Safe Work Instruction - Working Around Open Wastewater Pumping Station Wet Wells and Pits

DO NOT use this plant* unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

Foot protection must be worn

High visibility clothing must worn

Hand protection must be worn

Safety harness must be worn

POTENTIAL HAZARDS AND RISKS

Manual Task Injury
Manual task injury from incorrect manual handling techniques

Slip, Trips, Falls
Slip, trip, fall due to uneven or slippery work surfaces
Slip, trip, fall due to workspace and walkways not being made clear
Slip, trip, fall due to steep working surfaces

Electrical Shock or Burn
Electrical shock or burn from damaged or poorly maintained electrical leads and cables

Other
Injury due to fall from heights
Drowning
Injury due to plant malfunction or misuse

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Refer to Working at Heights Procedure P13, complete Working at Heights Risk Assessment Checklist and obtain a Working at Heights Permit
- ✓ Complete site specific risk assessment
- ✓ Subsequent site specific risk assessments to be completed if the work activity and/or the method used, conditions or staff change
- ✓ Complete visual plant check before operation
- ✓ Check relevant PPE (safety harness) for damage and adjust for correct fit
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Pumping station electrical cabinet doors are to be closed when not accessing the pump controls
- ✓ Ensure all pumping station lids are flat on the ground or locked in place to prevent wind blowing them shut
- ✓ All vehicle engines should be switched off while vehicles are in close proximity to open wells or pits
- ✓ Ensure all tools and equipment are kept away from open pumping stations and pits so as not to create a trip hazard
- ✓ When working around or over an open pumping station or pit not fitted with protective grating (e.g. hosing, adjusting, cleaning probes or control floats) a safety harness must be worn and securely fastened to a rated anchor point to prevent falling into an open well or pit
- ✓ All persons not engaged in any work around open wells or pits should be kept at least 1.0 meter clear until all lids have been closed and locked
- ✓ All electrical power outlets and light switches should be kept serviceable at all times

ENDING OPERATIONS

- ✓ Ensure plant is in good working order and stored in the appropriate location
- ✓ Check harnesses for any damage before storing

DO NOT

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not take a short cut around open wells or pits by stepping or jumping over the open wells or pits
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

***Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**