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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | Helmet | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [x]  | [x]  | [ ]  | [x]  |
|  **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.
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| **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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