








STANDARD WORK PROCEDURES
**USE OF CONCRETE MIXER
(PETROL)**



SWP - 03


Protective Equipment	Stages Action - Brief description of what to do in the right order	Hazards Applicable to each stage	Key Points How to do it - identify equipment, safety, quality and performance requirements	Protective Equipment Required
1 	MAINTENANCE CHECKS (BEFORE USE)	STRAINS CUTS ABRASIONS	Before doing any checks ensure motor is on level or near level ground. Engine: Check fuel and engine oil levels and fill. Check that spark plug lead is connected firmly to the top of the spark plug. Check motor for fluid leaks and its general condition. Mixer: Check bowl is empty and not damaged. Check lever and tilt operation for damage or operating problems. Check bowl bearing is lubricated. Check wheels are chocked and there is adequate room for a wheel barrow. Note: Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	2
2 				3
3 				11
4 				12
5 	TO START MOTOR	STRAINS CUTS ABRASIONS NOISE	Conduct Work Safe Check. Warm body by performing warm up and stretching exercises. When using for prolonged time periods, or awkward positions have frequent rest breaks or rotate workers. Fuel Tap: If fitted with a fuel tap. Turn to the `ON' position. Choke: Each motor has its own characteristic manner when it comes to the rate of choke required. Some experimentation will be necessary. Engine On / Off Switch: Turn the engine ON / OFF switch to ON. Motor Stop Tab: If the motor has no ON / OFF switch but has a motor shorting out tab, ensure it is not touching the top of the spark plug.	2
9 				3
11 				4
				5
				11
				12

STANDARD WORK PROCEDURES
**USE OF CONCRETE MIXER
 (PETROL)**



SWP - 03

SWP-IS-051

Protective Equipment	Stages Action - Brief description of what to do do in the right order	Hazards Applicable to each stage.	Key Points How to do it - identify equipment, safety, quality and performance requirements	Protective Equipment Required
12 	TO START MOTOR	STRAINS CUTS ABRASIONS NOISE	<p><u>Pull Starter Cord:</u> Pull the starter cord to start motor. It may be necessary to reduce the amount of choke after motor has started. <u>Note:</u> Use a plastic funnel to refuel machine and do not attempt to refill petrol tank whilst machine is running.</p>	2 3 4 5 11 12
	USING THE CONCRETE MIXER	STRAINS CUTS ABRASIONS NOISE	<p>When manoeuvring mixer use additional workers or mechanical device. Allow the motor to operate for a few minutes before loading mixer. Decide upon required mix and begin by adding some water. Shovel in sand and `metal' to requirements and allow to mix thoroughly. When feeding bags into bowl two workers or a shovel. Do not overload mixer bowl. When mix is ready, carefully revolve bowl using lever and tip contents into wheel barrow. When motor has been stopped turn fuel tap off. <u>Note:</u> Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.</p>	1 2 3 4 5 9 11 12
	AFTER USE CARE	STRAINS CUTS ABRASIONS	<p>When task is complete, wash bowl and frame thoroughly with water and check that no concrete has remained in the bowl. Allow bowl to drain by tilting downwards. Once task has been completed store in safe area.</p>	2 3 5 11 12

Authorizing Officer _____ Sign _____ Date _____ Review Date 19/03/2018