

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR CHANGING BAGS ON DUST  
EXTRACTION MACHINE DURING CORONAVIRUS OUTBREAK**

Name: ..... Training Date:.....

	Instruction	Understood ✓ or X
1	Senior operator to speak to all team members at the beginning of each day and ask if they have a temperature, new cough or loss/change to sense of smell or taste 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 either symptom.  As a reminder, all staff must not come to work if they are experiencing these symptoms and phone to advise they will not be coming to work.	
2	Providing all members are well, a team of 2 must work together	
3	No eating or drinking	
4	Main operator to wear air shield mask and other operator to wear mask whilst changing bag	
5	Operators must stand either side of the bag, then one person to bang the dust shoot and wait 30 seconds for any remainder dust to fall in the bag	
6	One person to unclip bag onto bag stretcher, cable tie and position lying flat on the stretcher. At all times both operators must maintain safe distance.	
7	Both operators to lift stretcher and take to unloading area	
8	Unloading to be done together at the same time tipping carefully onto a pallet	
9	When installing a new bag onto the machine it must be done with 2 operators standing each side of the dust shoot, keeping as much distance as possible. Each operator to secure their half of the bag with the strap	
10	If one bag is full and the other bag is 2/3 <sup>rd</sup> full, change both bags at same time to reduce bag changes	
11	At all times, keep as far apart as possible whilst changing bags.	
12	Stretcher must be stored somewhere safe and handles cleaned before and after each use	
13	Machine must be cleaned before and after the bag change	

14	Hands to be cleaned/sanitised before and after a bag change	
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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: .....