

# Safe Operating Procedure Extraction Fan

www.rapidhire.net.au

We are located at:  
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The instructions recommended within this document apply to normal risk conditions. If the Extraction Fan is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.







This instruction should be read in conjunction with the Risk Assessment procedure for the Extraction Fan.

## Safety risks:

- Moving, rotating & sharp parts
- Noise
- Electrocutation

**WARNING: Do not wear loose fitted clothing or jewellery and ensure long hair is contained**

You must wear this personal protective equipment when doing this task:

| Foot Protection  | Hearing Protection   | High Visibility  | Eye Protection   | Hand Protection   | Dust Mask  |
|--|--|--|--|---|--|
|  |  |  |  |  |  |

## Pre-Operational Check:

- ✓ Check that the accessories and attachments are properly fitted and that all guards and other safety devices are in place and working properly.
- ✓ Before you inspect any parts, make sure the power is turned off and the lead unplugged from the power source.
- ✓ Check workspace and walkways to ensure no slip/trip hazards are present.
- ✓ Identify ON/OFF switch and emergency stop button.

## Safe Operation:

1. Do not use in close proximity to other workers.
2. When you start up the fan, listen for unusual noises or vibrations.
3. Do not operate if power cord is damaged in any way.
4. Do not operate fan in or near water.
5. Do not operate fan if safety grills are removed.
6. Do not touch fan immediately after operation. It may be extremely hot.
7. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.
8. Keep your hands and feet away from moving parts at all times.
9. Ensure good housekeeping practices are in place to minimize slips, trips and falls.

## Storage & Maintenance:

1. Disconnect fan from power supply before packing away.
2. Avoid water entry into electric motor.
3. Secure machine against movement when transporting.

# Extraction Fan Risk Assessment

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| Likely Risk Issue         | Who/ What may be harmed?<br>(Specific Persons)   | What is the Rate Level?<br>(Rate risk as Low, Medium or High)  | What Risk Control Actions Needs to Be Taken?<br>(What needs to be considered so that the risks are identified and effectively controlled)   | Time Frame |
|---------------------------|--|--|---|------------|
| Electrocution             | Participants<br>Operators<br>Spectators<br>Staff | Severity of Risk (S) – 2<br>Likelihood of Risk (L) – 2<br>Overall Risk (S x L) = 4<br><b>MEDIUM</b>  | <ul style="list-style-type: none"> <li>Operator to check for damaged electrical cords prior to use</li> <li>Immediately isolate equipment from the main power supply and DO NOT USE</li> <li>Report to Rapid Hire management immediately</li> </ul>   | Each hire  |
| Noise                     | Participants<br>Operators<br>Spectators<br>Staff | Severity of Risk (S) - 2<br>Likelihood of Risk (L) - 2<br>Overall Risk ( S x L) = 4<br><b>MEDIUM</b> | <ul style="list-style-type: none"> <li>Ensure adequate hearing protection is worn</li> </ul>  | Each hire  |
| Rotating and moving parts | Participants<br>Operators<br>Spectators<br>Staff | Severity of Risk (S) - 3<br>Likelihood of Risk (L) - 2<br>Overall Risk ( S x L) = 6<br><b>MEDIUM</b> | <ul style="list-style-type: none"> <li>Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY</li> <li>Use equipment as per manufacturers recommendations</li> <li>All necessary guards &amp; safety devices are in place protecting workers from all moving &amp; rotating parts.</li> <li>Operators are required to remove all jewellery, tuck in loose clothing &amp; tie back long hair.</li> <li>Never run the equipment in excess</li> <li>Wear correct PPE</li> </ul> | Each hire  |
| Slips, Trips and falls    | Participants<br>Operators<br>Spectators<br>Staff | Severity of Risk (S) - 1<br>Likelihood of Risk (L) - 2<br>Overall Risk (S x L) = 3<br><b>LOW</b>     | <ul style="list-style-type: none"> <li>Wear appropriate footwear</li> <li>Slip resistant flooring is encouraged in workspaces</li> <li>Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls</li> </ul>  | Each hire  |

## Calculation of Risk Evaluation

**Severity of Risk (S)** is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

**Risk Likelihood (L)** - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

**Overall Risk** is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

**NB** This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.