

Safe System of Work
OPERATING AND SAFETY INSTRUCTION FOR CHANGING SEALED AIR FOAM DRUMS

Name: Training Date:.....

ASTHMA SUFFERERS MUST NOT CARRY OUT THIS PROCEDURE

	Instruction	Understood ✓ or X
1	Drums are delivered to the Warehouse on pallets. They are stored in the metal container outside of Goods In.	
2	Warehouse will deliver one pallet of 4 drums to department when requested (2 blues and 2 reds unless alternative is requested).	
3	Drums are stored in the department in the specified location.	
4	Use the hydraulic drum lifter to move a drum in department (hydraulic drum lifter to be used by trained and authorised personnel only - RA88).	
5	Close doors and place do not enter sign on outside.	
6	PPE to be worn as per training, including gloves.	
7	Remove lid on full drum.	
8	Ensuring you are working on the same colour drum, remove pipes from empty drum.	
9	Place pipes onto new drum. Never mix colours, always red to red and blue to blue. If ever mixed refer to sealed air manual as now contaminated.	
10	The empty drum is to be put back on the pallet in the specified location.	
11	Repeat changing process on the other coloured drum. Never mix colours, always red to red and blue to blue. If ever mixed refer to sealed air manual as now contaminated.	
12	Contact Warehouse to request a delivery of new drums when required. Warehouse will remove the empty drums on a pallet at the time of delivery of new ones.	

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: