

SECTION 1: DETAILS	
Purpose & Scope	This Safe Work Procedure (SWP) describes the safe work methods that are to be followed when replacing an empty 'jerry can' for a full one in a laundry pod and refilling the empty can with diesel. This procedure applies to all OS personnel including employees, volunteers, contractors and OS representatives and should be read in conjunction with the below documentation.
Related Documents	<ul style="list-style-type: none"> • Guide – Safe Manual Handling • Guide – Avoiding Slips, Trips and Falls
Location of Task	All states and locations throughout Australia where OS operates a Laundry pod.
Equipment	<ul style="list-style-type: none"> • 20-litre jerry can (designed specifically to transport flammable liquid)
Hazards	Manual handling such as pulling, lifting, carrying or turning. Slips and trips. Hazardous substances. Fumes. Fire.
Review & updates	This SWP will be reviewed every 12 months from the date of issue. Revisions will be made in light of new safety guidelines or if operating parameters change.

SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN		
		
Enclosed shoes	Disposable gloves	Safety goggles

SECTION 3: OVERVIEW
<p>Our laundry pods use diesel to power the dryers. At the rear of the pods are two brackets that hold 20-litre jerry cans. Empty jerry cans will need to be replaced with full ones to keep the dryers operating. Ensure you don't have any pre-existing injuries that could be aggravated by lifting the full cans, and that you are comfortable lifting 20kg in weight. Be sure to use correct manual handling techniques at all times as outlined below. Enclosed shoes must be worn when performing this task. Do not attempt to perform this task if you are not confident you can perform it as outlined below.</p>

SECTION 4: SAFE WORK PROCEDURE	
TASK / ACTIVITY	CONTROL MEASURES / PRECAUTIONS
1. Removing The Empty Jerry Can From The Pod	
<p>1.1 Open both of the pod doors to give yourself as much space and light as possible.</p> <p>1.2 Ensure no dryers are operating if you intend to refill both jerry cans.</p> <p>1.3 Unscrew the hose attached to the empty jerry can</p> <p>1.4 Remove the empty jerry can from the bracket and place it outside.</p>	<p>! Important: Ensure you do not have any pre-existing injuries that could be aggravated by lifting a full 20kg jerry can into place.</p> <ul style="list-style-type: none"> • Be mindful of the lip when stepping into or out of the pod. • When removing the empty jerry can/s from the pod be sure to put the can/s in an area where people won't trip over them.

<p>1.5 Secure the empty jerry can in your vehicle – see step 3 <i>Transporting A Full Jerry Can</i> for further instructions.</p>	<ul style="list-style-type: none"> • When unscrewing the hose wear safety goggles to avoid diesel splashing into your eyes. • Use correct manual handling techniques when lifting empty and full jerry cans.
<p>2. Filling A Jerry Can At The Gas Station</p>	
<p>2.1 Place the jerry can on the ground next to the diesel pump at the gas station.</p> <p>2.2 Unscrew the cap and place the diesel pump nozzle into the top of the jerry can.</p> <p>2.3 Fill the jerry can up to 95% full to prevent spills. Return the nozzle to the pump being careful not to spill any diesel on yourself or the ground.</p> <p>2.4 Place the cap back on the jerry can and seal the can tightly.</p>	<p>! Important: Only use diesel, NOT gasoline.</p> <p>! Important: 20-litre jerry cans weigh approximately 20kg when full. Ensure you use correct manual handling techniques when lifting, pulling, pushing or moving a full jerry can to avoid potential injury.</p> <ul style="list-style-type: none"> • Be sure to use approved jerry cans only. These are designed specifically to transport flammable and combustible liquids. Jerry cans also seal tightly to prevent leakage. • When filling the can wear safety goggles to avoid diesel overflow splashing in your eyes.
<p>3. Transporting A Full Jerry Can</p>	
<p>3.1 With a paper towel from the gas station dispenser, wipe any excess diesel off from the outside of the jerry can.</p> <p>3.2 Secure the jerry can tightly with cables in the upright position to the truck bed, or the boot of your vehicle so the jerry can is facing backwards.</p> <p>3.3 Transport the jerry can straight back to the pod promptly to minimise risk.</p>	<p>! Important: Do not transport a full jerry can in the passenger seat or cabin of your vehicle. The fumes may make the driver and/or passengers feel nauseous.</p> <ul style="list-style-type: none"> • Transporting a jerry can outside your vehicle is the ideal choice for ventilation and safety. <p>! Important: Use correct manual handling techniques when securing the full jerry can.</p>
<p>4. Placing A Full Jerry Can In The Pod</p>	
<p>4.1 Open both of the pod doors to give yourself as much space and light as possible.</p> <p>4.2 Using correct manual handling techniques and taking a secure stance with your legs, lift the full jerry can up, over and into the empty bracket.</p> <p>4.3 Attach the hose from the dryer to the jerry can.</p>	<ul style="list-style-type: none"> • If there is any equipment stored in the back of the pod remove it to give yourself as much room as possible. • Be mindful of the lip when stepping into or out of the pod. • Make sure you replace the rear jerry can first, then the jerry can closest to the pod doors when replacing both cans.

6. GENERAL SAFETY

6.1 Manual Handling

Manual handling refers to any activity requiring a person to engage in a task that involves the **pushing, pulling, lifting, carrying or turning** of a physical object and/or repetition of these movements.

A manual handling task becomes **hazardous** when it subjects the person to one or more of the following: **repetitive** or **sustained force, high** or **sudden force, repetitive movement, sustained** or **awkward posture, exposure** to **vibration** while the person is lifting, lowering, pushing, pulling, carrying, moving, holding or restraining something.

How manual handling injuries happen

- Incorrect lifting techniques
- Bad positioning
- Heavy loads
- Inappropriate movements
- Most back problems are a result of years of neglect & wear & tear
- Poor posture, fitness, lack of strength & flexibility

Correct Lifting

1) Assess the load, are you sure you can lift the weight? **2)** If lifting, face the direction of travel, check your balance & position with feet shoulder-width apart. **3)** When lifting, use your legs, not your back. Bend your knees keeping your back straight and arms close to your body. Do not jerk, keep the movement smooth. **4)** Keep the heaviest part of the load against your body. **5)** When moving your load, move & turn from your feet, not your waist, do not twist.



6.2 Slips, Trips and Falls

These hazards can be hard to spot and accidents can happen in seemingly safe environments. Injuries may result in sprains, strains, cuts, bruising, back injuries and broken bones. Slips – surfaces can become slippery when the area has become wet, be sure to clean up spills straight away. Trips – can occur because of uneven ground, hoses, washing baskets, and clutter. Always use trip guards and remove clutter from walkways. Falls – injuries from falls can occur from any height. When entering the front side or rear doors of the vans always have 3 points of contact as you climb up and down.