

Safe Systems of Work

TASK: Painting	
OF POTENTIAL HARM: FM Technician	
EQUIPMENT NEEDED: PPE gloves with good grip, non-slip safety boots, safety goggles, face mask, ear defenders, head protection, brushes, paints, extension poles, suitable ladders, signage, cordon barriers and a mobile phone	
PLEASE NOTE: 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.	
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 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	Be vigilant for hazards, including cables
11	Consider using water-based paints
12	Always take note of any cautions or potential dangers indicated on the paint container and take any required preventative action
13	Take precautions when handling and storing solvents
14	Remember to have adequate ventilation. Open windows and doors where possible.
15	Bear in mind that gloss, undercoats, universal and wood primer and white spirits are all flammable
16	Clean equipment and check for safety when finished
17	Return equipment to store and store correctly when finished
18	Wash hands
19	Ensure work area is safe when finished testing
20	Record works in register
21	Sign out at reception / main security office / gatehouse

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POTENTIAL FORESEEN HAZARDS:

							
New To Site	Poor Lighting	Work At Height	Adverse Ground Condition	Poor House Keeping	Possible Spillages	Wet Floor	CAUTION Trip Hazard
							
CAUTION Fall Hazard	CAUTION Chemical Hazard	Biological Hazard	Dust In Eyes	Electrical Hazard	Faulty Electrics	Overhead Obstacle	Rotating Fans
							
Falling Tools	Manual Handling	Repetitive Strain Injury	Back Injury	Bodily Injury	Sharp Objects	Excessive Sun Exposure	Ultra Violet Light Exposure
							
Hot Temperature Risk of Dehydration	High Level of Noise	People Passing	Other Hazards?	Lone Working			

CONTROL MEASURES REQUIRED:

							
Operative To Be Trained	Manual Handling Training	Sign In & Out at Reception	Induction Training Given	Avoid In Busy Periods	Always Check Routes	Have What You Need?	Area To Be Well Lit
							
Keep Area Clear	Check Ladders & Surface	Use Suitable Ladders	Barriers To Stop Access	Display Warning Signs	Good Staff Comms	Wear Safety Boots	Use Safety Goggles
							
Wear Face Mask	Wear If Required	Wear If Required	Do Not Over Reach	Be Alert To Other Hazards	Dispose of Oils/Rags Safely	Please wash your hands	Carry For Safety

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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

Ensure there is no smoking or open flames when handling solvents

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

Be observant for signs of dermatitis (sore, itchy, scaly, red skin with blisters). Seek medical advice if discovered and inform FM management

Be observant for signs of work-related asthma (coughing, wheezing, tightness of chest, constantly runny nose, watery prickly eyes). Seek medical advice if discovered and inform FM management

Be mindful that too much dust can affect your health. If you feel there is too much dust despite the use of ventilation, goggles and a face mask, seek advice.

Be mindful of heat and ensure breaks are taken. Keep your long sleeved top on. Stay in the shade wherever possible, including during lunch breaks. Drink plenty of water to avoid dehydration. Use a high protection factor sun screen of at least SP15 on any exposed skin. Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

Be sure to dispose of paints and solvents properly. Seek assistance and advice if required.

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

NOTES:

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