

## Safe Systems of Work

<b>TASK:</b> Moving office furniture	
<b>OF POTENTIAL HARM:</b> FM Technician	
<b>EQUIPMENT NEEDED:</b> PPE gloves with good grip and protection against sharp edges, non-slip safety boots, trolleys or similar and a mobile phone	
<b>PLEASE NOTE:</b> As each client location and their safety policy differs, it is important to thoroughly familiarize and become competent at each 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 will be working and the conditions around before commencing
5	Remember you are 'Lone Working' and take appropriate safety precautions
6	Should you feel you need assistance, obtain it
7	Assemble equipment required as described above, including PPE
8	Remember and use your manual handling training
9	If required, cordon off your working area and display warning signs about the hazard
10	All furniture should be checked to ensure it is empty before attempting to move it
11	Ensure all 'powered desks' are registered and PAT tested and ensure electrical bonding has been re-established after any move
12	Ensure all electrical points are disconnected from mains supply and adjoining desks before moving furniture
13	Ensure gloves are worn to protect against slipping and any sharp edges
14	Use mechanical aids where possible to reduce strain and risk of injury
15	Clean equipment and check for safety when finished
16	Return equipment to store and store correctly when finished
17	Wash hands
18	Ensure work area is safe when finished testing
19	Record works in register
20	Sign out at reception / main security office / gatehouse

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## POTENTIAL FORESEEN HAZARDS:



## CONTROL MEASURES REQUIRED:



## IN THE EVENT OF AN EMERGENCY:

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.**

## FURTHER MEASURES:

When signing in, give expected duration of work

Be mindful of potential for other hazards and take time to consider other risks, such as people in the area and distance to travel

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

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