|  |
| --- |
| ***Portable_Plant_SOP***🗹 |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | **🗆** |
|  |
| **Has your teacher given permission for you to use this equipment?** | **🗆** |
|  | Are you wearing approved safety glasses?. | **🗆** |
| Foot Protection circle | Are you wearing protective safety work boots?. | **🗆** |
| Hearing Protection circle | Do you, and others around you, have appropriate hearing protection? *(Class 5 – SLC80 >26 dB)* | **🗆** |
| Hard hat | Do you require a hard hat? | **🗆** |
| **Dust mask sign** | Do you require an approved dust mask? *(P2 dust and fumes)* | **🗆** |
| Prohibition circle | Have you removed all your exposed rings and jewellery? | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Is your work area for the compressor well ventilated and not interfering with other students/activities?
 | **🗆** |
| 1. Have you visually checked all air hoses and electrical leads used with the compressor for damage and slip/trip hazards?
 | **🗆** |
| 1. Are all guard/s for the compressor (e.g. belt and pulley cover) in place andin good working order?
 | **🗆** |
| 1. Are you familiar with the operation of the ON/OFF switch?
 | **🗆** |
| 1. Is the regulator set to the appropriate pressure for the activity?
 | **🗆** |
| 1. Have you checked the oil level of the compressor in the oil sight glass?
 | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

 Air Compressor

**AIR COMPRESSOR**

|  |
| --- |
| ***Portable_Plant_SOP*****AIR COMPRESSOR****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Ensure all attachments used with the air compressor are in good condition before using.
2. Be careful when attaching and disconnecting tools to the air hose. Hold the air hose and tool firmly during this process.
3. Check the compressor at regular intervals noting pressure increase and cut-out/cut-in pressure.
4. Listen for any air leaks from any flexible airlines and immediately report if any leaks are observed.
5. Adjust pressure regulator to suit work requirements – discuss with your teacher the correct setting required.
6. Turn off and disconnect air hoses and electrical leads after use.
7. Never leave air compressor and equipment unattended.
 |
|  |
| **NB. Use compressed air safely – horseplay with compressed air can cause injuries** |
|  |
| **HOUSEKEEPING** |
| 1. Leave the work area in a safe, clean and tidy state – remove any waste.
2. Release condensation from drain before storing air compressor away.
3. Air hoses and electrical leads should be coiled with large loops.
 |
|  |
| **POTENTIAL HAZARDS** |
| ◼ Material blown under pressure ◼ Slips, trips and falls ◼ Unrestrained air hose whipping around ◼ Excessive noise ◼ High pressure air hose couplings ◼ Compressed air ◼ Manual handling – equipment and materials |
|  |
| **FORBIDDEN** |
| * Never use compressed air to clean off clothes, workbenches or floor surfaces.

◼ Never direct compressed air at your body or another person. |

 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_