

Safe Work Instruction	Issue date: 19/12/08
Working with Display Cases, Fixed & Portable	Review date: 19/12/10

Document no.	Work description		
SMS-06-SW-0807	Working with Display Cases, Fixed & Portable		
	Scope Applies to the use of all display cases on RailCorp Stations		
Review date	References		
19/12/10	<ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • OHS Regulation 2001 clause 9 Employer to identify hazards • OHS Regulation 2001 clause 10 Employer to assess risks • OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk • Manual Handling Risk Assessment – Working with display cases, fixed and portable 01 August 2007 • Manual Handling Risk Assessment – Working with display cases, fixed (screw fittings) 17 December 2007 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager/s	N/A	N/A	N/A
Tools and equipment required			
Portable display case, fixed display case, rubber suction cup, rubber mallet, screw driver, trolley & extendable barricades, safety step (optional)			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			




Warning

Be aware of passenger flows when undertaking this activity. Avoid changing posters during periods of high patronage. If unavoidable consider the use of extendable barricades to isolate the work area.

General	The use of signage display cases is required to display pertinent information to our customers. This Safe Work Instruction allows staff to replace / change posters within display cases and position portable display cases in a safe manner.
Preparing work area	<ul style="list-style-type: none"> • Check display case for burrs, sharp edges, or other damage • Arrange the assistance of second person for transportation if required • Avoid changing posters in portable display cases on uneven surfaces • Use a safety step if required to make sure you are at a comfortable height to avoid overreaching when changing the poster
Transporting portable display cases	<ul style="list-style-type: none"> • Transport the display case to desired location with trolley • Make sure display case is lifted on to trolley by two persons • Make sure display case is lifted off trolley by two persons • Position display case so it does not pose a trip hazard or obstruct flow of customers • Prepare the poster to be displayed ensuring that it is correct size
Changing posters in a portable display case.	<ul style="list-style-type: none"> • Slide front Perspex sheet one third out of the top of frame • Hold Perspex with one hand • Pull out old poster • Align Perspex sheets • Separate Perspex sheets at top of frame with one hand • Feed new poster into display case gradually • Straighten poster

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Changing posters in a fixed display case. (Suction cup)	<ul style="list-style-type: none"> • Position one suction cup at the top right hand corner on the display case • Slowly pull suction cup toward body until Perspex sheet detaches from display case frame • Slide hand in side Perspex and lift out further • Reach in between Perspex and frame and remove old poster • Hold Perspex open with one hand sliding in new poster • Position poster within frame • Push Perspex into frame by hand • Lightly tap Perspex sheet around all edges with rubber mallet ensuring it is secure
Changing posters in a fixed display case. (Screw fittings)	<ul style="list-style-type: none"> • Two to three screws are located on one side of the fixed poster which is hinged on the opposite side • Remove screws using a screwdriver then slowly open case ensuring one hand is placed inside cover to prevent cover from swinging out or backing board from falling out • Ensure area is clear of passengers when opening front of display case. If necessary, barricade area. • Remove backing board and old poster from case • Affix new poster to backing board. This may require stapling or pinning the poster to the board to ensure it remains in place • Replace the board with poster in the case and close cover. • Return screws to the case and tighten until case is secured correctly
Changing posters in a fixed display case. (Pin Holes)	<ul style="list-style-type: none"> • Two holes are provided on each side of the fixed poster. • Insert the pin in each hole to loosen the Perspex cover. Hold the cover with one hand to prevent the Perspex cover from falling out • Remove the cover • Remove old poster and replace the poster • Replace the Perspex cover to the fixed display case. • Lightly tap the Perspex cover around the edges with rubber mallet ensuring it is secure
	Note Arrange for the assistance of a second person if required



Warning

In the interests of customer safety, Please ensure that all portable display cases are secured to a fixed point using cable ties