



**LOCATION DETAILS**

**School/Branch:** School of Molecular & Biomedical Science

**SAFE OPERATING PROCEDURE DETAILS**

Using the electric drill and paint mixer to mix fly media (TSU area on 4<sup>th</sup> floor)

Date Prepared:  
19<sup>th</sup> March 2010

**PREPARED BY:** Name, position, & Signature (insert names of supervisor, HSO, subject matter expert)

Kate Dixon – School Health & Safety Officer  
Jo Milverton – CMGD Technical Officer

Signature:

**RISK ASSESSMENT**

Has a risk assessment been completed and all other environmental considerations been made?

**YES**

See risk assessment dated:

19/03/2010

Risk Rating:

Low  
Medium  
High  
Very High

**RISKS IDENTIFIED**

- Electric shock from electrical components and liquid
- Burns, body/eye injuries from hot liquid splashes
- Injuries from rotating parts of the drill

**SAFETY PRECAUTIONS**

The following control measures **MUST** be adhered to:

- Persons using the drill for this activity must be instructed on its safe operating procedures
- PPE must be worn while conducting this activity
- Electrical cord must not be allowed to pool on the floor near the bucket, keep away
- **HANDS MUST BE KEPT AWAY FROM THE ROTATING DRILL PARTS AT ALL TIMES**

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

The following PPE must be worn at all times:

- Fully enclosed shoes
- Full length lab coat
- Safety glasses
- Gloves

**SAFE OPERATING PROCEDURE**

1. Put on all necessary personal protective equipment.
2. Check that cords of drill are not damaged and electrical test tag is current.
3. Check area that there is no wiring nearby that may come into contact with the drill or electrical cords.
4. Plug the drill in to the power and switch on and switch off to test the drill's start switch.
5. Switch off the drill at the power and unplug from the socket.

6. Attach the mixing attachment to the drill (ensure that drill is still unplugged when doing this).
7. Plug the drill into the power outlet.
8. Sit a bucket on the ground ensuring that there are no obstructions that you or the drill could trip over and knock while mixing.
9. Prepare water and media (water must not exceed 65 degrees).
10. Turn the power on at the outlet.
11. Place the drill attachment into the bucket of media.
12. Turn the drill on.
13. When media is cooled enough and combined to a smooth consistency, switch off the drill and turn the power off at the outlet.
14. Remove the attachment from the drill and place in the sink for cleaning.
15. Put drill back in the storage room.
16. Put prepared media away.
17. Clean the attachment with detergent and the dedicated brush and put in the storage room.

#### **OTHER INFORMATION**

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#### **ADMINISTRATION**

Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.