

Workshop Activities (Pump Fitters) - SOP

1. PURPOSE

- 1.1. To ensure the health and safety of Shoalhaven Water workers and associated workers of the Standard Operating Procedure for Workshop Activities (Pump Fitters).

2. RELATED DOCUMENTS

- 2.1. P12 Managing Plant
- 2.2. P09 Safety Training
- 2.3. P10 Risk Management
- 2.4. P28 Energy Isolation
- 2.5. Relevant SWI's

3. RESOURCES REQUIRED

- 3.1. Personal Protective Equipment.

4. DESCRIPTION

- 4.1. All permanent employees on site shall have completed the following training:
 - 4.1.1. WH&S Construction (and General) Induction
 - 4.1.2. Work Activity WH&S and Introduction to Site Specific Work Health and Safety
 - 4.1.3. Manual Handling
- 4.2. New employees shall complete on-the-job training and conform to a training plan until all qualifications have been obtained and training has been completed. Supervisor will ensure that any new employees do not work in tasks for which they haven't been trained.
- 4.3. Any employee operating a truck/vehicle shall have a Drivers Licence as applicable to the vehicle. Any employee operating a crane shall have the appropriate licensing/certification for the specific crane class. Any employee operating plant or using equipment shall have had the appropriate training.
- 4.4. Additional qualifications and training requirements may be identified when completing the Site Specific Risk Assessment. For example:
 - Confined Space Work
- 4.5. All employees together on-site must complete the Site Specific Risk Assessment including documenting hazards identified and control measures taken.
- 4.6. The Site Specific Risk Assessment is to be completed at the start of the day with subsequent risk assessments completed if the work activity and/or the method used, conditions or staff change.
- 4.7. Wear PPE appropriate to the task, including respirators / CBA if required.
- 4.8. Inspect the site, observe warning signs and assess safe access and egress requirements.
- 4.9. Assemble all required personnel and equipment.

- 4.10. Check the operation and integrity of all machinery and equipment.
- 4.11. Review the procedures and/or manufacturers recommendations and confirm the role of each employee.
- 4.12. Complete a Permit to Work – Confined Spaces including Risk Assessment checklist - Hot Works if required.
- 4.13. Work as a team to complete the task step by step as specified by the Permit and the relevant Procedures or Safe Work Instruction.
- 4.14. Clean up the workshop/machinery and make secure before leaving.