

HOW TO MAINTAIN MACHINERY AND SAFETY SYSTEMS

Bradford European Health
& Safety Week 2010



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Health, Safety & Environment Manager



CHRISTEYNS

Agenda

- 🌱 Who we are?
- 🌱 Maintenance Department
- 🌱 Overview of Maintenance work carried out and systems currently in place
- 🌱 Customer installation safe systems of work
- 🌱 Questions?



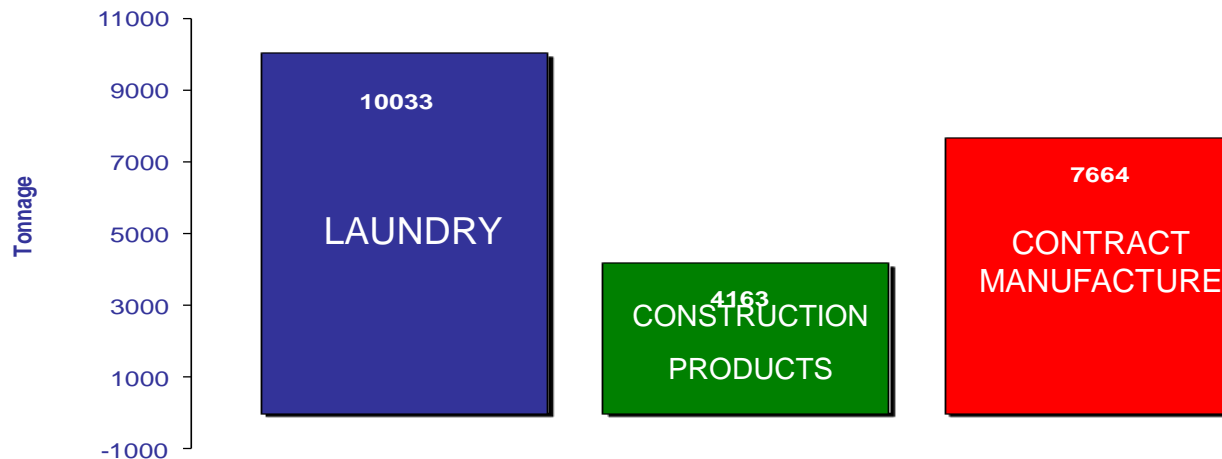
Christeyns UK

- 🌱 Belgium Owned
- 🌱 Currently employs 450 people worldwide with a turnover of over €130 million.
- 🌱 3 sites in Bradford
- 🌱 Head office UK – Rutland St. Bradford
- 🌱 100+ years (Oils & Soaps)
- 🌱 Sales & Jetstream installations divisions based throughout UK & Ireland
- 🌱 100 Employees



Our Products & Services

- 🌱 Wide range of products & services
- 🌱 Manufacture of Laundry detergents
- 🌱 Concrete admixtures
- 🌱 Furniture & leather polishes
- 🌱 Laundry Installations, servicing & maintenance



Maintenance Department

- 3 Full time Maintenance Engineers
- Additional work contractors / Agency workers
- 9 Engineers installing & maintaining Customer Equipment



Training

- 🌱 City & Guilds Electrical Installations Part1,2&3
- 🌱 /16th Edition
- 🌱 Technician Pt1, 2 & 3
- 🌱 Working at height
- 🌱 Mobile scaffolds
- 🌱 CSCS – Construction Skills
- 🌱 Grinding & Cutting
- 🌱 IOSH Working & Managing Safely



	A	B	C	R	S	T	U	V	W	X	Y	Z	AA	AB
1	SKILLS & TRAINING MATRIX													
2														
3														
4														
5	TRAINING	DURATION	LOCATION	AM / MIST	MAINT MGR	Maintenance Fitter	SALES / MGR	LIQUID OPERATIVE	Cleaner					
6	Accident Investigation	1 hour	Internal	X										
7	Abrasive Wheels		External	X	X									
8	Asbestos		External	X	X									
9	CHIP AWARENESS													
10	CITB Constructions Skills CSCS Operative													
11	Carriage of dangerous goods													
12	ADR													
13	COSHH AWARENESS - Basic													
14	COSHH AWARENESS - Advanced													
15	Display Screen Equipment													
16	Driver Training (Cars)													
17	Driver Training (HGV)													
18	Electricity - basic													
19	Electricity - Advanced													
20	Environmental Awareness refresher													
21	Fire - Marshall													
22	Fire - Refresher													
23	First Aid													
24	First Aid - Refresher													
25	Fork lift Truck novice													
26	Fork lift Truck refresher													
27	H&S Awareness Refresher													
28	HSQE Induction													
29	Industrial Pallet truck													
30	Industrial Reach truck - Novice / conversion													
31	Industrial Reach truck - Refresher													
32	IT Training													
33	Ladder Training / WAH													
34	Manual Handling													

Training
Close
Records
Help

Name: **HORRIDGE, MARK** Emp No: Department: **UK LAUNDRY/JETSTREAM** Position: **IM INSTALLATION ENGINEER**

EMPLOYEE TRAINING RECORD

Date	Course/Experience	Trainer	Certificate	Due
05/04/2004	HEALTH & SAFETY AWARENESS	ANDREWS, JON		
05/04/2004	INDUCTION	VARIOUS, PERSONNEL		
05/04/2004	QUALITY AWARENESS INDUCTION	HOBSON, OLWEN		
11/06/2004	ELECTRICITY TRAINING (ELEC AT WORK	HIRST, BARRY		
20/08/2004	MOBILE WORK PLATFORMS	EXTERNAL TRAINERS/LIFT	346	
24/10/2005	CITB CONSTRUCTION SKILLS HEALTH &	EXTERNAL TRAINERS/CITB		
08/12/2006	WORKING AT HEIGHTS COURSE (ROSPA)	EXTERNAL		
01/07/2007	CITY & GUILDS LEVEL 2 CERTIFICATE			
07/01/2008	CITB CONSTRUCTION SKILLS HEALTH &	EXTERNAL TRAINERS/CITB		07/01/2010
20/07/2008	CITY & GUILDS LEVEL 3 IN ELECTRICAL			
18/08/2008	FAULT FINDING	EXTERNAL		
27/04/2009	IOSH WORKING SAFELY	EXTERNAL		
01/09/2009	LOCK OFF EQUIPMENT & GUIDE			

Add Record
Edit Record
Delete Record
Print

List Records Personal Renewal Status Review Analysis
Employee Setup

Use right mouse button for additional options

Proactive & Reactive

Preventive (proactive) maintenance

- 🔄 carried out to keep something functional; usually planned and scheduled in accordance with the manufacturer's instructions;

Corrective (reactive) maintenance

- 🔄 repairing something to get it working again; an unscheduled, unplanned task, usually associated with greater hazards and risks than preventive maintenance.



Machinery

- 🌱 Ribbon powder blenders
- 🌱 Liquid Blending Tanks / Bulk storage Tanks
- 🌱 Pumps / motors
- 🌱 Laboratory Equipment
- 🌱 Liquid & Powder Dosing Equipment / Fibre dispensers on Customer sites
- 🌱 PAT Testing
- 🌱 Building Maintenance



Ribbon Blenders

- 🌿 Bearings
- 🌿 Glands
- 🌿 Blades
- 🌿 Gear Box oil
- 🌿 LEV (Extraction)



Liquid Blending / Bulk Storage Tanks

- 🌿 Impeller Blades
- 🌿 Heat Exchanger
- 🌿 Gear box oil
- 🌿 Trace Heating



MAINTENANCE SHEET - COMPACTOR

W61 MSC Rev 0

Item Of _____
Plant _____

Maintenance Date _____ Carried Out By _____

ITEM	COMPLETED (TICK)	COMMENTS
Check Oil Levels		
Check Pressure Setting		
Check Seals on Pump		
Check Seals on Ram		
Grease Ram Bearings		
Check Safety Switches		
Check Motor Connections		
Check Starter Connections		
Check O/C Elements Connections		
Check Condition of Cables		
Insulation Test		

Maintenance Tasks

- 🌱 inspection
- 🌱 testing
- 🌱 measurement
- 🌱 replacement
- 🌱 adjustment
- 🌱 repair
- 🌱 fault detection
- 🌱 replacement of parts
- 🌱 servicing.



Hazards



Some maintenance-specific hazards:

- Non-routine tasks and exceptional conditions (entering confined spaces)
- Changing tasks and working environment
- Working in close contact with machinery, working at a running process
- Time pressure



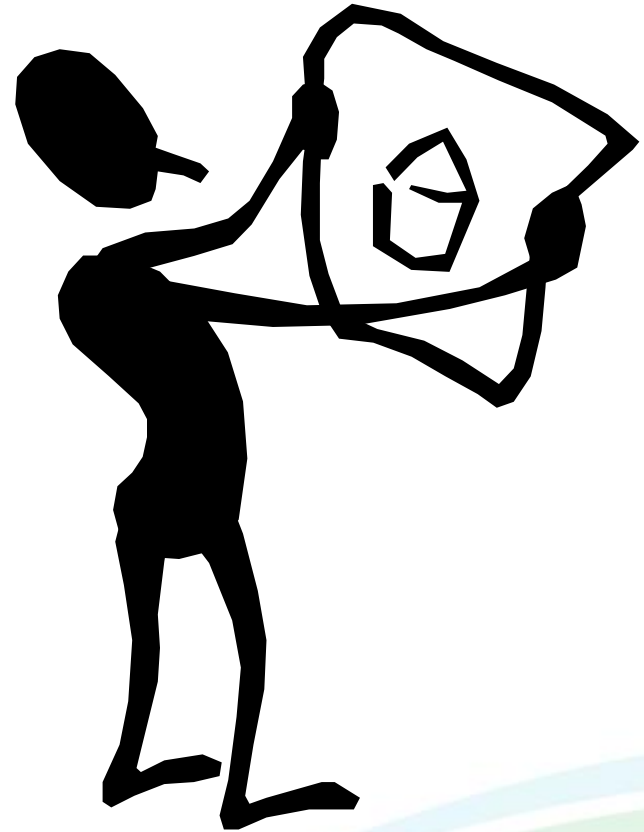
Specific Hazards

- ☞ Chemical – Liquids & Powders
- ☞ Oils / grease / dust / welding fumes
- ☞ Electrical
- ☞ Mechanical, moving parts, blades
- ☞ Hand tools
- ☞ Confined spaces
- ☞ Manual handling / Ergonomic
- ☞ Noise
- ☞ Falls from heights
- ☞ Legionella
- ☞ Slips & Trips
- ☞ Customer sites – Includes all the above



Planning

- Information
- Risk Assessment
- Competence
- Communication



Making the area safe

- Permit to work
- Shutting off power
- Securing machinery
- Keeping people out who aren't involved



Appropriate Equipment

- 🌱 Correct tools for the job
- 🌱 Personal protective equipment



Follow Procedure

- Without improvising or taking shortcuts due to time pressure.



ELECTRICAL SAFETY

Safe System of Work for the Electrical Installation of Christeyn's Dispensing Equipment

1. Responsibility

This safe system of work applies to all electrical installations of dispensing equipment on customer sites.
 This should only be

2. Hazards / Pre

Electrical hazards –
 Ensure site contact
 Ensure risk assessm

3. Before Work

- Carry out Risk A
- Ensure site indu
- Obtain Permit t
- Barrier or Tape
- When connect
- “Locked Off”.
- Using electrical
- When connect
- is electrically is
- Using electrical
- Ensure that the

Document Register				
Date : 22/10/2010		Total No. of Documents : 32		
Number	Document Title	Revision No.	Active Date	Change Num
HSP-FLT-001	Operating Lift Trucks	1	22/01/2009	
HSP-FLT-002	Lift Trucks	1	22/01/2009	
HSP-FSA-001	Drivers First Aid Kit - Instructions	1	21/01/2009	
HSP-FSA-002	Accident & Near Miss Investigation Procedure	2	26/10/2009	
HSP-LDY-001	Fault finding on live electrical Laundry Equipment	0	05/03/2009	
HSP-LDY-002	Electrical Installation of Dispensing Equipment	0	05/03/2009	
HSP-LDY-003	General Electrical Safety - Jetstream	0	05/03/2009	
HSP-LDY-004	Use of Hand / Power Tools	0	01/05/2009	
HSP-LDY-005	Spillage Procedures on Customer Sites	0	02/04/2009	
HSP-LDY-006	Lone working on Customer Sites	0	02/04/2009	
HSP-LDY-007	Working with Compressed Air	0	29/04/2009	
HSP-LDY-008	SSOW Labelling & Anti Splash guarding of chemical	0	15/07/2009	
HSP-LDY-009	Safe System of Work - Technical Service Visit (Customer	0	12/02/2010	
HSP-LDY-010	Changing Peristaltic Pump Elastomer	0	11/05/2010	
HSP-OPS-001	Electricity Training Booklet	2	21/01/2009	
HSP-OPS-002	Knife safety	1	21/01/2009	

Final Checks

- 🌱 Ensuring that everything is safe before work processes start again.
- 🌱 Handover / sign off



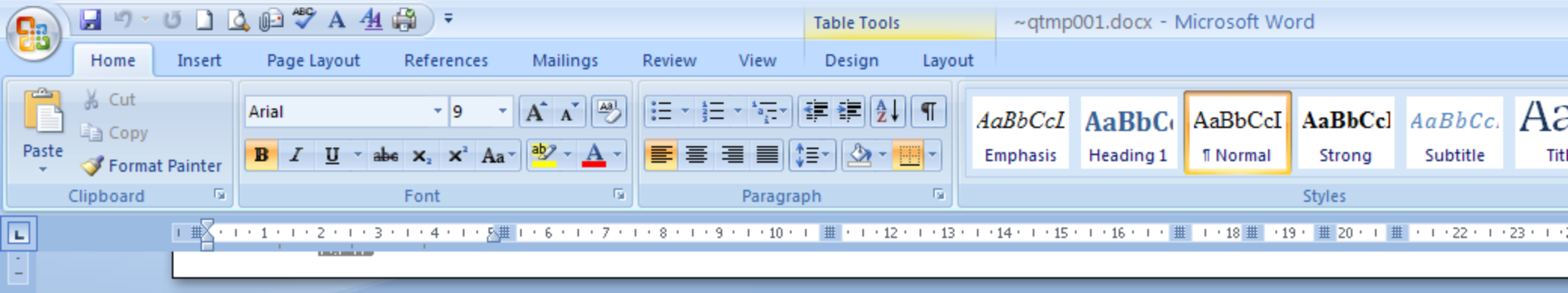
Dosing systems



Dosing Equipment - Systems in place

- 🌱 Risk Assessment / Method statements
- 🌱 Authorisation Form
- 🌱 Induction
- 🌱 Permits to work
- 🌱 Sign off





RISK ASSESSMENT

CHR

Description: <u>Jetstream</u> Engineers – General Installation & Decommission work		Department / Location: Field Based & In House stores		Assessed By: Mike Hur	
Date: 26/06/2008 Updated: 11/02/09		Ref No: RA/JS/IN/00	Rev: 1	Checked By: R. Greally	
Persons Consulted:					

**This is a generic risk assessment, which should be reviewed before a CUK employee commences work on site. Any additional hazards should be added to the

Electrical Installation of <u>Christeyn's</u> Dispensing Equipment	<u>Jetstream</u> Engineers	Isolation of electrical supply to Dispensing Equipment Electrical "Lock Off" Procedure	2	3	6	Training on Electric Procedures and Know
Fault Finding on Live Electrical supplies for Dispensing Equipment	<u>Jetstream</u> Engineers	Isolate electrical supplies if possible Only trained personnel to work on Live electrical equipment Use of only Electrically Insulated Hand Tools and Test equipment	5	4	20	Training on Electric Procedures and Know Stand on rubber mat finding if possible
Vehicle Movements	<u>Jetstream</u> Engineers	Wear High-Vis Use Site Pedestrian Walkways Be aware of Vehicle Movements	3	3	9	Common Sense Obey Site Rules
Un-lagged Steam Pipes (Bums and Scalds)	<u>Jetstream</u> Engineers	Use PPE Be Aware of Surrounding Pipework	3	3	9	Isolate Steam Supply Ask Site to Lag Steam

Authorisation to Work

This form must be completed and signed by both the Customer & CUK Engineer before any work begins.

..... (Print name)(Position)
 authorise Christeyns Engineer(s) to carry out work at:

Laundry:
Address:
Date: Time:

I have received from Christeyns Engineer(s): Tick Box

Risk Assessment:		Method Statement:		Insurance Details:	
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Christeyns Engineer(s) have been made aware of the following (tick those which are applicable)

Signing in / out Procedure	
First Aid / Accident Procedure	
Fire / Emergency Procedures	
Mandatory PPE areas	
Canteen / Toilet Facilities	
Fork Lift Truck Authorisation	
Scissor Lift Authorisation	
Provision of chemical spill equipment	
Other (please specify e.g. traffic routes)	

Is a Permit Required?	
General Permit to work	
Hot work Permit	
Working at Height Permit	
Electrical Permit	
Lone Working Permit	
Confined space Permit	
Other (please list)	

Is Asbestos present or in close proximity to where Christeyns UK employees are working?
If yes, DO NOT START WORK. Seek advice from the Engineering Manager.

YES/
NO

Will you be working alone? (Ensure customer is aware)

YES/
NO

Signed on behalf of laundry Date.....

Signed on behalf of Christeyns UK Date.....

..... (PRINT NAME)

Hand Back Record of Completion: The work is complete and the Equipment and Area is safe for use.
 Work completed by: (Sign Christeyns Engineer)

Hand Back Acceptance: I accept that the work has been completed satisfactorily and that the work environment/equipment is ready for safe for use.

Signed: (on behalf of laundry) Date/Time

JETSTREAM POST INSTALLATION CHECK LIST

Form J17 PIC Rev 2 Page 1 of 1

Account:	Location:	Date:
Form Completed By:		

Please circle Y or N as appropriate. All answers should be “Y” – if not, please explain why overleaf. On completion, this form should be returned to the Jetstream Coordinator. Forms to be completed upon handover and returned within 1 week.

Is installation neat & tidy?	Y	N
Are liquid pumps operating correctly ?	Y	N
Is soap machine operating correctly and check list filled out?	Y	N
When washing M/c calls does it receive correct product?	Y	N
Are Serial Numbers on M/c's and reported to head office?	Y	N
Is installation labeled correctly?	Y	N
Is installation free from any leaks?	Y	N
Are dip tubes correct, with cable ties where necessary? See dip tube memo dated 27-11-02	Y	N

Comments:

Additional Procedures

- 🌱 Accident & Near Miss Reporting & Investigation Procedure
- 🌱 Lone Worker
- 🌱 Risk Assessment
- 🌱 Asbestos
- 🌱 Code of Conduct for Contractors



Thank you for listening
Any Questions?

