

Safe Systems of Work

TASK: Repairing doors and closers	
OF POTENTIAL HARM: FM Technician	
EQUIPMENT NEEDED: PPE gloves with good grip, non-slip safety boots, suitable tools and 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	Ensure you are familiar with the type of door closers and how to adjust before attempting repair or replacement.
7	Should you feel you need assistance, obtain it
8	Assemble equipment required as described above, including PPE
9	Remember and use your manual handling training
10	If required, cordon off your working area and display warning signs about the hazard
11	Be vigilant for hazards, including people passing, risk of blocking fire exits, etc.
12	Ensure work area is safe when finished testing
13	Clean equipment and check for safety when finished
14	Return equipment to store and store correctly when finished
15	Wash hands
16	Record works in register
17	Sign out at reception / main security office / gatehouse

POTENTIAL FORESEEN HAZARDS:

							
New To Site	Poor Lighting	Work At Height	Uneven Surface	CAUTION Fall Hazard	Poor House Keeping	Wet Floor	Trailing Cables
							
CAUTION Trip Hazard	Overhead Obstacle	People Passing	Manual Handling	Bodily Injury	Sharp Objects	Other Hazards?	Lone Working

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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	Area To Be Well Lit	Display Warning Signs
							
Barriers To Stop Access	Keep Area Clear	Check Ladders & Surface	Wear Safety Boots	Wear Correct Gloves	Wear If Required	Wear If Required	Use Suitable Ladders
							
Carry Tools Safely	Do Not Over Reach	Be Aert To Other Hazards	Carry For Safety				

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

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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