


























## Safe Systems of Work

<b>TASK:</b> Monthly inspection of standby generator	
<b>OF POTENTIAL HARM:</b> FM Technician	
<b>EQUIPMENT NEEDED:</b> Safety gloves and boots (resistant to fuel and lubricating oils), ear defenders, signage (if required) and mobile phone	
<b>PLEASE NOTE:</b> 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.	
<b>STEP BY STEP PROCESS:</b>	
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
6	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
22	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
25	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 / gatehouse							
<b>POTENTIAL FORESEEN HAZARDS:</b>								
								
New To Site	Poor Lighting	Poor House Keeping	Hot Surface	High Level of Noise	Electrical Hazard	Possible Spillages	Other Hazards?	Lone Working
<b>CONTROL MEASURES REQUIRED:</b>								
								
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Avoid In Busy Periods	Have What You Need?	Always Check Routes	Area To Be Well Lit	Keep Area Clear	Barriers To Stop Access
								
Display Warning Signs	Wear Slip Resistant Boots	Wear Oil Resistant Gloves	Wear Ear Protector	Be Alert To Other Hazards	Dispose of Oils/Rags Safely	Carry For Safety		
<b>IN THE EVENT OF AN EMERGENCY:</b>								
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.								
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.								
<b>FURTHER MEASURES:</b>								
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								
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								
<b>FOR NOTES:</b>								

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