

SAFE OPERATING PROCEDURE

Task/Equipment description: Portable Generator
















Example photo only

Potential hazards and Risks

- Electrocution
- Burns
- Fire
- Chemical exposure (refuelling)
- Musculoskeletal injuries
- Rotating parts
- Noise and vibration

Do not use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE) – check as appropriate

	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	Face Visor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
PPE													
	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other PPE required:

ALWAYS

- Operate in outdoor areas that are well ventilated and away from flammable materials
- Secure loose items of clothing and tie back loose hair prior to use
- Keep ignition sources clear when in operation
- Ensure the generator is appropriately 'grounded' in accordance with the operator's manual
- Use heavy duty extension cords rated for outdoor use. Check leads are in good condition with no damage and are inspected, tested and tagged

NEVER

- Never operate in confined areas or in wet weather or with wet hands
- Never operate near flammable or combustible materials
- Never remove machine guards or safety features
- Never smoke during refuelling or undertake refuelling near any ignition source
- Never back feed into a building's power supply unless connected by a qualified electrician
- Never overload powerboards by piggybacking plugs or using double adaptors

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

Safe Operating Procedure:

Pre-Operation – Safety Checks

- Ensure that operators are familiar with the operator's manual prior to operation.
 - Inspect the intended work area and ensure it is clear of obstructions, clear of flammable materials, is firm and level, is well ventilated and **is dry**.
 - Ensure that the weather is suitable lighting is adequate.
 - Use mechanical aids for lifting wherever possible and / or engage the wheels to move the generator safely.
 - Visually inspect the generator for signs of damage and lock / tag damaged items out of service.
 - Check leads are in good condition, with no damage and are inspected, tested and tagged, that leads are secure.
 - Check that the amps / watts of the electrical equipment are suitable and will not overload the generator.
 - Ensure the generator is appropriately 'grounded' in accordance with the operator's manual.
 - Ensure you are wearing any required PPE.
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Operation – Safety Procedure

- Extension leads are to be inspected, tested and tagged, kept off the ground, away from water and protected from damage.
 - TO TURN ON PULL START GENERATORS
 - Move on/off switch to the on position
 - Turn engine switch to CHOKE position
 - Pull the starter cord slowly until resistance is felt, then pull harder to start. Do not overstrain
 - Turn engine switch to RUN once engine is running
 - TO TURN ON NON-PULL START GENERATORS
 - Press start
 - Allow the generator to run and stabilise before connecting electrical leads / equipment.
 - Ensure electrical equipment to be connected to the generator are turned off prior to connection.
 - Ensure that the generator switch is in the off position prior to connecting electrical equipment, then turn the switch on.
 - Switch on the connected equipment one item at a time
 - Do not overload the generator
 - Always remain with the generator during operation.
 - Do not touch the muffler or any other hot surfaces.
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Operation – Refuelling

- Do not refuel the generator while it's running or while it's hot (allow to cool before refuelling).
 - Do not smoke during refuelling or undertake refuelling near any ignition source.
 - Ensure that refuelling is undertaken in a well-ventilated area.
 - Clean any spills immediately and prior to starting the generator.
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Post-Operation – Housekeeping

- Ensure the fuel shut off valve is in the 'off position'.
- Ensure the fuel tank is empty prior to transport.
- Disconnect the spark plug wire prior to transport.
- Store away from heat, sources of ignition, rain, moisture, and dust.

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