

Safe Work Instruction (SWI)

Soap Dispenser Refill

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 [insert scope]
Hazards and risks	<ul style="list-style-type: none"> Manual handling
Equipment required	<ul style="list-style-type: none"> Soft care LUX 2 in 1 soap

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



Closed in shoes

SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
Replacing soap in an OSA Shower and Hybrid vehicle		
	Ensure vehicle is parked in a safe location away from hazards.	<ul style="list-style-type: none"> Do not work inside the vehicle if it is on a road or in a location that is considered unsafe Ensure that the vehicle is in 'PARK' and that the handbrake is firmly engaged Ensure that the vehicle is parked on a level surface
	Use the control panel on the passenger seat to activate the interior lights.	
	Open the door of the vehicle and remove the containers or chairs and place in a safe location.	<ul style="list-style-type: none"> Safe lifting procedures, bending knees using two people for lifting over 15kgs

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SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
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Lift the face of the soap dispenser from the bottom at its centre until the top unlatches and folds down.

- Do not force the face to lift off to avoid damage



Remove the empty soap bag by pulling it straight out.

- Dispose of empty soap bag in general waste



Remove the section of packaging as shown and align nozzle as shown.

- Dispose of waste in general waste

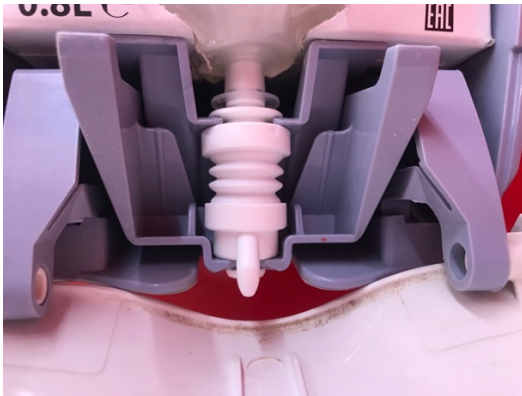


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SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
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Align the nozzle as shown and press in.



- If not aligned correctly the dispenser will not work

Close the dispenser and return all items into the vehicle.

- Safe lifting procedures, bending knees using two people for lifting over 15kgs

SECTION 4: SAFE WORK INSTRUCTION APPROVAL

Approved by	NAME	POSITION	DATE
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