

Safe Work Instruction (SWI) Detergent fill in an OSA Laundry van

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 or replacing the detergent drum in an OSA Laundry van
Hazards and risks	<ul style="list-style-type: none"> E.G. manual handling, falls, electrical, hazardous substances etc.
Equipment required	<ul style="list-style-type: none"> Baskets, pens, white board etc.

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
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Replacing the Detergent drum

<p>Ensure the vehicle is parked on a flat surface with the transmission in 'Park' position with the handbrake engaged.</p>	<ul style="list-style-type: none"> Ensure handbrake is fully engaged to prevent vehicle movement. Ensure the vehicle is parked in a safe location away from hazards Do not work on the vehicle if it is parked on any road Only work on vehicle in daylight hours
<p>Open passenger door of the vehicle, open the passenger seat and switch the interior lights on</p>	<ul style="list-style-type: none"> Ensure area around door is clear of
<p>Open side door of OSA laundry van and remove items (baskets, trip guards etc.).</p>	<ul style="list-style-type: none"> Safe lifting procedures: bending knees, two people lifting for weights above 20kgs, do not over extend Ensure items are placed in safe location
<p>Unplug the brightwell pumps.</p>	<ul style="list-style-type: none"> Empty contents of the van prior to beginning works to prevent trip hazards. Place contents in a safe and secure space outside of the van. Ensure that the power to the brightwell devices has been turned off to eliminate the risk of pinch or laceration.
<p>Locate detergent drum and remove the strap that holds it in place.</p>	<ul style="list-style-type: none"> Potential spring hazard from jockey strap

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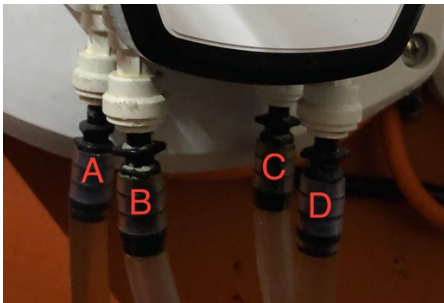
SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
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Locate Brightwell pumps. Refer to the diagram below on the order for disconnecting detergent lines. It is important for this to be correct otherwise the detergent will not be delivered to the machines. Only remove tubes A and B from each brightwell pump as it is important for this to be correct otherwise the detergent will not be delivered to the machines.

- A: DETERGENT DRUM
- B: WASHER
- C: WASHER
- D: DETERGENT DRUM

- Acidic chemical that is potentially harmful to open wounds, use disposable gloves to protect skin



Clean up and residual detergent with a rag / paper towel

- Slipping risk

Remove empty detergent drum from vehicle

- Manual handling, ensure safe lifting procedures are followed

Remove lids from both drums

Pour excess detergent into the full drum

- Slipping risk, lift slowly to ensure minimal spillage

Swap the lids of the drums so that the conduit and tubing are in the full detergent drum

Re-install full drum into vehicle with the strap in place

- Manual handling, ensure safe lifting procedures are followed

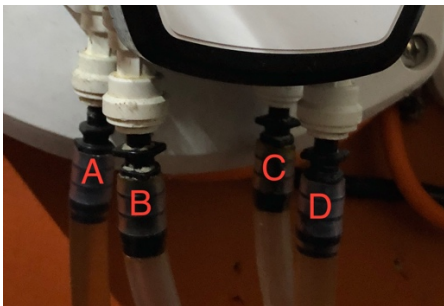
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Refer to the diagram below on the order for reconnecting detergent lines. It is important for this to be correct otherwise the detergent will not be delivered to the machines.

- A: DETERGENT DRUM
- B: WASHER
- C: WASHER
- D: DETERGENT DRUM



Priming the brightwell pumps

Start the generator.

Switch the main switch to 'Gen' .

Once the pumps have turned on, begin priming the brightwell pump 1 (left).

Select pump 1 by pressing the priming button on the brightwell pump.

Hold the priming button for approximately 20 seconds.

Select pump 2 by pressing the priming button on the brightwell pump.

Hold the priming button for approximately 20 seconds.

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SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
	Repeat for Brightwell pump 2 (right).	
	Switch generator off.	
	Return all items to the vehicle (baskets, trip guards etc.).	
	Lock vehicle, return key to lock box and lock it.	

SECTION 4: SAFE WORK INSTRUCTION APPROVAL

Approved by	NAME	POSITION	DATE