

## Safe Work Instruction - Operating an Electrical Valve Turner

**DO NOT** use this plant\* or complete this task 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



Eye protection must be worn



Long and loose hair must be contained or covered.



Foot protection must be worn



Hand protection 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 workspace and walkways not being made clear  
Slip, trip, fall due to uneven or slippery work surfaces

- Electrical Shock or Burn**  
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- Other**  
Injury due to plant malfunction or misuse  
Injury due to kickback from valve turner getting jammed

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site-specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure pump station alarms are isolated

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Open pump station control cabinet
- ✓ Insert earth leakage switch to the power source
- ✓ Connect council approved leads to the earth leakage switch and valve turner lead
- ✓ Turn power 'ON'
- ✓ Reset earth leakage switch to the 'ON' position indicated by a light
- ✓ Open wet well/valve pit or remove valve shaft cover
- ✓ Install valve key extension
- ✓ Turn pumps 'OFF' when closing rising main valves
- ✓ Connect electric valve turner to the valve extension
- ✓ Ensure worker/s are in safe operating positions
- ✓ Set the counter to zero on the valve turner
- ✓ If this is the first operation time, record the number of turns for the opening and closure of the valve (care should be taken on reaching the maximum and minimum turns)

- ✓ Record the number of turns within the cabinet door for future reference
- ✓ Operate the valve turner using the switch to determine the operating direction
- ✓ Close the valve making sure to slow down when approaching the maximum turns to avoid twisting injuries
- ✓ If the valve shows signs of sticking, grease the spindle and hose out the gate guide, repeat the opening and closing until free
- ✓ Ensure the valve is then left in the open position
- ✓ Look and listen for any unusual flow sounds

### ENDING OPERATIONS

- ✓ Close the wet well
- ✓ Remove the electrical power source
- ✓ Disconnect power leads
- ✓ Remove valve turner and ensure it is in good working order, replace in the storage box provided
- ✓ Store leads and tools
- ✓ Replace valve spindle cover
- ✓ Close pump station control cabinet
- ✓ Ensure that the worksite is left in a safe condition

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not leave plant running 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.