



## LADDER



### Ladders

- **Poorly maintained or defective ladders**
- **Working at heights**
- **Using conductive ladders when using electrical equipment, adjusting lighting or working near electrical sources**
- **Lifting heavy ladders**
- **Slippery surface**

### 1 INTRODUCTION

1.1 This Standard Operating Procedure (SOP) describes the safe working procedures of the following machine:

1.2 Intended application: Climbing.

1.3 Principle of operation: One foot after the other:

Common name: Ladder

### 2 WARNINGS:

2.1 Safety Precautions:

- See Risk Assessment

2.2 Do's and Don'ts:

- Inspect all ladders before using; look for cracks, breaks or weak points. If found defective DO NOT USE and replace.
- Ensure steps are dry and clean
- Locate base of ladder on firm, level and solid footing. Secure as necessary to provide stability.
- All ladders should be adequately supported at the base. Do not erect ladders on slippery or soft surfaces.
- Ensure that ladders are not set at slope of greater than 4 to 1
- Ensure the ladder is appropriate for the work being performed. Is it high enough? Is the ladder made of non-conductive material if using electrical equipment or working with anything connected to power? Etc.
- Long and heavy ladders (greater than 20kg) should be handled by at least two people
- Do not use metal or conductive ladders near electrical lines or equipment
- Do not climb above manufacturer's recommended height as marked on the ladder. This is usually the second step from the top of the ladder.
- Always wear fully enclosed slip resistant footwear.
- Do not exceed manufacturer's weight capacity for the ladder.
- Always use stepladders in fully opened and locked position.
- NEVER – Use equipment if a danger tag has been attached.
- ALWAYS - Report all faults to Team leader.



# STANDARD OPERATING PROCEDURE

Number 1

## LADDER

### 3 MACHINE ENVIRONMENT

3.1 See section 4 or manual for details on controls.

- lighting
- ventilation
- dust
- appropriate clothing and footwear
- maintenance and inspection

### 4 OPERATION

- appropriate clothing and footwear
- ensure lighting is adequate

#### 4.1 Usage

Inspect all ladders before using; look for cracks, breaks or weak points. If found Defective PLACE A DO NOT USE TAG on the unit and report it to your team leader.

- ◆ Steps are dry and clean
- ◆ Locate base of ladder on firm, level and solid footing. Secure as necessary to provide stability.
- ◆ All ladders should be adequately supported at the base. Do not erect ladders on slippery or soft surfaces.
- ◆ Ensure that ladders are not set at slope of greater than 4 to 1
- ◆ Ensure the ladder is appropriate for the work being performed. Is it high enough? Is the ladder made of non-conductive material if using electrical equipment or working with anything connected to power? Etc.
- ◆ Long and heavy ladders (greater than 20kg) should be handled by at least two people

### 5 MAINTENANCE

To ensure reliable and trouble free operation, it is the user's responsibility to maintain

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the ladder in the best possible condition.

#### 5.1 General Maintenance.

For general maintenance see manual

##### 5.1.1 As Needed:

- Clean as required

##### 5.1.2 Daily:

- Clean exterior surface
- Do not use abrasive solutions on these surfaces.

##### 5.1.3 Weekly

- Check all aspects

##### 5.1.4 Monthly

- Walk round inspection

### 6 TROUBLE SHOOTING

Common problems that may occur are described in detail in the user manual. Refer to this document for detail.

When a fault occurs it must be reported immediately to the Team leader.

### 7 REFERENCES

#### 7.1 Copies:

A copy of the SOP is kept where ladders stored.

Location of original: In filing cabinet in club house and in soft copy format on Safety Officers computer.

#### 7.2 Applicable Act or Legislation:

- WHS Act 2011
- WHS Regulations 2011

#### 7.3 Australian Standard 1892 Portable Ladders

## SAFETY OPERATING PROCEDURES

# Walk-Behind Mower

**DO NOT use this machine unless a teacher has instructed you in its safe use and operation and has given permission.**



### PRE-OPERATIONAL SAFETY CHECKS

1. Wear proper clothing and Personal Protective Equipment (PPE).
2. Ensure mower is clean. Dirt, oil and debris contribute to fires.
3. Ensure all guards are fitted, secure and functional.
4. Ensure cutting blades are sharp, secure and in good condition. Damaged blades can cause a dangerous imbalance.
5. Repair or replace any loose, broken, missing or damaged parts.
6. Faulty equipment must not be used. Report suspect machinery immediately.

### OPERATIONAL SAFETY CHECKS

1. Clear the area to be mowed of debris that may be thrown.
2. Be aware of the potential for ejected material and ensure that no person or animal is endangered when operating the mower.
3. Avoid mowing in wet conditions due to lack of traction.
4. Maintain a proper balance and secure footing when starting the mower.
5. Keep clear of moving machine parts.
6. Operate at a speed slow enough to keep control over unexpected hazards.
7. Mow in a forward direction.
8. When mowing on a slope, mow across the slope – this keeps a better distance between the operator and the mower in case of a slip.
9. Never leave the machine running unattended.
10. Always shut off the mower, remove spark plug lead and allow it to come to a complete standstill before adjusting or clearing grass clogs.
11. Allow the mower to cool before refuelling. Use only approved safety containers to store fuel.
12. Turn off fuel supply when mowing has concluded.

### HOUSEKEEPING

1. Clean away any oil and debris from in and around engine and catcher parts.
2. Keep the work area or implement shed in a clean and tidy condition.

### POTENTIAL HAZARDS

- Noise
- Rapidly rotating cutting blades
- Ejected material and flying debris

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.

| Date of review

| Signature



# STANDARD OPERATING PROCEDURE

Number 02

## VARIOUS ELECTRICAL HAND TOOLS



### Various electrical hand tools



- **CUTS AND FOREIGN BODIES – SAFETY GLASSES WITH SIDE SHIELDS**
- **ROTATING EQUIPMENT – WORK CLOTHING**
- **NOISE – EAR PLUGS OR MUFFS**

### INTRODUCTION

1.1 This Standard Operating Procedure (SOP) describes the safe working procedures of the following machine:

1.2 Intended application: manipulating of various metal tools.

1.3 Principle of operation: air driven Mechanical operation.

Common name: Pneumatic hand tools

## 2 WARNINGS:

### 2.1 Safety Precautions:

- See Risk Assessment *Pneumatic hand tools*
- Ear Muffs or ear plugs
- Safety Foot wear
- Work clothing
- Face shield

### 2.2 Do's and Don'ts:

- ENSURE air regulator is fitted with a one way safety valve
- NEVER carry a power or air tool by its cable or use the cable to pull the plug from its socket
- ALWAYS use tagged and tested power tools
- CHECK the cable and plug for wear and damage also check the hose and fitting on the air tool
- DO NOT WEAR loose clothing or jewellery tie back hair always wear safety glasses
- UN-PLUG power or air tools when not in use or when making any adjustments
- ALWAYS clamp work securely
- NEVER work in damp conditions or in the rain
- DISPOSE of re-chargeable batteries as per the manufacturer's instructions
- NEVER – Use equipment if a danger tag has been attached.
- ALWAYS - Report all faults to Safety Officer.

## 3 MACHINE ENVIRONMENT

3.1 See operating manual for details on controls.

- cuts, rotating equipment & noise
- PPE ear, eye protection,
- Lighting
- Ventilation
- appropriate clothing and footwear



# STANDARD OPERATING PROCEDURE

Number 2

## VARIOUS ELECTRICAL HAND TOOLS

- Maintenance and inspection

### **4 OPERATION**

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- ensure lighting is adequate
- PPE
- appropriate clothing and footwear

#### 4.1 Start-up – operation

- Ensure all moving parts are static before making any adjustments
- Never place your hands over or under Chuck
- Always wear the appropriate safety gear i.e.; safety goggles / face shield, ear protection
  - remove or confine loose clothing
  - tie hair back
  - remove all jewellery

#### 4.2 Shut Down

- Turn off after machining is finished as per manufacturer's instructions

### **5 MAINTENANCE**

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To ensure reliable and trouble free operation, it is the user's responsibility to maintain the machine in the best possible condition. Such a machine will produce accurate consistent results; problems will be less frequent and less severe.

#### 5.1 General Maintenance.

For general maintenance see manual

##### 5.1.1 As Needed:

- Clean as required

##### 5.1.2 Daily:

- Clean exterior surface of machine

- Do not use abrasive solutions on these surfaces.

#### 5.1.3 Weekly

- Check safety systems

#### 5.1.4 Monthly

- Walk round inspection

#### 5.1.5 Yearly

- Have unit fully serviced by qualified technician as required.

### **6 TROUBLE SHOOTING**

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Common problems that may occur are described in detail in the user manual. Refer to this document for detail.

When a fault occurs it must be reported immediately to the Team leader.

### **7 REFERENCES**

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#### 7.1 Manual:

A copy of the SOP is kept in club house filing system.

Location of original: In Safety Officers files in club house.

#### 7.2 Applicable Act or Legislation:

- WHS Act 2011
- WHS Regulations 2011

#### 7.3 Australian Standard

1337 Eye protection  
1270 Hearing protection  
4501 Occupational Protective Clothing

# STANDARD OPERATING PROCEDURE

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## Using a Stair Climbing Trolley



### 1. INTRODUCTION

This Procedure describes the actions to be taken by Campus Ops Staff using stair climbing trolleys.

### 2. WARNINGS

#### 2.1 Safety Precautions

##### Storage:

Store trolley(s) away from pedestrian paths.  
Store trolley(s) with brakes locked (if fitted).

##### PPE:

Solid, closed toed shoes.

##### Signage:

N/A

##### Training:

Manual Handling Training for Campus Ops staff that utilise stair climbing trolleys.

#### BEFORE COMMENCING

Perform stretching exercises of shoulders, back, arms and legs (as per Manual Handling Training) to reduce the likelihood of an injury.

#### 2.2 Do's and Don'ts

- **DO** use building lifts wherever possible to reduce manual handling effort.
- **DO** utilise Safe Lifting & Carrying techniques as taught in Manual Handling training.
- **DO** ensure that the path trolley is to take is clear of obstructions.
- **DO** keep trolley & load in front of you.
- **DO** utilise multiple person for maneuvering heavy or awkward trolley loads.

- **DO** ensure load is stable and secure.
- **DO** rotate staff through task to share load.
- **DO NOT** rush task.
- **DO NOT** leave trolley unattended on a sloped surface.
- **DO NOT** overload a trolley.

### 3. OPERATION

- Ensure that pedestrians below trolley remain a flight of stairs away to reduce likelihood of injury if trolley were to fall.
- Allow trolley to support majority of load, Operator effort should only be required to maintain balance of trolley & load.
- When going UP stairs, carefully climb stairs backwards while pulling trolley.
- When going DOWN stairs, restrain trolley from falling due to gravity or weight of load.
- Allow the triple wheel assembly to slowly roll over stair edges.
- Operate trolley at a pace that will enable you to stop safely, in the shortest distance possible.
- Use restraint straps as required.

### 4. AFTER USE

- Put trolley away in appropriate storage, away from pedestrian paths.

### 5. MAINTENANCE

- Report any trolley damage to Supervision.

### 6. TROUBLE SHOOTING

Common problems:

Trolley not moving

- Check Wheels are not blocked

### 7. WASTE DISPOSAL

- N/A

### 8. EMERGENCY INFORMATION

- N/A

### 9. REFERENCES

- OHS Act 2004 Part 3.1 Manual Handling

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Written by: EHS Manager,  
Engineering & EHS Manager P&CS

Authorised by: *GM Campus Ops*

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# STANDARD OPERATING PROCEDURE

## Using a Flat Bed Trolley

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### 1. INTRODUCTION

This Procedure describes the actions to be taken by Campus Ops Staff using flat bed trolleys.

### 2. WARNINGS

#### 2.1 Safety Precautions

##### Storage:

Store trolley(s) away from pedestrian paths.  
Store trolleys with brakes locked (if fitted).

##### PPE:

Solid, closed toed shoes.

##### Signage:

N/A

##### Training:

Manual Handling Training for Campus Ops staff that utilise flat bed trolleys.

#### BEFORE COMMENCING

Perform stretching exercises of shoulders, back, arms and legs (as per Manual Handling Training) to reduce the likelihood of an injury.

#### 2.2 Do's and Don'ts

- **DO** utilise Safe Lifting & Carrying techniques as taught in Manual Handling training.
- **DO** ensure that the path trolley is to take is clear of obstructions.

- **DO** walk ahead of trolley when going down a slope.
- **DO** walk behind trolley when going up a slope.
- **DO** utilise multiple person for maneuvering heavy trolleys.
- **DO** ensure load is stable and secure.
- **DO NOT** rush task.
- **DO NOT** leave trolley unattended on a sloped surface.
- **DO NOT** overload a trolley.

### 3. OPERATION

- Release brakes (if fitted).
- Push or Pull trolley as required.
- Operate trolley at a pace that will enable you to stop safely, in the shortest distance possible.
- Use restraint straps as required.

### 4. AFTER USE

- Put trolley away in appropriate storage, away from pedestrian paths.

### 5. MAINTENANCE

- Report any trolley damage to Supervision.

### 6. TROUBLE SHOOTING

Common problems:

Trolley not moving

- Check Wheels are not blocked
- Load is too heavy to move with the Trolley

### 7. WASTE DISPOSAL

- N/A

### 8. EMERGENCY INFORMATION

- N/A

### 9. REFERENCES

- OHS Act 2004 Part 3.1 Manual Handling

# STANDARD OPERATING PROCEDURE

## Mail Sorting

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### 1. INTRODUCTION

The University of Melbourne incoming and outgoing mail is scanned and sorted for delivery to other locations on campus.

### 2. WARNINGS

The safe and efficient sorting of the mail involved a deal of manual handling activities. The mail is sorted at the mail room in Elizabeth Street.

#### 2.1 Safety Precautions

##### Storage:

Store of mail tubs in a safe manner that will prevent tripping hazards.

##### PPE :

Solid, closed toed shoes.

##### Signage:

Nil

##### Training:

Manual Handling Training for Campus Ops staff that sort mail.

#### BEFORE COMMENCING:

- All Mail (with the exception of boxes which are done by Aust Post) is to be x-rayed before sorting begins.
- Perform stretching exercises of shoulders, backs and arms (as per Manual Handling Training) to reduce the likelihood of an injury.

### 2.2 Do's and Don'ts

- **DO** ensure that Mail has been scanned before sorting.
- **DO** use trolley to hold box of mailing being sorted at correct height.
- **DO** check the areas where mail is being sorted to make sure that you are not straining to reach over items.
- **DO** use job rotation when sorting mail to reduce exposure to manual handling hazard
- **DO** report all faults to the team leader.
- **DO NOT** rush this task due to the size and amount of mail.

### 3. OPERATION

- Always use correcting lifting actions (bend at the knees not the back).
- When using a 4 wheel trolley ensure that wheel brakes are applied if fitted.
- Take your time when doing this task and move your feet instead of twisting at the waist.
- Always use two hands and correct lift action when picking up mail boxes.
- Swap arms used to place mail in pigeon holes regularly to share load between arm muscles.

### 4. AFTER USE

- Store empty mail boxes correctly in side of the caged area for collection.
- Ensure trolleys are stored out of passageways.

### 5. MAINTENANCE

- Ensure that all the wheels on the trolleys are free from rubbish entangled in the wheels

### 6. TROUBLE SHOOTING

Common problems:

Wheels on trolleys not moving

- Check Brakes are off (if fitted).
- Wheels are entangled with string /rubber bands





# STANDARD OPERATING PROCEDURE

## Mail Sorting

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### 7. WASTE DISPOSAL

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- Plastic, cardboard string to be disposed of in the correct manner in the correct waste recycling streams.

### 8. EMERGENCY INFORMATION

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- Suspect mail;
  - Isolate suspect mail and implement Suspicious Packages Threat Response protocol.

### 9. REFERENCES

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- OHS Act 2004 Part 3.1 Manual Handling.
- Melbourne University Threat Response Protocols (Suspicious Mail).

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# STANDARD OPERATING PROCEDURE

## Loading and Un-loading Vehicles

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### 1. INTRODUCTION

The loading and unloading of vehicles is one of the tasks carried out by building supervisors on an ad-hoc bases

### 2. WARNINGS

The safe and efficient way of loading and unloading of vehicles requires a high amount of manual handling (bending, lifting, twisting, and stretching movements).

#### 2.1 Safety Precautions

##### Storage:

Nil.

##### PPE :

Solid, closed toed shoes, Gloves.

##### Signage:

Nil

##### Training:

Manual Handling Training for Campus Ops staff that load or unload vehicles.

### BEFORE COMMENCING:

- Determine path to move items being unloaded or loaded before starting & ensure path is free of obstructions or tripping hazards.
- Perform stretching exercises of shoulders, backs and arms (as per Manual Handling Training) to reduce the likelihood of an injury.

### 2.2 Do's and Don'ts

- **DO** warm up back and shoulder muscles before beginning task.
- **DO** ensure that you have applied the park brake on the vehicle.
- **DO** use trolleys to move the load were possible.
- **DO** check the area to where the items are to be moved to before hand for obstructions.
- **DO** use safe lifting practices (bend at the knees/straight back) when lifting loads.
- **DO** use job rotation with the person unloading /loading
- **DO** report all faults to the team leader.

- **DO NOT** rush this task due to the size and weight of the items being unloaded/loaded

### 3. OPERATION

- Always use 2 persons to load /unload vehicles.
- Ensure that vehicle park brake is applied before starting to load/unload vehicle.
- Take your time when doing this task due to the size and design of items being loaded/unloaded.
- Always use trolleys when moving items from or to the vehicle.
- Campus Ops staff to only load/unload vehicles over level surfaces. Any moving involving stairs, ramps of moving from one level to another is to be contracted out to professional services.

### 4. AFTER USE

- Return trolleys to storage area for later use.
- Clean up area of any rubbish (plastic wrap, cardboard, string).

### 5. MAINTENANCE

- Ensure that all the wheels on the trolleys are free from rubbish entangled in the wheels.

### 6. TROUBLE SHOOTING

Nil

### 7. WASTE DISPOSAL

- Plastic, cardboard string to be disposed of in the correct manner in the correct waste recycling streams.

### 8. EMERGENCY INFORMATION

- N/A

### 9. REFERENCES

- OHS Act 2004 Part 3.1 Manual Handling