



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"> the worker carrying out the work; and the person who has management and control over the work. 	<p>A SOP, if identified as a control measure, is to:</p> <ul style="list-style-type: none"> identify the work; specify/address the identified hazards relating to the work; describe the measures to be implemented to control the risks; take into account the circumstances at the workplace that may affect the way in which the work is carried out; take into account emergency management arrangements where applicable; and be communicated to all workers who carry out the work.
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NAME OF THE TASK/ACTIVITY	USE OF CAVEX ROBOT	DATE: 10/5/2023
LOCATION	THE UNIVERSITY OF ADELAIDE	
RISK ASSESSMENT (RA) NAME	Robot Operation 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"> Manual handling Electrical shock Trip Sharp objects 	

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)

1. Handle robot with care (follow controls described in risk assessment)
2. Ensure area is clear
3. Place robot on surface
4. Extend robot's legs
5. Connect battery to robot
6. Turn robot on
7. Wait for system to initialise
8. Operate robot (manual or autonomous)
9. When finished, stop robot operation (stop manually moving it via controller or turn off autonomous functionality)
10. Retrieve robot
11. Turn robot off while holding it up
12. Remove battery from robot
13. Pack up system

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

1. Tidy up and dispose of any rubbish
2. 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:

- Keep robot in storage case (regular suitcase or Pelican case)


Storage:

- Ensure the robot/system won't damage itself or any nearby equipment when in storage

First Aid/Medical:

- For minor cuts, refer to the S226 or EXTERRES Lab (NG40-41) documentation (if applicable) or rinse area and apply band-aid
- 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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