

WORK INSTRUCTION – Windmill Maintenance

ACTIVITY DESCRIPTION:

To provide guidelines for performing windmill maintenance to ensure work is conducted safely and to minimise risk to employees. Detail windmill location:.....
 Detail specific maintenance activity:.....
 List employees names: (1)..... (2).....
 (3)(4)(4)



This work instruction is to be used in conjunction with the Windmill Hazard Checklist

CONSEQUENCES How severely could it hurt someone	LIKELIHOOD — of exposure to a hazard causing injury given the frequency of exposure and consequence.				
	ALMOST CERTAIN	LIKELY	POSSIBLE	UNLIKELY	RARE
CATASTROPHIC ➤ Death, permanent disablement	Extreme	Extreme	Extreme	Extreme	High
MAJOR ➤ Serious bodily injury	Extreme	Extreme	Extreme	High	High
MODERATE ➤ Medical Treatment	Extreme	High	High	Moderate	Moderate
MINOR ➤ First Aid only	High	High	Moderate	Low	Low
INSIGNIFICANT ➤ No Injuries	High	Moderate	Low	Low	Low


REQUIREMENTS:

<input checked="" type="checkbox"/> PPE	<input checked="" type="checkbox"/> PLANT	<input checked="" type="checkbox"/> MATERIALS	<input checked="" type="checkbox"/> TEAM
The following items should be used and in the vehicle at all times: <input type="checkbox"/> Safety Helmet with cloth brim. <input type="checkbox"/> Safety Harness and lanyard. <input type="checkbox"/> Safety Boots (Steel Cap / non slip sole). For ground workers. <input type="checkbox"/> Climbing boots for working from heights <input type="checkbox"/> Safety Clothing (Shirt collared, sleeved and tucked in, to avoid entanglement). <input type="checkbox"/> Safety Gloves (if necessary). <input type="checkbox"/> Eye protection (may be needed). <input type="checkbox"/> Sunburn cream	<input type="checkbox"/> Vehicle (4WD in relevant areas)	<input type="checkbox"/> First Aid Kit <input type="checkbox"/> Drinking Water <input type="checkbox"/> Mobile / Two-way radio	<input type="checkbox"/> Employees to be suitably experienced / trained. <input type="checkbox"/> Always more than one employee required when performing maintenance on windmill.

PLANNING:


PARTICULAR PLANNING POINTS	RESPONSIBILITY
<ol style="list-style-type: none"> 1. Inform office or Supervisor - what employees will be performing maintenance, where windmill is located and approximate time of completion. 2. Complete windmill (pre-start) hazard inspection checklist. 3. Determine work area (consider falling objects which may fall off the windmill girt and travel out wards a considerable distance (5m or more). 4. Specify/organise appropriate plant, materials and crew. 5. Fill in required paperwork. 	<p><i>Delegated responsible person. Example</i></p> <p>Windmill Maintenance Workers.</p>
IMPORTANT PLANNING POINTS	
<ul style="list-style-type: none"> • Never allow a worker to work above 2 metres without an observer trained in first aid present and communication procedures in place. • Never stand directly under the mill while work is being conducted overhead. • Never carry tools and equipment while climbing, hoist tools and equipment. Eg: use rope and buckets. • Never throw tools and equipment to the ground, lower and advise worker below. • Never tie the wheel to the tower, only tie to the tailbone to allow the mill to pivot if the wind changes. 	

PROCEDURE:

STEPS	 CHECK POINTS	RESPONSIBILITY
<ol style="list-style-type: none"> 1. Complete planning points 2. Climbing 3. Work positioning 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct a Risk Assessment above on specific maintenance activity. <input type="checkbox"/> Complete Hazard inspection checklist. <input type="checkbox"/> Reef the windmill tail if possible. <input type="checkbox"/> Wear PPE <input type="checkbox"/> Inspect ladders before climbing and ensure that footwear has good tread and is free of mud and grease. <input type="checkbox"/> Use the ladder where possible, avoid using the stays and girts. <input type="checkbox"/> Be aware of restricted foot space on the ladder where the cross stays run. <input type="checkbox"/> If the wheel is on the same side of the tower do not attempt to climb under it. Climb around the tower and climb up onto the platform on the other side. <input type="checkbox"/> Climb up the ladder and step onto the girt above the platform, test the platform with one foot before committing your whole body weight. <input type="checkbox"/> The safety harness is to be attached to the mill whenever the worker is in a working position. (it is recognised that it is not practical to have the harness attached while climbing) <input type="checkbox"/> Check for missing bolts on stays 	<p>Windmill Maintenance Workers.</p>

	<p>before attaching the harness.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Secure the harness around girts and legs not just the girts. <input type="checkbox"/> Use a lanyard that restricts the falling distance to a minimum. <input type="checkbox"/> Be aware of projections above your head eg: the tail. <input type="checkbox"/> Keep your hands clear of moving parts such as the pump rod. <input type="checkbox"/> Secure tools by placing them in buckets and tying off with lanyards or lower them to the ground. <input type="checkbox"/> Lower all tools and equipment from the mill. 	
--	--	--

PROCEDURE (con't):

STEPS	 CHECK POINTS	RESPONSIBILITY
4. <i>Add others (specific to maintenance work being preformed)</i>	<input type="checkbox"/> <i>Add others:.....</i>	

ASSOCIATED PROCEDURES:

HAZARD CHECKLIST (Windmills)

Signature: Date:/...../.....