

** 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 use of the Paint Shaker on a Metcash/IHG Site

Key Hazards	- Hazardous Manual Tasks – lifting, carrying, putting down, pushing and pulling objects. - Unauthorised access to the plant. - Loose Hair, Jewellery and clothing. - Possible electrical hazards. - Contact with the plant during operation, maintenance and cleaning. - Moving parts.	- Lack of maintenance/service - Unmaintained/faulty electrical cables and switches. - Loose material on the floor, untidy work area, possible paint spills, uneven or slippery floors (Housekeeping). - Incompetent/untrained operator. - Transfer of virus/infection from contact with shared equipment/surfaces
Key Identified Controls	 Safety footwear must be worn  High visible vest must be worn. Vests must be closed  Long and loose hair must be contained  Hearing protection must be worn  Safety glasses must be worn  Loose fitting jewellery must not 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 plant. - Fitting of personal protective equipment - Manual handling training and verification - Housekeeping - SOT (Safety Observation Tour) - Signage to be clearly displayed outlining hazards - 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) or equipment Pre-Inspection checklists.

ENSURE:

- Paint Shaker is switched off and power is Isolated before any Pre operational check conducted, adjustments, changing set-ups or repairing.
- Do not use extension leads and only use an approved power source.
- Maintenance and repair is to be carried out as per the Maintenance schedule and by an authorised repairer.
- Electrical Test and Tag carried out by qualified technicians.
- Operators must be trained and demonstrate operational competency on this machine.
- Operators should be familiar with nearest fire equipment, spill kit and first aid kit, which must contain eyewash.
- Never put your hand under the guards or remove guards from the machine.
- Do not allow customers within the work enclosure.

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- Never clean or adjust the machine whilst it is running.
- Secure or remove all loose clothing items, and tie back loose hair before use.
- Do not use damaged or broken equipment.
- Never leave the machine unattended while it is running.
- Beware of crush and pinch points on the machine.
- Use correct lifting techniques when handling paint tins.
- For very heavy items, a suitable trolley or lifting assistance apparatus is recommended.
- All lids are secure and fastened tightly before placing the container in the machine.



WARNING: Do not use if there are any damaged, missing parts or guards. Report and tag out.

If anything does not look or feel right- **DO NOT USE THE PAINT SHAKER**

If you are concerned in any way with the operation of the plant DO NOT USE and contact your supervisor.
Only use this plant if you are competent (VOC undertaken) and authorised.

SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Operate in accordance with the manufacturer's operation manual. Before operation: • Work area is clean and Paint Shaker is in good working condition. • Guards and fail-safes are in place and adjusted. • Electrical lead is tested and tagged – (RCD should be used if available). • Leads are positioned to avoid trip hazards or possible damage to the leads. • Pre-Operation Checklist is completed. • Emergency stop button is functional. • Ensure you have followed the correct set up process. During operation: • You are wearing the correct PPE required. • Paint Shaker door remains closed while in operation. • DO NOT place your hands near the operating Paint Shaker. • Be aware of others that may be working nearby. • Keep unauthorised personnel away from the work zone.	  

Maintenance & Cleaning	Follow LOTO procedures, record service / repairs information in Maintenance Log. On completion: • When finished operation, be sure the machine has come to a complete stop and is switched off. • Visually check the work area and clean up loose debris, rags and/or other tools. • Wipe down the control area to free it from dust, moisture or foreign material. • Make sure the area is free of any slip or trip hazards. • DO NOT alter, retrofit, or modify the machine in any way without the manufacturer's approval. Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only
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Associated Documents	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.
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