Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | Operation of Human Powered Vehicles (HPV) |
| Human Powered Vehicle   shapeimage_1 | **Potential Hazards:** Hazards with the potential to cause injury through entanglement, impact and cutting injuries, shearing, ergonomics, radiation, slip, trip and fall, friction, temperature/moisture and dust. |

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| Personal Protective Equipment (PPE) Required *(Check the box for required PPE*): | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | safety gogglesEyeProtection | Helmet | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | |
| **1. PRE-Operation**   * A pre-operation vehicle check to be performed by a competent person ensuring all systems are functioning correctly and components are in good working order (e.g. seat belt, braking systems, tyres fully inflated etc). * Secure and lock seat into position. If provided with adjustable seat, ensure it is locked into position and does not move forwards or backwards when rider is seated. * Use a positive attachment, e.g. strap and buckle, velcro straps, canvas zips, etc. to secure any temporary or removable padding used for riders into a fixed part of the vehicle. * Ensure appropriate guarding, e.g. rollover bar, is in place and in good condition. * Ensure all moving components are fully shielded to prevent hazardous contact with rider or clothing. * Ensure operator is wearing appropriate clothing and that long hair is tied back and cannot come in contact with moving parts. * Ensure operator has an appropriate level of fitness. * Ensure the operator is trained in the safe operation of the vehicle. * Confirm weather conditions are suitable to operate the HPV.   **2. Operation:**   * Ensure appropriate PPE (e.g. helmet, eye protection and protective clothing) is worn by the operator/s. * Ensure operator/s has regular rest breaks. * Ensure operator/s drink plenty of water during operation to prevent dehydration. * Ensure operator/s keeps a safe braking distance from other HPV or road users (at least 3 metres or one vehicle length). * Ensure the operator/s drives in a safe manner suitable to the conditions of the environment in which it is operated.   **3. POST-Operation:**   * If the HPV is to be used again, a post-operation vehicle check must be performed by a competent person to ensure all systems are still in working order and all components are in good condition. | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | |
| **Name:** | **Title:** | | | | | **Contact Details:** | | |
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