

Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS

FOR OVERSIZED WDC (OVER 210sqm)

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Cutting: Due to the length each sheet will be heavy and awkward to handle. Ensure two, possibly three people to cut, fan fold and manoeuvre the material onto the table for piecing.	
2	Piecing: As the material will weigh more than the average cover, ensure two people to manoeuvre the cover whilst piecing.	
3	Marking: Cover will block at least one fire escape. Block access via Liners so people aren't walking over the cover (slip hazard). Ensure everyone knows to use the other exits - email and/or use signage.	
4	Taping: Same as Piecing.	
5	Hot Knife: Move hot knife station so the cover does not block access to the strapping area. Two people to hot knife, one pulling the cover through	
6	Strapping: Two people strapping, ensure additional people to help move the cover around safely.	
7	Packing: Due to the weight of the cover ensure help with folding and packing. Cover to be packed into pallet box for easy movement. Use mechanical lifting aid to place in the box.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: