



## HAZARD MANAGEMENT – SAFE OPERATING PROCEDURE (SOP)

Only to be completed where required as a control measure under a Risk Assessment

<p>A document setting out the requirements to carry out the work in a safe and healthy manner and in a logical sequence.</p> <p>It must be able to be easily read by those who need to know what has been planned.</p> <p>It is relevant to the following people:</p> <ul style="list-style-type: none"> <li>the worker carrying out the work; and</li> <li>the person who has management and control over the work.</li> </ul>	<p>A SOP, if identified as a control measure, is to:</p> <ul style="list-style-type: none"> <li>identify the work;</li> <li>specify/address the identified hazards relating to the work;</li> <li>describe the measures to be implemented to control the risks;</li> <li>take into account the circumstances at the workplace that may affect the way in which the work is carried out;</li> <li>take into account emergency management arrangements where applicable; and</li> <li>be communicated to all workers who carry out the work.</li> </ul>
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NAME OF THE TASK/ACTIVITY	USE OF THE INCLINE TESTING RIG	DATE: 10/5/2023
LOCATION	EXTERRES LAB SAND PIT (NG40-41), ROBOTICS LAB (S226)	
RISK ASSESSMENT (RA) NAME	Incline Test Rig Risk Assessment	
Residual risk rating on the RA	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High	
Hazards identified on the RA	<ul style="list-style-type: none"> <li>Lifting of heavy equipment</li> <li>Sliding of heavy equipment</li> <li>Relocating heavy equipment</li> <li>Placing the robot on and removing it from the testing rig</li> <li>Conducting tests with the robot</li> </ul>	

## PERSONAL PROTECTIVE EQUIPMENT

	<input checked="" type="checkbox"/> Long hair must be contained or covered <input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> Enclosed footwear: <input type="checkbox"/> Footwear that is resistant to spills of hazardous substances <input type="checkbox"/> Boots with steel caps <input type="checkbox"/> Other:

## DESCRIBE, IN SEQUENCE, STEPS TO COMPLETE THE ACTIVITY SAFELY

## Pre-operational checks

## Operational checks/steps to complete the activity from start to finish (including transport and waste disposal where relevant)

- If necessary, transport the testing rig to the desired location (following the controls described in the risk assessment)
- Ensure the testing rig is on a stable surface
- If using the sand pit in the EXTERRES Lab (NG40-41), ensure that the testing rig is positioned such that it's parallel with OptiTrack's x or y axis
- When placing the robot on the rig, ensure that it is stable and as far towards the base or top of the rig as possible (whether it's supposed to be at the base depends on the type of test)
- When testing, ensure the robot is not going to fall off the rig
- Upon completion of tests, turn off and pack up the robot before moving the test rig
- If in EXTERRES Lab (NG40-41) then transport testing rig back to S226 (following the controls described in the risk assessment)
- If in S226 then simply move the testing rig back to its original place in S226 (following safe lifting/moving practices, as described in risk assessment)

## On completion of work – steps to make safe (including clean up, any waste disposal &amp; service/maintenance requirements)

- Tidy up and dispose of any rubbish
- If using sand pit then use a broom to clean the surrounding floor
- Clean up working area

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**Emergency and Spill Procedures, Transport or storage requirements (where relevant), First aid/Medical**

## Emergency Procedures:

- In the event of an emergency, the priority of contacts is:
  - 000 (triple zero) (if necessary)
  - S226/EXTERRES Lab (NG40-41) Area Manager (depending on location of test)
  - Campus security

Spill Procedures: N/A

## Transport:

- Follow controls described in the risk assessment


## Storage:

- Ensure the testing rig won't damage any surrounding structures or equipment when in storage

## First Aid/Medical:

- For minor cuts, refer to the S226 or EXTERRES Lab (NG40-41) documentation
- For severe medical issues, call 000 (triple zero) immediately

**Prepared by**

People involved in the drafting of this SOP	Luka Moran (a1726133)		
Person authorising the SOP	Name:	Assoc. Prof. David Harvey	Signature 
	Position:	Supervisor	

**This SOP must be reviewed after any incident/injury associated with this activity or when a Risk assessment is reviewed.**

File your completed SOP as instructed by the Supervisor/Person in control of the area/activity and retain the SOP in accordance with the State Records of SA, General disposal [Schedule](#) No. 30 issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) for further assistance/information if required.)

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