

This SWOP is designed for the operators to understand the potential hazards of using a safety step. Know and understand the use of a safety step & safety and proper operations.

Ensure only trained and authorized staff use Safety Step

Hazards & Identified Controls



Lifting hazard



Slippery floor



Watch for falling objects



SAFETY VEST



Safety Shoes

Priority Items

Pre operation:

1. Carefully inspect your safety step to ensure there are no worn parts or damage before climbing, advise supervisor of any damages and "TAG OUT".
2. Inspect the work area – free from slip/trip hazards, clean and have adequate access.
3. Check the top surface is gripping and is not slippery.
4. Ensure the safety step is functioning properly for its stability.
5. Check all non-slip strips are in good condition.
6. Ensure stacked cartons are stable.
7. Ensure safety step is correct height for the job. Use a Ladder is items or job is out of reach.
8. Under no circumstances stand on shelving, a crate, trolley, box or carton to reach items. **USE SAFETY STEP ONLY**

Use of the safety step

1. Only one employee on a safety step at a time.
2. Always ensure that the safety step is placed on a firm level surface.
3. Only use one safety step **do not stack**.
4. Ensure safety step is in good order and operates effectively.
5. Position safety step as close to fixture or task or shelves.
6. Slowly climb on to the step. Step firmly onto the middle of the safety step. Any uneven weight distribution could cause the step to move away from the user.
7. Fill or remove items from the rack/shelf in a stable manner
8. Care must be taken when stepping down from the safety step. Step down backwards, do not step forward or sideways as there is a danger of falling.
9. Ensure visibility all round.
10. Carry the OSS with both hands to the stacking bay.
11. Store safety step while not in use, out of aisle ways and pedestrian traffic area.
12. Have materials passed to you so you can concentrate and maintain balance.
13. Becoming overconfident when using on repeated tasks.
14. Do not use safety step adjacent to windows, stairwells and un protected edges.



Operating Instructions

STOP- Review Priority Items and review work area

- Do not use broken or damaged safety step "TAG OUT" SWS 3.11 and report to supervisor.
- Inspect work area for hazards.
- Do not move safety step while someone is on it.
- Do not overreach or pull yourself along as aisle while on the safety step.
- Do not stack safety step to get higher reach.
- Do not use boxes or chair to give safety step extra height.



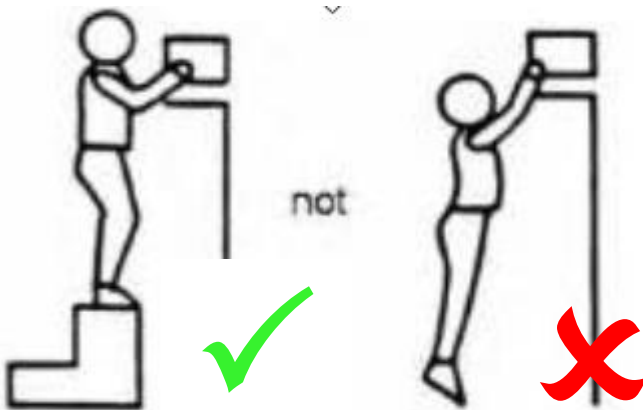
THINK- Review Hazards and Plan the work

- Do not store safety step in front of fire exits or pedestrian walkways.
- Do not jump down from the safety step.
- Horse play using safety step is considered a **serious misconduct**.
- Do not overload the safety step.
- Only clean with warm soapy water.

SAFETY- Follow your plan

- Ensure area is kept clean and free from slips/trips.
- Report to a supervisor any spills and barricade the area until after it is cleaned.
- Adhere to all induction & SWS & SOP & SWOP training for site.
- Ensure all appropriate PPE is worn at all times.
- Store safety step in secure storage area in clean and working order.

Tip for a healthy BACK! Reaching Overhead....



- Wide base
- SAFE platform or stool

Other Items

Personal Protective Equipment

- High Visibility Vests must be worn at all times.
- Safety Boots must be worn at all times.

Follow Metcash SWSP

- 3.2 SOP
- 3.7 Manual Handling
- 3.9 Traffic Management
- 3.18 PPE
- 3.19 Isolation of Equip
- 6.1 Reporting & Investigation

Risk Awareness!

- Be aware of people in the area, different surfaces and wet conditions.
- Never exceed the safe working load of the step.
- Avoid trips hazards, find a suitable location in the stockroom for the storage of steps.

Manual Handling

MANUAL HANDLING

SAFE manual handling practice must always be followed at all times:

- Know the load that is being lifted. Always push test the load to assess and observe the weight.
- Always get as close to the load as possible. The further away it is the more pressure on the body there is.
- Have feet positioned shoulder width apart and facing the load/object. This gives a strong base and good balance.
- Always bend your knees and keep back straight. Get down to the level of the task.
- Keep shoulders level and avoid side, backward or forward bending.
- Use two (2) hands to provide support of the load and avoid increased pressure on one side of the body.
- Always attempt to use a three (3) point support when one hand is conducting a task (free hand is supporting body on stable object).

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