

General Maintenance

Safe Operating Procedures | Almond farms | English transcript

General information only. Your host will provide the exact site procedure, machine instructions, PPE requirements and practical training before you start work. This video does not authorise equipment operation.

0:04 Before you start

This video provides general information for workers on almond farms. Before you start work, your host employer will explain the exact safe operating procedure, machine instructions and personal protective equipment required at your site. This video supports training. It does not replace practical training, assessment, supervisor sign-off or a training record. English is the authoritative version.

0:39 Step 1

Receive work instruction with details of all requirements of the work to be completed.

Potential risk.

Incorrect works being carried out.

Works being carried out by inexperienced and unqualified workers.

Part of works not completed

Risk treatment.

Check workers fully understand job to be completed.

Workshop manager to know qualifications of workers.

Inexperienced workers to be trained by qualified worker.

Works checked by manager when completed.

1:16 Step 2

Ensure all protective screens and guarding is in place and PPE is ready to use

Exercise correct LOTO procedure

Potential risk.

Injuries to workers and others

Risk treatment.

Workers to use required eye protection.

1:38 Step 3

Ensure machinery to be worked on is cooled down before work commences ie radiator cooled before removing cap

Potential risk.

Burns and scalds to workers

Injury to workers from compressed air and compressed liquid.

Eye injuries.

Risk treatment.

All workers to use and wear required PPE including safety glasses, face shields, steel capped boots, hearing protection and gloves

2:09 Step 4

Isolate work area.

Potential risk.

Unauthorised workers and visitors entering work area

Risk treatment.

Isolate work area with cones, signs, chains and highlighted walkway areas.

Place “Unauthorised Entry” signs at limit of work area.

2:32 Step 5

Ensure fire fighting equipment is in place and operational.

Potential risk.

Empty extinguishers

Hose reels without water flow or correct fittings.

Risk treatment.

Replace empty extinguishers with fully charged appliances.

Repair or replace fitting to hose reels.

2:56 Step 6

Ensure work area is clear of all obstacles and unrequired portable items.

Potential risk.

Slips, trips and falls

Risk treatment.

Remove all portable items from work area.

Remove all leads and ensure floor area is free of all obstacles.

3:21 Step 7

Check condition of all electrical tools, leads and tag and test dates.

Potential risk.

Electrical shock to workers.

Risk treatment.

Tag out and remove all poor condition and un tagged and tested electrical hand tools.

3:43 Step 8

Ensure good ventilation and air flow exists.

Potential risk.

Workers affected by fumes and vapours

Risk treatment.

Open doors for air flow and engage industrial fan to create air flow.

3:58 Step 9

Secure item to be repaired.

Potential risk.

Workers crushed or impacted.

Risk treatment.

Secure items by chocking and use of correct work stands.

4:15 Step 10

Complete work requirement.

Exercise correct LOTO procedure

Potential risk.

Burns to workers

Injury to workers from compressed air and compressed liquid.

Eye injuries.

Lacerations and cuts

Manual handling and heavy lifting

Pinch points

Slips, trips and falls

Workers' hearing affected by loud noise.

Electric shock to workers.

Poor lighting and visibility

General dust from repair item

Gravitational risk of falling into service pit or down steps from mezzanine level.

Risk treatment.

All workers to use and wear required PPE including safety glasses, face shields, steel capped boots, hearing protection, leather gloves.

Workers to use lifting equipment or organise team lifts.

Electrical circuits to be fitted with residual current device. (RCD)

Ensure standard of workshop lighting and upgrade if required.

Wash down item before commencing repair and correct use of dust masks as required.

Service pit must have covers in place when machinery is not being serviced from the pit.

Gate to steps of mezzanine level must be kept closed at all times.

5:37 Step 11

10 Sign off work requirement and clean-up work area

Potential risk.

Unnecessary works being completed in the future and incorrect records being kept.

Slips, trips and falls

Eye injuries

Other workers

Risk treatment.

Fully complete worksheet sign-off and return to workshop manager.

All workers to use and wear required PPE including Safety glasses, steel capped boots, leather gloves.

6:08 Qualifications and experience

Qualifications and experience.

All employees/ workers must be trained, hold relevant licenses, and be assessed as competent before operating any equipment on host employer sites. there must be safety induction records with the workers' name on the records. where licenses are required a copy of this must be on site file or personal file.

6:36 Duties and responsibilities

Duties and responsibilities.

All employees/ workers must adhere to host employer policies and procedures and report any concerns and incidents immediately to their manager/ supervisor. it is the responsibility of both host employer onsite management and contractor companies to identify language barriers and provide interpreters where required.

7:06 Training required

Training required.

All employees/ workers must have been inducted to the site and deemed competent in relevant Safe Operating Procedure and site traffic management plans. site managers must sign off all Safe Operating Procedure before employees/ worker start work on site or equipment. training should be completed by a competent person or training organization.

7:35 Codes of practice and legislation

Codes of practice and legislation.

All employees/ workers must adhere to codes of practice, standards and guideline, whs and ohs acts and regulations.

7:51 Plant, equipment and PPE

Plant, equipment and PPE.

Job specific protective personal equipment (ppe) must be identified and worn when required (i.e. positive sealed goggles with a strap when using compressed air). PPE is a shared responsibility between your host employer and Orchard Tech. Your host employer will provide the PPE required for your task. If the required PPE has not been supplied, stop work and contact Orchard Tech. workers to wear all outdoor ppe where required – wear positive sealed eye protection, gloves, hat, sunburn cream, steel capped boots, long sleeve shirts and long trousers. hi viz clothing must be worn at all times.

8:48 Maintenance checks

Maintenance checks.

If a vehicle, plant, equipment, or machinery is found to be defective or damaged, it must be tagged with 'out of service' tag until repaired and isolation register completed. daily pre-start/ pre-shift checks and post-checks if required are to be completed and recorded in all instances. maintenance teams are responsible for all maintenance on equipment. workers can only undertake maintenance if they have been adequately trained in the relevant process.

9:27 Before work starts

This video provides general information. Before you start work, your host employer will explain the exact procedure and provide practical training for your site. This video does not replace assessment, supervisor sign-off or a training record. If you do not understand something, use the English or talk to your supervisor at the host employer site. The host will provide you with an interpreter.

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