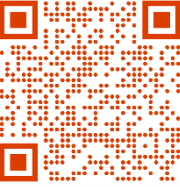
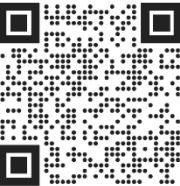


# TASK SHEET

<b>Operation:</b>	<b>PPE required or define special</b>		<b>Certified Skills required within team:</b>	<b>Plant and Equipment:</b>
	Hard Hat	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>CPCS Skills Card.</li> <li>CPCS Slinger/Signaller</li> <li>CPCS Lift Supervisor</li> <li>Certified Plant Operator (CPCS/NPORS)</li> </ul>	<ul style="list-style-type: none"> <li>Excavator as crane and associated lifting equipment.</li> </ul>
	Goggles	<input type="checkbox"/>		
	Safety Glasses	<input type="checkbox"/>		
<b>TS No:</b>	Face Mask	<input type="checkbox"/>		
	Ear Protection	<input type="checkbox"/>		
	Overalls	<input type="checkbox"/>		
<b>Prepared By:</b>	Hi Viz Vest	<input type="checkbox"/>		
Print:	Gloves PVC	<input type="checkbox"/>		
Sign:	Gloves Rigger	<input type="checkbox"/>		
	Harness	<input type="checkbox"/>		
<b>Date Task Starts:</b>	Boots	<input type="checkbox"/>		
	Flame resistant	<input type="checkbox"/>		
<b>Location:</b>	Other (specify):	<input type="checkbox"/>		
<b>Plant ID:</b>		<input type="checkbox"/>		
<b>Validity:</b> Current		<input type="checkbox"/>		

<b>Task Sequence of work:</b> <ul style="list-style-type: none"> <li>Everyone involved in operation to be briefed prior to work commencing.</li> <li>All plant and equipment statutory inspections certificates to be available, checked and in date.</li> <li>Ensure all non-essential personnel keep out of the exclusion zone.</li> <li>Maintain clear communication between plant operator and slinger/signaller.</li> </ul>	<b>Emergencies:</b> <p>In case of emergency (accident / injury or fire), the Depot Manager [insert name] [insert contact number] to be notified as soon as possible!</p> <p>In case of injury: First aiders to perform first aid or contact the emergency services.</p> <p>Incident to be recorded on LF249 to be completed as soon as possible and when safe to do so. All relevant people to be contacted as soon as possible.</p> <p>In case of fire: Follow the site-specific fire safety plan / procedures.</p> <p>In case of environmental incident: Follow the Emergency Spill Procedure.</p>	 <p>Accident Book</p>  <p>CIR</p>
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Copy of signed original to be kept on site. Signed original scanned / filed. If you draw up a new TS, send a copy to SHQE Team for review / approval.

Sub Activity	HAZARD – Problems that may or will arise and need controlling	CONTROL – How are you going to stop a hazard becoming an accident	Who to ensure?
	Risk of property damage	Supervisor and slinger/signaller to watch loads during lift. Plant operator to go by Supervisor/Slingers instruction only.	All
	Risk of trapping & crushing	Exclusion zone to be put in place. Physical barriers to be used where possible. No unauthorised personnel permitted in the exclusion zone. Slingers to be available.	All
	Inclement weather	Supervisor to make final decision on changing weather conditions and abort operation if required and inform site (where applicable).	All
	Slips, trips, or falls	Good housekeeping. Keep loading area clear from any obstructions.	All
	Manual Handling		All
			All

**EMPLOYEES DUTIES:**

- All employees to ensure the safety of themselves and others who could be harmed by their acts or omissions.
- Comply with the instructions in the task specific sheets.
- Wear all required PPE as instructed.
- Reporting any unsafe conditions or acts immediately to their line manager or lift supervisor.
- Never use any faulty equipment. Report immediately to line manager and quarantine replaced / repaired.
- **Stop work** and seek further guidance if circumstances change.
- Pay special attention at the start of a task when the team is getting used to new tasks.