






Checklist for Process Plant

Hazards/factors	Things to look for	Hazard present?	Comments	Suggested action/Solutions to consider	Action taken?
<p>Access to plant</p>   	<p>Are valves, controls, etc., within easy view/reach?</p>			<p>Can you use scaffolding to improve access?</p> <p>Can you reposition controls to be closer to their displays?</p>	
	<p>Do you have to strain/climb up/crawl under to get to them?</p>				
	<p>Do you work with your arms above your head?</p>				

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	Is there enough light? Are shadows a problem?			Would it help to add more light?	
	If valve wheels are used, are they a suitable size? Are lever mechanisms easy to operate?			Is it practical to install hand wheel mechanisms in place of lever types? Would it help to fit extended valve stem rods and wheels? Would air driven wheel drivers be of help?	
	Is the work repetitive?			Take regular breaks/change the job you're working on.	
<p>Working in exposed areas</p> 	<p>Do you experience discomfort from cold, rain, and heat?</p> <p>Do you work in a poor posture?</p>			<p>Consider putting up a temporary shelter or windbreak.</p> <p>Keep warm and try to work in a comfortable position.</p>	

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<p>Manual handling</p> 	<p>When moving things by hand, do you use a lot of force? Are there times when you can't always use good technique?</p>			<p>Don't rely on brute force. Can you use equipment such as trolleys, slings, etc? Maintenance and regular greasing should be carried out.</p>	
	<p>Lube oil top-up system: are air hoses and bellows pumps manually moved to/from stores and around the plant?</p>			<p>Would it be possible to install mini bellows pumps and permanent air lines? Could an additional storage area be fitted on the same deck level? Could 10 gallon-sized barrels be used?</p>	