

	SAFE WORK PROCEDURE:	Doc No		SWP-COE-18	
		Last Rev/Date	00	12 Apr 2010	
	ELF Tank Handling	Current Rev/Date	00	12 Apr 2010	
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1. **Application to:**

All personnel working on the ELF Tank transporting/ changing.
 (ELF Tank=LN2 tank come together with metal framed shelf/carrier with 2 fixed & 2 swivel wheels)

2. **Pre-requisite for Operation of the ELF Tank (Transporting/changing) process:**

- 2.1. Must have attended the operation and safety training.
- 2.2. Must be fully understand the activity based risk assessment.
- 2.3. Must be physically fit.
- 2.4. Must work two person (Buddy system) and at least one must be fully qualified to operate the process by him/her self.

3. **Hazards that may be present:**

- 3.1. Cylinder Topple, body parts injury
- 3.2. Frostbite
- 3.3. High pressure gas release, Deafening

4. **Personal Protection Required:**

- 4.1. Gloves
- 4.2. Safety Boots
- 4.3. Buddy System

The **buddy system** is a procedure in which two people, the buddies, operate together as a single unit so that they are able to monitor and help each other. (In adventurous or dangerous activities).

5. **Procedures:**

5.1. ELF Tank Transporting process

5.1.1. Put on PPE and compliant to the buddy system as per section 4 before start work.

5.1.2. Colleting new ELF Tank

- 5.1.2.a Collect the new ELF tank from tank storage area.
- 5.1.2.b Check the pathway for any debris that might cause obstruction when transporting ELF tank.
- 5.1.2.c Transport by means of pushing ELF tank through the prominent RED sticker sign "PUSH FROM THIS SIDE" (as indicated by Tank supplier - National Oxygen Pte Ltd. The tank is mounted on 2 fixed & 2 swivel wheels. Always push with the swivel wheels in front – similar to driving a car).
- 5.1.2.d Push slowly towards the halfway height of the ELF tank's Centre of Gravity (CG), adjusting not to topple the tank while moving at slope or un-even floor.
- 5.1.2.e Transport ELF tank to designated place.

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5.1.3. Returning Old ELF Tank

5.1.3.a Push old ELF tank slowly – as the above procedure (5.1.2 c & d) to the Empty tank storage area.

5.1.3.b Inform the supplier for empty tank collection.

5.2 Maintenance of the ELF tank

5.2.1 No maintenance needed, except occasionally checking the movement of the wheels.

5.3 Specific Processes

5.3.1 There is NO specific process

6. Communication Frequency:

The Lab Supervisor shall arrange for this Safe Work Procedure to be communicated every once a year and as & when required.

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