- there is only one contractor involved;
- the project does not last longer than 30 days or 500 person days;
- the work does not involve a *particular risk* e.g. Working in deep trenches and excavations, falling from a height where there is an aggravated risk of injury, use of chemical or biological substances, including work involving asbestos, work with ionising radiation – usually x-ray examination of structural joints etc., work near high voltage power lines, work over or near water – drowning, work in confined, unventilated spaces, work carried out by drivers using an air supply system, work in a compressed air atmosphere, work involving the assembly or dismantling of heavy prefabricated components.

Competency

When making the appointments of Project Supervisors, DKIT will satisfy itself that those appointed are competent to carry out the duties under the Regulations.

Dundalk IT will make reasonable enquires to check that the person or company to be appointed as the PSDP or PSCS is able to fulfil the responsibilities of the position. A designer or a contractor may be appointed so long as they are competent. To enable an assessment the Institute has adopted Form BPC 1 AND FORM bpc2 which must be completed by the relevant party to enable assessment.

Safety and Health Plan

The safety and health plan will be initiated by the PSDP. It contains information in relation to the project including:

- a general description of the project;
- any other work activities taking place on site;
- work involving particular risks;
- the timescale for the project and the basis on which the time frame was established;
- conclusions drawn by designers and the PSDP having carried out
- design risk assessments and any existing Safety and Health Plan or
- Safety File;
- the location of electricity water and sewage connections so as to facilitate early establishment of welfare facilities.

The purpose of this is to “flag-up”, at a relatively early stage, any residual safety and health issues specific to that project that the PSCS will have to take account of during construction.

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DKIT must make sure that every person being considered or tendering for the role of Project Supervisor for the Construction Stage gets a copy of the safety and health plan.

The Safety File

The Safety File is a key document intended for the safety of end users of the structure or those who will extend or maintain the structure in future. The PSDP must prepare and pass the Safety File to DKIT at completion. DKIT as the Client must make the Safety File available, if necessary to subsequent designers or contractors engaged in maintenance or renovation of the structure.

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

	Dundalk Institute of Technology				
Title:	Form BPC1 :Assessment of Competency to Undertake the Role of Project Supervisor Design Process				
Page:	Page 1 of 1	Ref. No.:		Issue No.	Draft 1
Issued by		Approved by		Date	

BPC 1 Competency Assessment for PSDP/Designer

Client to assess competency, based on information submitted by the PSDP/Designer



Designer: Project:

Tick duties being assessed: ☐ PSDP and Designer ☐ PSDP only ☐ Designer only

Where details or evidence is specifically requested, these must be attached to this questionnaire and submitted to the client. Questions marked "*" relate specifically to PSDP. All remaining questions must be answered by the Designer and PSDP.

Section 1:

Client ticks if response is adequate

If you answer "yes", proceed to Section 2. If you answer "no", respond to the remaining questions first.

1.1 Do you have a third-party accredited Safety Management System (e.g. OHSAS 18001)?

☐ Yes ☐ No →



- 1.2 Provide an outline of your Safety Statement (e.g. table of contents)
- 1.3 Provide evidence of how you manage health & safety on your projects
- 1.4 Provide an example of how risk assessments are undertaken at design
- 1.5 Detail how you take account of the General Principles of Prevention
- 1.6 Provide an example of how you have designed out hazards
- 1.7 Detail how you assess competency for persons engaged in a project
- 1.8 Detail how you assess the health and safety resources required
- 1.9 Detail how you assess time required for completion of a project*
- 1.10 Detail how you take corrective action and issue directions*

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Section 2:

Answer all questions.

- 2.1 Provide details of similar projects previously completed
- 2.2 Provide details of previous PSDP* and/or Designer appointments
- 2.3 Provide details of experience of the staff you propose for this project
- 2.4 Provide evidence of relevant qualifications and/or relevant safety training for staff
- 2.5 Provide evidence of membership of professional bodies (e.g. RIAI, EI, ACEI)
- 2.6 Detail how design safety is communicated and coordinated*
- 2.7 Provide an example of a previous Preliminary Safety and Health Plan*
- 2.8 Describe your processes for preparing a Safety File*
- 2.9 Detail any accidents/incidents associated with your projects
- 2.10 Detail any previous convictions/enforcement action by the Health and Safety Authority

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In accordance with the Statutory Declarations Act 1938, I/we attest to the completeness, accuracy and truthfulness of the statements I/we have made in completing this form and to any information I/we have attached.

Signed by Designer/PSDP:

Date:

Submission approved, signed by Client:

Date approved by Client:

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

	<i>Dundalk Institute of Technology</i>				
<i>Title:</i>	<i>Form BPC2: Project Supervisor Construction Stage Assessment Form</i>				
<i>Page:</i>	<i>Page 5 of 9</i>	<i>Ref. No.:</i>	<i>Form</i>	<i>Issue No.</i>	<i>Draft 1</i>
<i>Issued by</i>	<i>IRS</i>	<i>Approved by</i>		<i>Date</i>	

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

BPC 2 Competency Assessment for PSCS/Contractor

Client to assess competency, based on information submitted by the PSCS/Contractor



Contractor: Project:

Tick duties being assessed: ☐ PSCS and Contractor ☐ PSCS only ☐ Contractor only

Where details or evidence is specifically requested, these must be attached to this questionnaire and submitted to the client. Questions marked "*" relate specifically to PSCS. All remaining questions must be answered by the Contractor and PSCS.

Section 1:

Client ticks if response is adequate

If you answer "yes", proceed to Section 2. If you answer "no", respond to the remaining questions first.

1.1 Do you have a third-party accredited Safety Management System (e.g. Safe-T-Cert)?

☐ Yes ☐ No →



1.2 Provide an outline of your Safety Statement (e.g. table of contents)

1.3 Provide evidence of how you manage health & safety on your projects

1.4 Provide an example of how you assess risks for construction activities

1.5 Detail how you take account of the General Principles of Prevention

1.6 Provide an example of how you managed hazards for a similar project

1.7 Detail how you assess competency for persons engaged in a project

1.8 Detail how you assess the health and safety resources required

1.9 Detail how you implement and manage time constraints for a project*

1.10 Detail how you take corrective action and issue directions*

Section 2:

Answer all questions.

2.1 Provide details of similar projects previously completed

2.2 Provide details of previous PSCS* and/or Contractor appointments

2.3 Provide details of experience for the staff you propose for this project

2.4 Provide evidence of relevant qualifications and/or relevant safety training for staff

2.5 Provide evidence of membership of trade associations (e.g. CIF, CIOB)

2.6 Detail how safety is communicated and coordinated*

2.7 Provide an example of a previous Safety and Health Plan*

2.8 Describe how you coordinate the implementation of safe working procedures*

2.9 Detail any accidents/incidents associated with your projects

2.10 Detail any previous convictions/enforcement action by the Health and Safety Authority

In accordance with the Statutory Declarations Act 1938, I/we attest to the completeness, accuracy and truthfulness of the statements I/we have made in completing this form and to any information I/we have attached.

Signed by Contractor/PSCS:

Date:

Submission approved, signed by Client:

Date approved by Client:

	Dundalk Institute of Technology				
Title:	Form 03: Letter of Appointment PSDP				
Page:	Page 6 of 9	Ref. No.:		Issue No.	Draft 1

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

<i>Issued by</i>		<i>Approved by</i>		<i>Date</i>	
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Project Supervisor Design Process Letter of Appointment

Project:

Dundalk Institute of Technology, as the client, appoint

as the Project Supervisor for the Design Process (PSDP) in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2006.

Please confirm your acceptance of this appointment in writing by return to the undersigned.

Signed:

Dundalk Institute of Technology

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

	Dundalk Institute of Technology				
Title:	Form 04: Letter of Appointment PSCS				
Page:	<i>Page 8 of 9</i>	Ref. No.:		Issue No.	Draft 1
Issued by		Approved by		Date	

Project Supervisor Construction Stage Letter of Appointment

Project:

Dundalk Institute of Technology, as the client, appoint

as the Project Supervisor for the Construction Stage (PSCS) in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2006.

Please confirm your acceptance of this appointment in writing by return to the undersigned.

Signed:

Dundalk Institute of Technology

Safe Work Practice Sheets Estates. Construction Work	Ref: SWPS 101
	Date: Dec 2016
	Assessed by: CL

Personal protective equipment required (last resort)

Gloves and safety boots

Initial Risk Rating (without any control measures)

Probability : x Severity = Risk Factor

KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review: As and when process changes or yearly

Safe Work Practice Sheet Estates. Safe System of Work	Ref: SWPS 102
	Date: Dec 2016
	Assessed by: CL

Work Activity: General Maintenance

Hazards

- Fall from a height
- Electrocution
- Fire
- Use of Hazardous chemicals
- Welding
- Tripping
- Slipping
- Manual Handling
- Use of Handtools

Person Exposed to Risk

☒ Students ☒ Employees ☒ Public ☒ Contractors ☒ Visitors

Work Description

General maintenance work involving repair, renovation, refurbishment, cleaning and decorating of Institutes buildings, building services and external landscapes.

Controls

- All contractors and Institute staff who carry out general maintenance work must carry out the maintenance using A Safe System of Work which reduces risk in relation to any hazards..
- This generally means but is not confined to, cordoning off the works from the public, disconnecting equipment, providing adequate task lighting, providing ventilation, providing working room, using PPE, using appropriate means of access ,using Institute hot work permit systems, working at appropriate times, using appropriate lifting equipment, using appropriate maintenance techniques, allowing appropriate time to carry out the work, constructing a method statement and constructing A Safe System of Work Plan.

Checks & Inspections

- All maintenance work should be checked for Hazards and a safe sytem of work used.

Information, Instruction & Training

- Persons carrying out maintenance must be made aware of Safe Systems of Work
- Contractors are made aware that Safe Systems of Work must be used in the Institute at all times.

Personal protective equipment required (last resort)

Safety Footwear

Initial Risk Rating (without any control measures)

Probability : x Severity = Risk Factor

KEY			
PROBABILITY	SEVERITY		RISK FACTOR
Probable 3	Critical	3	1-3 Low Risk
Possible 2	Serious	2	4 Medium Risk
Unlikely 1	Minor	1	6-9 High Risk
Risk Factor = Probability x Severity			

Safe Work Practice Sheet Estates. Safe System of Work	Ref: SWPS 102
	Date: Dec 2016
	Assessed by: CL

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheets Estates Baler	Ref: SWPS 103
	Date: Dec 2016
	Assessed by: CL

Work Activity: Operation of baler/compactor

Hazards

Manual handling of finished bales
 Bales falling on feet
 Cuts from baler tape
 Entrapment in crusher.

Person Exposed to Risk

☐ Students ☒ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Baling waste cardboard or plastic

Controls

- Safe operating instructions are posted on the baler and must be followed by staff.
- The baler is interlocked and will not operate when front panel is opened eliminating the risk of entrapment however the power must be isolated before any blockages are cleared.
- Care must be taken not to run baler tape through hands to prevent minor cuts.
- Take care when removing the bale to prevent it falling
- A trolley is provided for moving bales out of the machine

Checks & Inspections

- Equipment interlock or safety stop should be checked every six months.

Information, Instruction & Training

- Only trained staff may operate equipment. Training may be provided in house by another competent member of staff.

Personal protective equipment required (last resort)

Gloves and safety boots

Initial Risk Rating (without any control measures)

Probability : x Severity = Risk Factor

KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review: As and when process changes or yearly

Safe Work Practice Sheet Estates. TRACTORS / TRAILERS – Hitching & Unhitching	Ref: SWPS 104
	Date: Dec 2016
	Assessed by: CL

TRACTORS/ TRAILERS – Hitching & Unhitching

Hazards <ul style="list-style-type: none"> • Overturning vehicle • Entanglement in PTO • Striking Pedestrians • Collision with other vehicles or objects • Fall from a height as a result of incorrect use of attachments as work platforms
Person Exposed to Risk ✓ Students ✓ Employees <input type="checkbox"/> Public <input type="checkbox"/> Contractors <input type="checkbox"/> Visitors
Work Description Operation of Tractors on the campus in vicinity of staff and students
Controls <ul style="list-style-type: none"> ▪ Vehicles are driven by experienced staff only. ▪ Training should be provided in tractor driving for new staff members . ▪ Tractor must be maintained as per the manufacturer's instructions. ▪ When in operation the door of the cab must be closed and if present a seat belt worn. ▪ Keep the floor of the cab clean and free from materials so that the pedals can be easily accessed. ▪ Before using a tractor drivers must conduct an inspection of the machine, to ensure that all lights, horns, brakes, warning devices and control devices are in place and are working correctly and that the machine's tyres and wheels are in a satisfactory condition. ▪ Tractor must be driven slowly and with great care at all times.. ▪ Tractors must never be overloaded. If in doubt a load should be split into smaller packages. ▪ Tractors must not be used as elevated work platforms. ▪ All loads to be carried must be held securely and supported or suspended in a stable manner, not likely to lead to dropping of the load. ▪ Staff are forbidden from carrying passengers or being passengers on tractor. ▪ When parking a tractor the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface. ▪ Any faults found in a tractor must be reported to the Supervisor immediately. ▪ Tractors must not be left running or with the forks or bucket raised whilst unattended. ▪ A banksman must be used where the driver is unsighted, particularly during reversing operations. ▪ When driving around blind corners driver must sound the horn. ▪ Repair work is only carried out by a competent mechanic. ▪ Hearing protection must be worn when driving tractor. ▪ When attaching the power take off (PTO) shaft the driver must ensure all guards are in place. The shaft is not to be used without guards or with damaged guards. ▪ The PTO must be turned off before exiting the vehicle cab whenever possible. ▪ Before starting a PTO the driver must make sure that there is nobody in close proximity to the shaft. ▪ Persons must never step over a running shaft. ▪ The shaft must be turned off when clearing blockages. ▪ Gloves must be worn when refuelling. ▪ Tractor is used for short periods(less than 20 hours per week) therefore whole body vibration is minimised and not considered a hazard.
Checks & Inspections <ul style="list-style-type: none"> • Ensure pre-use checks are carried out and defects reported

- Tyres are inflated to the correct pressure and have adequate tread. They should only be used if there are no dangerous cuts or other damage.

Information, Instruction & Training

- Drivers should be adequately trained, particularly in the recognition of potentially dangerous situations.

Personal protective equipment required (last resort)

Safety Footwear

High Visibility Vests or Jackets

Overalls where trailer/ hitch connections may be required

Gloves for refuelling

Initial Risk Rating (without any control measures)

Probability : x Severity = Risk Factor

KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Estates. Lone Person Working Estates Office	Ref: SWPS 105
	Date: Dec 2016
	Assessed by: C.Lait

Hazards <ul style="list-style-type: none"> - Persons working alone in isolated locations such as roofs, plantrooms, switch rooms , service voids and service ducts who experience ill health or accident and are incapable of summoning assistance.
Person Exposed to Risk <p> <input type="checkbox"/> Students <input checked="" type="checkbox"/> Employees <input type="checkbox"/> Public <input type="checkbox"/> Contractors <input type="checkbox"/> Visitors </p>
Work Description <p>Definition of lone working for Estates. Lone working/out of hours working is defined as follows Persons working alone outside of 7 am-10 pm Monday – Friday and during the hours of 9am - 6pm on Saturday, Sunday & Bank Holidays.</p> <p>Lone working also includes carrying out routine maintenance work in isolated areas such as roofs, plantrooms, switch rooms , service voids and service ducts alone.</p>
Controls <ul style="list-style-type: none"> - General: All restricted areas will be designated by signage on door access to that area denoting "Lone working Procedures Apply: Persons intending to enter or work in this restricted area ALONE must log in and log out using the Lone Working Service.Details on the reverse of this door." Contractors if working alone must use the Lone working service when this signage is present Full instructions on use of system are available on the reverse of each door where signage is present. - Contractors : All contractors should notify relevant key person in DKIT estates department when attending site. They should also sign visitors book available in reception. - Sub-contractors should be requested for their policy on lone working particularly for roofs,plantrooms and service ducts. - Dkit employees should use the lone working system when entering an isolated area.
Checks & Inspections <p>-</p>

Information, Instruction & Training Not applicable
<i>Personal protective equipment required (last resort)</i> Not applicable
<i>Initial Risk Rating (without any control measures)</i>

Probability : x Severity = Risk Factor

KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review

As and when process changes or yearly

Lone working/Out of Hours working

	Name	Position	Date
Prepared by:			
Reviewed by:			
Approved by:			

Revision	Date	By	Description
1			
2			
3			

Safe Work Practice Sheet Estates. Power Washer	Ref: SWPS 107
	Date: Dec 2016
	Assessed by: CL

Work Activity: Use of Power Washer

Hazards

- Slips, trips, falls
- Pressurised water
- Petrol (fire risk)

Person Exposed to Risk

☒ Students ☒ Employees ☐ Public ☐ Contractors ☐ Visitors

Work Description

Use of power washer in various locations

Controls

- Only trained staff may use the power washer.
- Always relieve the pressure in the system before uncoupling hoses
- Always set the trigger safety valve lock when the gun valve is not in use
- Never point the gun valve at yourself or others. Ensure area being washed is cordoned off or switch off unit is persons are close by to avoid material hitting passers by.
- Make sure the unit is on a stable surface
- Always keep the high-pressure hose connected to both the pump and the spray gun while the system is pressurised
- Assume a firm stance and firmly grasp the spray gun with both hands
- Do not operate pressure washer from ladder, scaffold or other unsuitable positions
- Always check equipment for damage before use and report defects to supervisor
- If the automatic cut-out operates, allow the motor to cool before re-starting.

Checks & Inspections

- Check equipment for defects before use, report any defects
- Check regularly that all ventilation grills or holes on motor housings are clear and free from dirt.

Information, Instruction & Training

- Operator trained in safe use of equipment and in accordance with operating manual. Training can be provided by a competent staff member.

Personal protective equipment required (last resort)

Eye Protection

Safety Footwear

High Visibility Vests or Jackets

Initial Risk Rating (without any control measures)

Probability : x Severity = Risk Factor

KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review

As and when process changes or yearly

Safe Work Practice Sheet Estates. Compressor	Ref: SWPS 108
	Date: Dec 2016
	Assessed by: CL

Work Activity: Compressor

Hazards

- A compressor may explode due to a crack in the compressor tank.
- Air from a compressor directed at a person can penetrate the skin and cause death.
- Excessive inflation of tyres can cause them to burst.

Person Exposed to Risk

☐ Students
 ☒ Employees
 ☐ Public
 ☐ Contractors
 ☐ Visitors

Work Description

Use of compressor

Controls

- The air compressor requires an annual inspection by a qualified person (insurance company inspector).
- When fitting or removing bayonet type air couplings in order to prevent injury if the hose releases, grip the flexible hose close to the coupling with one hand and release the coupling with the other. Always stand to the side of the fitting.
- Wear goggles when blowing dust and grit from machinery and equipment. Always direct the air blast away from yourself or other people since air can penetrate the skin and cause serious injury or death.
- Maintenance work must only be carried out by trained personnel and as per manufacturer's instructions.
- Do not change filters or check fluids while the compressor is running. Spraying fluids such as oil can cause burns or serious injury.
- Use an air hose rated for the maximum compressor pressure and flow.
- Do not allow your hoses to be run-over by vehicles or stored improperly. Cracks or weak spots are not only wasteful, but dangerous to the operator.
- Make sure the hose and compressor discharge fittings match. Always use the safety pin to prevent the fittings from disconnecting. If a pressurized air hose breaks loose, "fish tailing" may injure workers and damage equipment.
- Depressurize the hose prior to disconnecting.

Safe Work Practice Sheet Estates. Compressor	Ref: SWPS 108
	Date: Dec 2016
	Assessed by: CL

Checks & Inspections

- Compressor should be checked before use.
- Annual inspection to be carried out by insurance inspector.

Information, Instruction & Training

- Only trained persons should operate compressor – training can be provided in house

Personal protective equipment required (last resort)

Goggles, safety shoes, gloves, and hearing protection must be worn when operating construction tools powered by compressed air.

Initial Risk Rating (without any control measures)

Probability : x Severity = Risk Factor

KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		

Risk Reduction Rating (after controls introduced)

Probability : x Severity = Risk Factor

Risk Assessment Review: As and when process changes or yearly