

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR USING WALL TO FLOOR
MACHINES DURING CORONAVIRUS OUTBREAK

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Supervisor to speak to all team members at the beginning of each day and ask if they have any Coronavirus symptoms since starting work. If anyone does, they will be told to follow PHE guidelines. All staff are responsible for others safety and must advise if they have any symptoms. As a reminder, staff must <u>not</u> come to work if they are experiencing any symptoms and phone to advise they will not be coming to work.	
2	Providing all members are well, a team of 2 to work together and fully complete one liner.	
3	Another team of 2 can weld a different liner if required but this must be on another wall to floor welding machine.	
4	Each machine must be kept clean by the operating team and regular hand washing and cleaning of controls to take place.	
5	Each team to weld for a maximum of 45 minutes and that team to then separate and do other work for 15 minutes keeping a safe distance of 2m from all staff.	
6	After 15 minutes this team can resume welding the same liner on their dedicated welding machine and continue for another 45 minutes. Repeat no 5 until the liner is complete. If required, a new liner can then be started by this team on their dedicated welding machine.	
7	Safe distance must be kept at all times when welding but if a team member must lean across the table, the other team member must walk away from the table and practice a safe distance of 2m until the process is completed. Once complete, the team member can return to their seat and continue welding the liner.	
8	All operators must wear a face visor or an FFP3 reusable mask when using the Wall to Floor machine.	
9	At the end of each day, all welding machines to be cleaned.	

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: