

## **SAFE SYSTEM of WORK    Air Cushion Machine**

The following Safe System of Work has been devised after due consideration to the points stated in the Health & Safety Manual (section 07)

1. Capabilities – Only trained staff are able to use the Air Cushion machine,
2. Task Sequence –
  - a. Check that the work area, is clean and clear of any non-essential items.
  - b. Check that the machine switches on and off.
  - c. Check that a Dead Stop is operational.
  - d. Check that the rollers and bars are in good condition.
  - e. Align the PE film, thread the film over the air injection tube.
  - f. Select the correct temperature, speed, air volume and length of run.
  - g. Start the machine and check the signal lamp is “ON”.
  - h. Clear and clean the area when done.
3. Safety Precautions -
  - a) Check that the machine guard is in place and secure.
  - b) Check that no loose clothing or articles are close to the machine.
  - c) Check that overalls are available.
4. Communication – Inform the operatives of exactly what is required of them, the use of instructions to be used as applicable.
5. Feedback – Analyse any previous recorded machine problems and / or related accidents / incidents etc.
6. Considerations -
  - i. The operatives have no known physical attribute defects that could impair their use of the machine.
  - ii. Overalls and machine guarding are adequate.
  - iii. The equipment has been PAT tested and regular checklists are in place.
  - iv. Alternative methods are applicable but machine Air packing is preferable.
  - v. Alternative articles and substances are not applicable.
  - vi. The area is clear and tidy of any obstructions.
  - vii. Instructions etc. and supervision are adequate to accomplish the task.
  - viii. Directors are empowered to change this System of work as and when deemed appropriate.
7. Other pertinent matters –
  - i. There is a necessity for specialists when trouble- shooting problems with the machine
  - ii. There is no necessity for specialised equipment for this task.
  - iii. The effect of other-persons jobs and / or activities is not applicable.

This Safe System of Work is liable to change, and amendment as circumstances dictate.