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| Portland Aluminium # | SWI-PA085PPO-0017 |

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| HIRA completed |  Yes No | Ergo Assessment completed | Yes No |
| SIW/WIP completed |  Yes No | JSA completed | Yes No  |

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| **Item** | **Notes / Explanation** |
| Purpose | To maintain each vehicle to a high visual standard inside and out |
| Applied To | Windward Industries Employees |
| Related Documentation | TW20 Truck wash D0212236Windex D0233951Windex Blue D0164443Armor All Protectant D0226299 |
| Isolation | Keys to be removed and handed to Windward Industries Manager |
| Specialised Training, Certification, Licensing | Nil |
| Environmental hazards and waste | Minimal detergents to be used, with any excess to be diluted and washed into drain. Used rags to be returned to the Windward work area and disposed of according to site requirements in the correct bin. |
| Pre-operational checks & pre-work | General vehicle checklists and any other checklist relevant to task |
| Safety Equipment (additional to Site standard requirements) | Nil |
| Material Tools and Equipment | Bucket, truck wash. Detergent, soft broom, vacuum, cloths and rags |

This SWI provides the operator with a Human Performance reference. The symbols and step within the chart will help the operator identify the Human Performance guidelines located in the step by step procedure.

The author needs to be mindful not to over use the Icons, thus negating the purpose and impact of an icon when observed by the reader. Insert and Icon when:

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| https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcRpACgLd8jc9mMpmOBYDsngj2r2twFKMT3vQbULcBcEbcvHhPZV | Safety | There is a step with potential of an Elevated Risk of injury where additional focus should be applied |
| http://images.mysafetysign.com/img/lg/I/lock-out-iso-circle-sign-is-1026.png | Isolation-Lock Out/Tag Out | Here is a requirement to apply or remove a Lock & Tag |
| http://blog.emptylemon.co.uk/wp-content/uploads/2013/07/hazard-sign.jpg | Alert/Caution | There is a step with a potential of an elevated risk to process, production, plant where additional focus should be applied. |
| http://www.dfl.org/environment/wp-content/uploads/sites/125/2015/04/environ.jpg | Environmental | There is a step where the lack of a control of a situation may cause an environmental incident. |
| http://www.wpclipart.com/page_frames/full_page_signs/stop_sign_page.jpg | Stop & Seek Out | A step that, if performed could cause significant harm if done incorrectly depending on the condition or equipment status.(OOPPPS) |
| http://cdn2.hubspot.net/hub/72229/file-15355262-jpg/images/construction-inspection-hold-point-blog-image22.jpg | Hold Point | There is a Process where work needs to stop until a specific step has been verified or signed off, before proceeding to the next step. |

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| **Generic hazards and safety controls** |
| **Hazard** | **Safety Control** |
| * Pinch Points
* Manual Handling
* Mobile Equipment
* Noise
 | * Keep hand clear or identified pinch points when opening bonnet, doors, boot and whilst moving seats
* Handle equipment with care
* Barriers and signage used to designate work area to other mobile equipment in the area.
* Earplugs if working in noisy area or where signage is present
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| **1** | **Steps** | **Hazard Controls** | **Additional Information / Place pictorial there** |
| http://blog.emptylemon.co.uk/wp-content/uploads/2013/07/hazard-sign.jpg | Initial Set up:Notify other users within work area | Pedestrian/Vehicle interface | Communicate with other user’s requiring access within area. Restrict area with signage & bunting |
| http://blog.emptylemon.co.uk/wp-content/uploads/2013/07/hazard-sign.jpg | Vehicle movements | Pedestrian/Vehicle interface | Observe site requirements, all unrequired persons observe a 4 meter exclusion zone from moving vehicles. Use a spotter when parking/reversing vehicle. |
| https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcRpACgLd8jc9mMpmOBYDsngj2r2twFKMT3vQbULcBcEbcvHhPZV | Internal cleaning of vehicle | Dust, chemical reactions.Use of vacuum cleaner | Assess prior to cleaning & remove any unrequired items gloves, safety glasses, and SDS approved chemicals only. Ensure vacuum cleaner test tag is date. Do not run power cord in wet areas. |
| http://www.dfl.org/environment/wp-content/uploads/sites/125/2015/04/environ.jpg | External cleaning of vehicle | Chemical reactions environment spill, slips | PPE: gloves non slip footwear. Restrict chemicals to required amounts only, follow SDS and use only site approved products. |

PA to carry out before taking vehicle to Windward:

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|  | **Steps** | **Hazard Controls** | **Additional Information / Place pictorial there** |
| **2** | * Contact Windward to arrange a spotter for when reversing vehicle into position
* Before driving vehicle ensure the daily vehicle check has been completed
* Drive the Fleet Vehicle through the car park car wash to remove surface dust
* Position vehicle as shown and bunt off area
 | Pedestrian/Vehicle interface – Spotter to be used whilst reversing vehicle into position |  |
| **3** | External Clean* Dilute truck was or detergent in bucket with water according to manufacturer’s instruction
* Wash the vehicles using a sponge or soft broom and rinse off.
* Dry excess water with a soft cloth.
* Clean the windows with Windex according to manufacturer instructions.
 | Chemical hazards – refer to SDSPinch points – hands to be clear of pinch point associated with opening/closing bonnet, doors and boot. |  |
| **4** | Internal Clean* Remove all rubbish from the inside of the vehicle (including pockets, console and under seats)
* Remove car mats from inside the vehicle and vacuum.
* Vacuum all applicable areas (including floors, seats, inside pockets and under seats).
* Clean the windows with Windex according to manufacturer instructions.
* Amor All Protectant to be used to clean rubber, vinyl or plastic inside the vehicle.
 | Sharp objects – inspect inside of pockets, consoles and under seats to ensure no sharp objects present.Ergonomic Positioning – move seats as far back to allow easy access to front of vehicle. For back seats, moving front seats as far forward to allow easy access.Pinch points – hands to be clear of pinch point associated with opening/closing, doors boot and when moving seats.Chemical hazards – refer to SDS |  |
| **5** | Return the Vehicle* On completion of cleaning the vehicle, advise plant protection that the vehicle is ready to be picked up.
* Spotter to be present whilst car is being driven down the walkway.
 | Vehicle/Pedestrian interface – spotter to be present whilst vehicle is moving down walkway |  |