






## SAFE WORK/OPERATING PROCEDURE COMMUNICATION / ACCEPTANCE

Workplace:	Emergency Call Outs	Operation:	
<b>Personal Protective Equipment Required (PPE)</b>			
 Foot Protection	 Hand Protection	 Protective Clothing	 Safety Goggles
			 Safety Glasses
<b>Documents Required</b>		<b>NB: Warnings</b>	
<b>Safety Notes / Main Hazards / Comments</b>			
<b>The main hazards associated are:</b>			
<b>Who are most at Risk?</b>			
<b>Safe Use / Operation</b>			
<ol style="list-style-type: none"> <li>1. Ensure you have the necessary PPE to go on the call out. E.g. Proper Medical Mask, Waterproof Gloves, safetygoggles, gum boots etc.</li> <li>2. Wear PPE at all times whilst on site.</li> <li>3. Take along a container of clean water – 5l or more.</li> <li>4. Have a supply of soap / sanitizer or other safe cleaning agents.</li> <li>5. Complete the Emergency Call-out form with your client.</li> <li>6. Ensure the client isolates you or themselves away from where work will be carried out. <b>NB:</b> Remember, if you touch anything, even with your gloves, do not touch your face, mouth, nose or eyes.</li> <li>7. Wash / sanitize hands before and after the job for 20 seconds.</li> <li>8. Wash / sanitize tools after completing the job using an appropriate disinfectant or cleaning agent. Refer to manufacturers specifications.</li> <li>9. Wash / sanitize PPE after completing the job using an appropriate disinfectant or cleaning agent. Refer to manufacturers specifications.</li> <li>10. Wherever possible use digital documents rather than paper.</li> <li>11. Be careful when handling cash, wear gloves and place the cash in a zip lock bag.</li> <li>12. Keep a record of everyone you have come into contact with for tracing purposes (if needed)</li> <li>13. Maintain a distance of 2m from any people you may come into contact with.</li> <li>14. Do not shake hands with clients.</li> <li>15. Sneeze or cough into a crooked elbow or tissue (and dispose of the tissue immediately)</li> <li>16. If there is a reason why you cannot work, do not complete the work until all precautions have been taken.</li> <li>17. Have a list of all emergency services close to where you will be working in the event of an emergency.</li> </ol>			