

SECTION 1: SAFE WORK INSTRUCTION DETAILS

Task and Scope	This SWI is applicable to all Orange Sky personnel and describes safe work methods to be followed when re-filling the detergent on an Orange Sky Hybrid Vehicle
Hazards and risks	<ul style="list-style-type: none"> • Hazardous substances • Slipping risk • Manual handling
Equipment required	<ul style="list-style-type: none"> • Drum spanner • 20mm Tap • 5L detergent jerry can • Full detergent drum

SECTION 2: PERSONAL PROTECTIVE EQUIPMENT THAT MUST BE WORN WHEN PERFORMING THIS TASK



Disposable gloves



Closed in shoes

SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
Fitting Tap on detergent drum		

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| <p>1.</p> <p>Lay full drum of detergent, lay on its side and using a drum spanner, remove the white bung at the front of the drum</p> | <ul style="list-style-type: none"> • Manual handling, ensure safe lifting procedures are followed when lifting detergent drum |
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SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
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2. Thread the 20mm tap into the hole and tighten by hand
- Pinch point



3. Be sure the tap is closed and then tip the detergent upright
- Slipping risk, lift slowly to ensure minimal spillage

4. Place the detergent on a ledge (or box)
- Manual handling, ensure safe lifting procedures are followed when lifting detergent drum

5. Remove the cap on the 5L detergent Jerry can

6. Now fill the 5L detergent Jerry can



Filling Detergent Tank

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SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
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7.
Ensure vehicle is parked on a level surface, away from hazards and handbrake is on

8.
Open side door on the vehicle and remove the cap on the detergent tank



9.
Now fill the detergent tank with the 5L detergent Jerry can and repeat until tank is full (**note: pour slowly to avoid overflowing**)

- Slipping risk, pour slowly to ensure minimal spillage

SECTION 4: SAFE WORK INSTRUCTION APPROVAL

Approved by	NAME	POSITION	DATE
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