



The [Writing Safe Work Procedures Guideline \(OHS027\)](#) should be consulted to assist in the completion of this form

Faculty/Division: COFA			School/Unit: TRSS/Ceramics	
Document Number SWP_CER_03	Initial Issue Date 31/1/2006	Current Version 2010.1	Current Version Issue Date 15/11/2010	Next Review Date 15/11/2011

2.Safe work procedure title and basic description of activity

Title: Using the Electric Mixer

Description: Using the electric mixer to mix clay and glazes

3.List Hazards and risk controls as per risk assessment

Associated risk assessment number and location:	Hazards	Controls
RA_CER_03 Electric Mixer, Technical Officer's Office	<ul style="list-style-type: none"> Moving parts Electrical 	<ul style="list-style-type: none"> No loose clothing or jewellery to be worn when operating Long hair should be tied back Regular maintenance Electrical Testing and tagging Residual current device fitted to mains and checked by facilities Never have wet hands when turning power on or off

4.List resources required including personal protective clothing, chemicals and equipment needed



5.List step by step instructions or order for undertaking the task

- 1 person only to operate the machine
- Always wear the correct personal protective equipment when operating.
- No loose clothing or jewelry is to be worn when operating this machine and long hair should be tied back
- Never have wet hands when turning the power on and off
- Make sure the mixer is in the bucket before switching the mixer on
- Never leave the mixer unattended while in use
- Always TURN THE MIXER OFF BEFORE REMOVING FROM THE BUCKET

6.List emergency shutdown procedures

- All emergencies call 56666

7.List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances

- Seek medical assistance

8.List Clean up and waste disposal requirements

- Use a clean sponge or cloth to wipe down machine and surrounding area after use
- Any waste is to be placed in the bins provided

9.List legislation used in the development of this SWP

- NSW OHS ACT 2000
- NSW OHS Regulations 2001
- In-service Safety Inspection and Testing of Electrical Equipment AS3760:2003
- Safety in Laboratories Part 7: Electric AS 2243.7:1991

10.List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:

- All users must be instructed in this SWP

11.Supervisory approval, And review

Supervisor: G.Luscombe

Signature:

Responsibility for SWP review: G.Luscombe

Date of review: 15/11/2011

12.SWP Sign off sheet

SWP name and version: SWP_CER_03 Electric Mixer, 2010.1

In signing this section the assessor/ authoriser agrees that the following persons are competent in following this SWP

[illegible]