

Safe Systems of Work

TASK: Monthly inspection of standby generator

OF POTENTIAL HARM: FM Technician

EQUIPMENT NEEDED: Safety gloves and boots (resistant to fuel and lubricating oils), ear defenders, signage (if required) and mobile phone

PLEASE NOTE: As each generator and site is different, it is important to thoroughly assess each one before working. This provides a guide. Not all steps in the process below may be applicable.

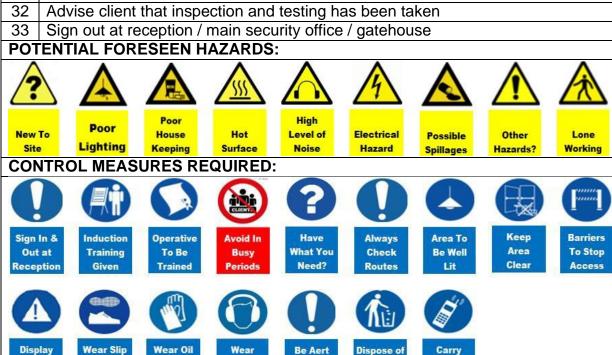
STEP BY STEP PROCESS:

- 1 Park vehicle in designated area
- 2 Report to reception / main security office / gatehouse
- 3 Attend any inductions as required by client prior to any work being undertaken
- 4 Assess area in which you are to be working and conditions around before commencing
- 5 Ensure PPE Safety gloves and boots (resistant to fuel and lubricating oils) and ear defenders are worn
- Display signage of 'Caution work in progress' if people may pass by (Extreme caution must be applied in event of public being present in and around work area)
- 7 Ensure any doors are kept in open position with door stop or wedge as working alone
- 8 Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained
- 10 | Assemble equipment required
- 11 Pay attention to generator O&M manual and instructions
- 12 | Visually inspect entire unit and check operation of generator heater
- 13 Examine for and report any leaks from tank or pipework connections
- 14 Test the contents gauge for correct operation
- 15 Check and ensure correct levels of lubricating oils
- 16 Check and ensure correct levels of water coolant
- 17 Check and ensure correct levels of fuel in the tank
- 18 Check and ensure correct levels of battery electrolyte
- 19 Fill up levels if required
- 20 Test and ensure correct operation of daily service tank fuel level switch
- 21 Test and ensure correct operation of starter battery control and associated circuits
- Test and ensure correct operation of all alarm controls, associated relays, circuits and resets
- 23 | Check battery charge
- 24 Record cell voltage and charging current
- Operate the test switch on the control panel to the 'On' position and run the generator for a period of 5 10 minutes
- 26 On completion of the test run, return the test switch to the 'Normal' position
- 27 | Log hours of the run meter reading
- 28 Remove signage and door stop



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29	Repeat as required
30	Ensure work area is safe when finished testing
31	Ensure works are recorded in CAFM
32	Advise client that inspection and testing has been taken
33	Sign out at reception / main security office / gatebouse



IN THE EVENT OF AN EMERGENCY:

Resistant

Gloves

Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.

To Other

Hazards

Oils/Rags

Safely

For

Safety

Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.

FURTHER MEASURES:

Resistant

Boots

Light load running is not advisable

When signing in, give expected duration of work

Be mindful of potential for other hazards and take time to consider other risks

Note any additional hazards and control measures on this form below

Ear

Protector

Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance

Inform FM desk as soon as possible of any concern, defects or remedial actions

FOR NOTES:

Warning

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