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| Safe Work Instruction | Issue date: 02/07/10 |
| Portable Generators | Review date: 30/04/13 |

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| Document no. SMS-06-SW-0482 | Work description Use of portable generator | | |
| | Scope Applies to all types of portable generators | | |
| Review date 30/04/13 | References OHS Reg 2001 Chapter 5 SMS-06-GD-0225 Plant SMS-06-GD-0403 Plant Risk Assessment | | |
| Responsible supervisor <i>Insert name in BLOCK letters</i> | PPE and precautions | Competencies or qualifications | Licences or permits required |
| | <ul style="list-style-type: none"> Hearing protection – Carry out a Risk Assessment and if deemed necessary everyone must wear hearing protection within 5 metres of the generator Long sleeved shirt – Make sure you have no loose clothing that can be caught on the generator or any moving parts Safety boots For works requiring dealing with exposed electrical conductors - You are required to wear Electrical PPE and maintain 'Safe approach Distances' to live parts. | Trained and competent in the use of the specific portable generators. Backsafe instruction | N/A |
| Tools and equipment required | | | |
| Portable generator and hand-tools as required. | | | |
| 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

Don't smoke when using or fuelling the portable generator.

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| Site / job planning | <ul style="list-style-type: none"> Place the first aid kit and fire fighting gear nearby. Follow all worksite procedures, eg. induction, Pre-Work Brief. Conduct your own hazard assessment – consider the job, the environment and the weather (eg. Fire risks are higher near long grass or in hot, dry or windy weather). Keep Material Safety Data Sheets (MSDS) for fuels and lubricants on site. Set up the generator in an open area – poisonous Carbon Monoxide can build up in confined spaces and tunnels. Set up the generator within range of your work area – the extension leads must be able to reach the work areas without crossing over other worksites, walkways or site traffic areas, or wet areas. |
| Refuelling | <ul style="list-style-type: none"> Turn off the generator before fuelling, except when it is used as a station back-up supply and the generator is designed to be re-fuelled whilst operating. Mix fuels according to the Manufacturer's Instructions – make sure that you have good ventilation when refuelling or mixing fuels. Remove the fuel cap carefully – pressure can build up in the tank. Check your generator fuel type. Use the correct fuel. Diesel generators should be marked DIESEL near the fuel cap. Keep fuel in an open area away from possible sources of flames or sparks. |

Portable Generators

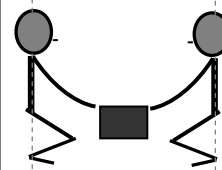
- NEVER start the generator if there is fuel spilt on it or if there is a leak in the fuel system.
- Change clothes before starting if there is fuel on them.

Pre-operational checks

- Check that the generator is switched off and disconnected from any power tools before doing any maintenance.
- Check the generator and leads / cables for damage.
- Don't use if damaged. Replace the lead or tag the generator and repair ASAP.
- Only use power leads that have been checked and tagged by an electrician. Make sure you check the date, if the tag is out of date, do not use the lead – replace it with one that has a valid tag. For cables, carry out an Insulation Test before using them.
- Make sure that the generator has an earth leakage device fitted – For station back-up supplies it may be required to by-pass the earth leakage device where generator supply is connected through the station switch board and its in-built protection system. Before connecting up, contact the local Distribution Team Manager.
- Check that the generator earthing requirements are met as per manufacturer's recommendation.

Setting up

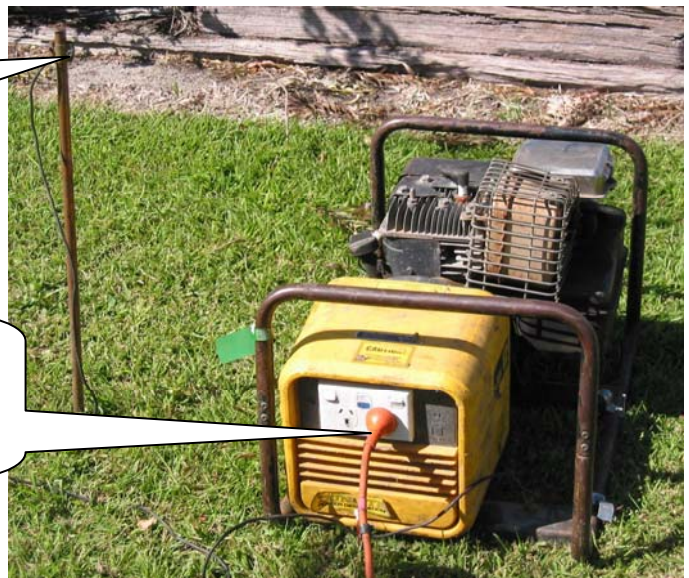
- Check the work area is clear.
- Lift the generator into position using a hi-ab or crane. Trailer or trolley mounted generators can be towed to site using an appropriate vehicle.
- Smaller generators may be lifted manually, but make sure that you use the correct manual handling techniques – team lifts, keep your back straight, elbows in and bend at the knees as you lift.



Use a coordinated Team lift. (small generator only). Bend at the knees, keep back straight, elbows in .

Check that the generator is earthed properly. Carry out a service search if it's required to install an earth rod.

Check that the power leads are plugged in at both ends and that they are out of the way of other worksites, walkways and site traffic areas



Starting the generator

- Check the Manufacturer's Instructions for the model you are using if you are unfamiliar with it – there may be safety critical differences to the one you are used to.
- Start and stop the generator according to the Manufacturer's Instructions. Comply with Operation & Maintenance Manual at all times.

Care and Storage

- Always disconnect the power tools from the generator after you've finished.
- Store extension leads rolled up with the generator, away from sharp or hot objects.
- Conduct a visual inspection of the leads and generator.
- Don't repair damaged leads or generator parts - replace them.
- Store the generator and fuel in an open space away from possible sources of flames or sparks.
- Drain the fuel tank if the generator is to be stored for any long period.

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| Inspection and maintenance | <ul style="list-style-type: none"> • Conduct maintenance as per the Manufacturer's Specifications. • Get an authorised dealer to do any repairs or checks/alterations to the motor settings. • Maintain inspection and test records in accordance with SMS-16-SR-0057 Inspection and Testing and SMS-05-SR-0027 Records Management. |
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| Additional controls |
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