

Safe Work Instruction – Use of HH500 Valve Actuator

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/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



High visibility clothing must worn



Minimum P2 face mask or respirator must be worn when airborne dust or fumes are created



Protective body clothing must be worn



Walk-a-Round



Hand protection must be worn

POTENTIAL HAZARDS AND RISKS

- Entanglement**
Entanglement in moving parts
- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Manual Task Injury**
Manual task injury from repetitive movements
- Crushing**
Crushing due to being trapped between plant and fixed structure
- Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
- Slip, Trips, Falls**
Slip, trip, fall due to uneven or slippery work surfaces

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site-specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist if applicable
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines.
- ✓ Ensure both batteries are fully charged before using the Valve actuator.
- ✓ **Note: The HH500 Valve Actuator must only be operated by two workers**

OPERATING PROCEDURES

Opening Valves

1. Insert the supplied valve key socket onto the HH500 ¾" square drive shaft.
2. Tighten the grub screw to secure the socket.
3. Place the HH500 Valve Actuator with the socket onto the valve or valve extension pole (If a valve extension pole is being used, confirm that it is fitted correctly onto the valve spindle).
4. If the valve extension pole or any extra valve fittings are used, ensure any securing/grub fasteners are tightened (if applicable)
5. Zero out the digital rotation counter (HH500)

6. Push the "directional switch" to the left for anti-clockwise rotation or to the right for clockwise rotation.
7. Release the "handle lock" and adjust the valve actuator so that one worker will hold onto the *reaction handle* and the other worker will control the trigger (**Note: Both workers must be in a comfortable position with no open pits/wells**).
8. Shut the "handle lock" to the locked position.
9. The worker controlling the trigger should do a quick pull on the trigger to confirm direction intended (open) before commencing.
10. The worker controlling the trigger will operate the valve actuator slowly, while the other worker will watch the digital counter (if amount of valve turns is known)
11. After valve has been opened completely, note the rotation count on the digital display.
12. Zero out the digital rotation counter

Closing Valves

1. The worker holding the reaction handle will now swap sides or grip (from opening position). (**Note: Both workers must be in a comfortable position with no open pits/wells**).
2. Push the "directional switch" in the opposite direction used for opening.

3. The worker controlling the trigger should do a quick pull on the trigger to confirm direction intended (close) before commencing.
4. The worker controlling the trigger will operate the valve actuator carefully, while the other worker will watch the counter and warn operator to slow down as it nears the fully closed position.
5. After the valve has been closed completely, note the rotation count on the digital display.
6. **NOTE:** Beware the torque will increase if you go over the previously noted counter value because now the valve is being over-tightened and could potentially break or bind the valve.

ENDING OPERATIONS

- ✓ Remove the HH500 Valve Actuator from the valve and any valve extension pole or fittings used.
- ✓ Refer to manual for maintenance of the HH500 Valve Actuator
- ✓ Ensure plant is in good working order and stored in the valve actuator box.
- ✓ Ensure no person or animal is endangered when operating plant.
- ✓ Before making any adjustments bring plant to a complete standstill and isolate (use this when applicable)
- ✓ Keep clear of moving plant parts.
- ✓ Operate plant to the conditions of the work area.
- ✓ Check battery charger power lead is in good working order and test/tagged.

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 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.



Two-man operation of the HH500 Valve Actuator