

** NB: Use this form for the relevant information only. It is not to be altered in any way.*

This SWOP outlines the Metcash/IHG safe and approved work method for Safe Operation of the Electric Strapping Machine on a Metcash/IHG Site.

Key Hazards	• Moving parts /Strapping may recoil • Loose Hair, clothing and jewellery. • Incompetent operator • Inadequate or poorly placed lighting. • Transfer of virus/infection from contact with shared equipment/surfaces	• Loose material on the floor, untidy work area, uneven or slippery floors (Housekeeping). • Hazardous manual tasks (lifting /lowering, repetitive movements, twisting, bending and awkward positions)
Key Identified Controls	 Hi vis clothing must be worn, vests closed  Safety footwear must be worn  Eye protection must be worn  Close fitting clothing must be worn  Long/loose hair must be contained  Protective gloves must be worn  No rings or jewellery to be worn	Operator training should include: ✓ Workplace induction ✓ Daily pre – operation checks ✓ Safe Work Operation Procedure ✓ Manufacturer's instructions (read and understand) (where available) ✓ Only authorised and trained personnel are to operate this equipment. ✓ Fitting of personal protective equipment ✓ Manual handling ✓ Housekeeping ✓ SOT (Safety Observation Tour) ✓ Exclusion area to be maintained around the plant while in operation ✓ Hazard reporting/ Lock Out/Tag Out (LOTO)

PRIORITY ITEMS

PRE USE AND INSPECTION *Follow any Pre-operational checklists in the manufacturer's operations manual. (where available)

ENSURE:

- Start with a clean strapping machine and finish by cleaning the strapping machine tensioning tool.
- Be fit for work, DO NOT come to work under the influence of drugs or alcohol.
- Always use replacement strapping as recommended by the manufacturer.
- Check the machine for any damage or torn strapping before operation of the machine.
- Check the area you are operating in for loose debris and tripping hazards.
- Check the hand held tensioning tool batteries for any damage and they are fully charged before operation.
- Strapping is to be clean and free of oil and grease.

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SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Operate in accordance with manufacturer's owner/operator instructions ✓ Locate the material or bundle to be wrapped, be sure it is positioned in a well-lit area. ✓ Remove any loose debris or sawdust in the area of operation as well as the path to the next area the machine will work in. ✓ DO NOT place any parts of your body between the strapping and the material about to be wrapped. ✓ Once the machine is cooled and strap is removed, be sure to clean any strap debris that may be left in the hand held tensioning machine.	   
Maintenance & Cleaning	Follow LOTO procedures, record service / repairs information in Maintenance Log. On Completion: • Place hand held machine back in the holder. • Visually check the machine for strapping debris and remove if present. • Clean the hand held machine from saw dust with a clean cloth. Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only
Associated Documents	<i>A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.</i>