

DETAILS	
<b>Purpose &amp; Scope</b>	This Safe Work Procedure (SWP) describes the safe work methods to be followed when replacing a fuse in an Orange Sky (OS) laundry or hybrid van. This procedure applies to all OS personnel, including employees, volunteers, contractors and representatives of Orange Sky. It is to be read in association with the OS resources listed below.
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Guide - Safe Manual Handling.</li> <li>• Guide - Avoiding Slips, Trips and Falls.</li> </ul>
<b>Location of Task</b>	All states and territories throughout Australia and regions throughout New Zealand OS operates shifts.
<b>Equipment Required</b>	<ul style="list-style-type: none"> <li>• Replacement fuse located in the van's glovebox or door's storage bin.</li> </ul>
<b>Hazards</b>	Manual handling (twisting, overextending), slips, trips and falls, pinching.
<b>Help?</b>	For help, questions or enquiries, call Service Support on: <ul style="list-style-type: none"> <li>• AU - <b>0488 851 113</b></li> <li>• NZ - <b>09 801 8371</b></li> </ul>
<b>Review &amp; updates</b>	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.

### PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN



Enclosed shoes

### General Safety

#### 1. Manual handling

Manual handling is **any task** requiring a person to lift, lower, push, pull, or hold something such as lifting and carrying laundry baskets, loading and unloading machines and getting in and out of our compact vans. It's important you are aware of the correct way to perform tasks to avoid injury.

- **Safe lifting technique** - standing close to the object with a good stable stance - Bend your knees, not your back - Get a good grip and use your legs to lift up.

#### 2. Slips, trips and falls

Can be **hard to spot**, and accidents can happen in seemingly safe environments. Injuries may result in sprains, strains, bruising 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.

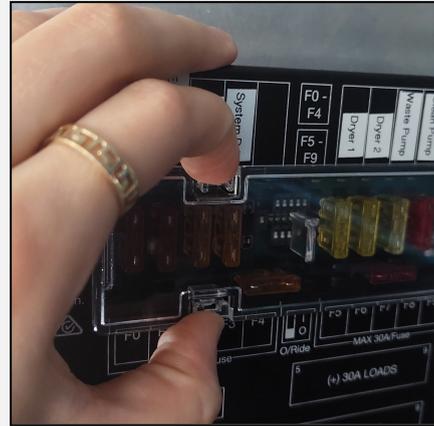
### SAFE WORK PROCEDURE

1 Checking the Fuse in a Laundry Van	Control Measures / Precautions
<p><b>1.1 Checking if the Fuse has Blown:</b> Signs a fuse may have blown can include:</p> <ul style="list-style-type: none"> <li>• an alert on the control panel;</li> <li>• the red LED light on a dryer is flashing;</li> <li>• the clean or wastewater pumps are not working;</li> <li>• hot water not working/flashing an error code</li> </ul> <p><b>1.2</b> The fuse box is <b>located</b> behind the driver's seat on the right-hand side of the van.</p> <p><b>1.3</b> To check if a fuse has blown:</p> <ol style="list-style-type: none"> <li>1. Open the driver's door as wide as it can open.</li> <li>2. Remove the driver seat's headrest.</li> <li>3. Using 3 points of contact, step up and sit in the driver's seat.</li> <li>4. Turn your body so your legs are facing out the driver's door.</li> <li>5. Position yourself comfortably in the driver's seat so that with a slight right twist of your torso, you can access the fuse box with your right hand.</li> </ol> <p><b>1.4 Determine what fuse has blown:</b> A small light above the blown fuse will be illuminated to indicate it has blown.</p> <p><b>1.5</b> There is a high probability that one of the dryer's fuses has blown. Start by checking:</p> <ul style="list-style-type: none"> <li>• Fuse 1 (dryer 1) or</li> <li>• Fuse 2 (dryer 2)</li> <li>• The fuse's number can be found on the fuse's 'spine'</li> </ul> <p><b>1.6</b> Unclip and remove the clear plastic fuse cover.</p> <p><b>1.7</b> Remove the fuse by pinching it with the pliers/tweezers provided (located in the fuse box) or two fingers and pulling it backwards.</p> <p><b>1.8 Replace the fuse &amp; exit the van:</b> Once you have identified the blown fuse, replace it with a fuse with the same number. If there is not</p>	<ul style="list-style-type: none"> <li>• Picture of the fuse box            </li> <li>• Removing the headrest            </li> <li>• Seating position to reach the fuse box            </li> </ul>

	<p>a fuse with the same number <b>call Service Support.</b></p> <p><b>1.9</b> When exiting the van use 3 points of contact.</p> <p><b>1.10</b> Reattach the driver's seat headrest. If you removed it.</p> <p><b>1.11</b> Close the driver's door and dispose of the blown fuse in the rubbish.</p>	<ul style="list-style-type: none"> <li>• <b>Helpful</b> - To give yourself extra headroom, lower the driver's seat before hopping in. The lever to lower the seat is located on the right-hand side of the driver's seat.</li> <li>• <b>Careful</b> - not to open the driver's door onto a road, busy footpath or thoroughfare where vehicles or pedestrians could clip it.</li> <li>• If you are replacing the fuse at night or early in the morning, ensure you have <b>enough light</b> to see clearly as you hop into and out of the van to avoid tripping and also in the cabin to avoid straining your eyes.</li> </ul>
2 Checking the Fuse in a Hybrid Van		Control Measures / Precautions
	<p><b>2.1 Checking if the Fuse has Blown:</b> Signs a fuse may have blown can include:</p> <ul style="list-style-type: none"> <li>• an alert on the control panel;</li> <li>• the red LED light on a dryer is flashing;</li> <li>• the clean or wastewater pumps are not working;</li> <li>• hot water not working/flashing an error code</li> </ul> <p><b>2.2</b> The fuse box is <b>located</b> between the driver's seat and passenger's seat.</p> <p><b>2.3</b> To check if a fuse has blown:</p> <ol style="list-style-type: none"> <li>1. Open the passenger door as wide as it can open.</li> <li>2. Using 3 points of contact, step up and sit in the passenger's seat.</li> <li>3. Rotate your body so your knees are facing the driver's seat.</li> <li>4. Slightly twist your body to the right so you can comfortably access the fuse box.</li> </ol> <p><b>2.4 Determine what fuse has blown:</b> A small light above the blown fuse will be flashing to indicate it has blown.</p> <p><b>2.5</b> There is a high probability that one of the dryer's fuses has blown. Start by checking:</p> <ul style="list-style-type: none"> <li>• Fuse 1 (dryer 1) or</li> <li>• Fuse 2 (dryer 2)</li> <li>• The fuse's number can be found on the fuse's 'spine'.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Careful</b> - not to open the driver's door onto a road, busy footpath or thoroughfare where vehicles or pedestrians could clip it.</li> <li>• If you are replacing the fuse at night or early in the morning, ensure you have <b>enough light</b> to see clearly as you hop into and out of the van to avoid tripping and also in the cabin to avoid straining your eyes.</li> </ul>

- 2.6** Unclip and remove the clear plastic fuse cover.
- 2.7** Remove the fuse by pinching it with the pliers/tweezers provided (located in the fuse box) or two fingers and pulling it backwards.
- 2.8 Replace the fuse & exit the van**  
Once you have identified the blown fuse, replace it with a fuse with the same number. If there is not a fuse with the same number, **call Service Support.**
- 2.9** When exiting the van, use 3 points of contact.
- 2.10** Close the passenger's door and dispose of the blown fuse in the rubbish.

- Unclipping the fuse box cover



### 3 Checking the Fuse in Laurie, Monty, Poppy

### Control Measures / Precautions

- 3.1 Checking if the Fuse has Blown:**  
Signs a fuse may have blown can include:
  - an alert on the control panel;
  - the red LED light on a dryer is flashing;
  - the clean or wastewater pumps are not working;
  - hot water not working/flashing an error code
- 3.2** The fuse box is **located** at the rear of the van on the left-hand side.
- 3.3** To check if a fuse has blown:
  1. Open both rear doors as wide as they can open.
  2. Place the portable step on the ground below the left door.
  3. Hold the yellow grab handle with your right hand, and using 3 points of contact, step up into the step.
  4. If you can't reach the fuses from the step using 3 points of contact, step up onto the lip of the van.
  5. Continue to hold the yellow grab handle with your right hand while you check the fuses with your left hand.
- 3.4 Determine what fuse has blown:**  
A small light above the blown fuse will be flashing to indicate it has blown.

- **Note** - On Laurie, Monty & Poppy the dryer fuses are located separately underneath the main fuse box.



**3.5** There is a high probability that one of the dryer's fuses has blown.

**3.6** On Laurie, Monty & Poppy, the dryer fuses are located separately underneath the main fuse box. Start by checking:

- Fuse 1 (dryer 1) or
- Fuse 2 (dryer 2)
- The fuse's number can be found on the fuse's 'spine'.

**3.7** When checking the dryer fuses, turn the red lock from 'close' to 'open' to remove the cover.

**3.8** When checking the other fuses, unclip and remove the clear plastic fuse cover.

**3.9** Remove the fuse by pinching it with the pliers/tweezers provided (located in the fuse box) or two fingers and pulling it backwards.

**3.10 Replace the fuse & exit the van:**  
Once you have identified the blown fuse, replace it with a fuse with the same number. If there is not a fuse with the same number, **call Service Support.**

**3.11** Using 3 points of contact, step down off the lip onto the step, then onto the group.

**3.12** Close both rear doors and dispose of the blown fuse in the rubbish.

