








## SOP – Disturbing or removing Silica

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process.

Other SOP may also apply to this task, select other SOP as appropriate. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

						
Suits	Eye	Gloves	Hardhat	P2 Mask	Safety boots	Safety

### OTHER SIGNAGE



### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Silica	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Heights	Utilities & Services
Electrical	Plant & equipment
Tools	

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Silica awareness
- ✓ Manual Handling

**Licence or VOC Required: No**

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Current electrical test & tag

- ✓ Check all electrical leads for damage
- ✓ Electrical leads positioned to prevent damage
- ✓ Use electrical earth leakage unit
- ✓ Services isolated
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Notify neighbours
- ✓ Potential emergencies considered



# My HSEQ Management System

## Tools & equipment required

- ✓ 200-micron plastic bags
- ✓ Glue
- ✓ Spray bottle
- ✓ Tape
- ✓ Appropriate hand tools

## Operating Procedures / Methodology:

### Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ Complete SWMS
- ✓ Ensure adequate lighting
- ✓ Location of Silica is identified
- ✓ Commencement of work authorised

### Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Put on PPE including P2 mask
- ✓ Enter the work area
- ✓ Minimize creation of dust

### Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Decontamination of work area
- ✓ Decontamination of workers
- ✓ Decontamination of tools and equipment
- ✓ Ensure dust does not escape work area
- ✓ All waste is to be bagged or wrapped
- ✓ Pack away all equipment
- ✓ Remove enclosures
- ✓ Remove exclusion zones

- ✓ Check site is clean
- ✓ Remove fences and signage
- ✓ Handover site to client
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

### Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

### DO NOT!

- ✗ Use if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Alter this SOP without Management approval

### Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

[Managing the risk of falls at workplaces](#)

### Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

### Worker sign-off

Refer to Worker's induction file for signed documents