

* 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 using a Manual Strapping Tools & Strapping Trolley on a Metcash/IHG Site.

Key Hazards	- Moving parts /Strapping may recoil - Pinch Points - Cuts from strapping - Transfer of virus/infection from contact with shared equipment /surfaces - Incompetent operator.	- Hazardous manual tasks (lifting /lowering, repetitive movements, twisting, bending and awkward positions). - Loose material on the floor, untidy work area, uneven or slippery floors (Housekeeping). - Transfer of virus/infection from contact with shared equipment/surfaces.
Key Identified Controls	 Safety footwear must be worn  High visible vest must be worn, vest must be closed  Safety glasses must be worn  Safety gloves must be worn	Operator training should include: - Workplace induction - Daily pre – operation checks - Safe Work Operation Procedure - Manufacturer’s operating instructions read and understand. - Fitting of personal protective equipment - Manual handling training - Housekeeping - SOT (Safety Observation Tour) - ATRs (Associate Technique Review) - Hazard reporting/ Lock Out/Tag Out (LOTO) - Personal Electronic Device (PED) is followed Only authorised and trained personnel are to operate this equipment.

PRIORITY ITEMS

PRE USE AND INSPECTION *Follow any Pre-operational checklists in the manufacturer’s operations manual. (Where available) or site equipment Pre-Inspection checklists.

Ensure:

- You read and understand the operator’s manual and the Hand Strapper risk assessment.
- Hand Strapper is in a safe working condition.
- You keep hands and loose clothing clear at all times.
- You keep area free of obstruction.
- You maintain safe footing and balance to prevent injury.
- Stand to one side when using strapping tension tool to avoid the recoiling strap if it breaks.
- You are wearing correct PPE – Gloves, Safety Glasses, Safety Footwear and Hi Vis.
- Shirt sleeves are buttoned or rolled up tightly to prevent them being caught in the tool or strapping.

WARNING: Do not use if there is any damage or missing parts. Report and tag out.

CHECK:

- No other personnel are in the immediate work area.
- Exclusion zones are set up, if required.
- Work area is clean and tidy.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.



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SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Operate the Hand Strapper in accordance with the manufacturer's operating instructions. Before operation: • Make any adjustments or set ups as required in accordance with the Manufacturer's operating instructions. • Establish an exclusion zone in your work area. • Prepare a clean and tidy area to work. During operation: • Keep fingers and hands clear of strapping and strapping tool as there may be pinch points created. • Ensure correct PPE is worn to prevent hand or eye injuries. • Maintain proper footing and balance during operation. • Be aware of others that may be working nearby. • Adhere to correct manual handling procedures. • Ensure the work area is left clean and tidy. • Check the condition of the Hand Strapper & Trolley prior to placing back in storage ready for next use.	 Manual Strapping Tools  Strapping Trolley

Maintenance & Cleaning/Storage	Follow LOTO procedures, record service / repairs information in Maintenance Log. On completion: • Ensure that the work area is left in a condition that does not create any risk to other persons. • Remove all traffic management measures; exclusion zone witches hats, barriers or signs. • All excess material / scrap to be removed from work area / disposed of correctly • Check the condition of the Hand Strapper & Trolley prior to placing back in storage ready for next use. • If there is any damage to the Hand Strapping Tools or Trolley, report and tag out. Storing Strapping Trolleys: • In a safe and secure location that will not create tripping hazards. Store Trolleys away from entry and exit areas, away from where work is being undertaken. • Ensure that the Trolleys do not block exits, walkways or emergency equipment such as fire hoses or fire extinguishers. 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>