

13.06.09

DESCRIPTION:

## JOB SAFE PRACTICES General – Safety Step

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p><b>Ensure</b> the work area is clear.</p> <p><b>Ensure</b> the safety- step is on a level surface.</p> <p><b>Ensure</b> the anti slip surfaces are in good condition top and bottom. (visual check)</p> <p>Keep both feet firmly on the safety- step at all times.</p> <p><b>Do not</b> stack safety –steps to gain extra height. (mirror cap ladder S.O.P)</p>	Working from heights	Falls, slips, trips	<p><b>Store and Department Management</b> –To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p><b>Store staff</b> – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p><b>All staff</b> – To identify and report unsafe conditions and implement the Out of Service tag procedure</p> <p><b>Note</b> – Do not use equipment other than mirror cap ladders or safe-T-steps to access stock.</p>
<p><b>Ensure</b> the safety-step is close to the fixture.</p> <p><b>Do not</b> move the safety-step with your feet.</p> <p><b>Do not</b> move the safety- step while you or another person is on it.</p> <p>Ensure that the surrounding area is clear of obstacles when dismounting from the safety-step. (visual check)</p> <p>Sit or kneel on safety-step to access lower shelves.</p> <p><b>Do not</b> overreach when accessing shelves. (mirror cap ladder)</p>	<p>Manual handling repetitive tasks</p> <p>Accessing lower shelves</p> <p>Accessing shelves.</p>	Sprains, strains, falls	
<p><b>Do not</b> leave the safety-step unattended.</p> <p>Return to storage area after use.</p>	Inadvertent operation	Sprain, strains, falls	

Revision N°	Issued	Approved By	Document N°	Page
0	23/08/12	Director/s	OHS/F –13.06.09	1