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| **Safety Task Card** | | | | |
| **POR 04** | **Medical gases** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Manual handling  Falling cylinders  Leaking cylinders-  Medical oxygen  Medical air  Medical carbon dioxide  Entonox  Air liquide | | | Back and muscle strain  Crushing or impact injuries  Leakage of gas, giving rise to:   * Asphyxiation * Poisoning * Explosion * Fire * Cold Burns | |
| **Safe System of Work** | | | | |
| * Medical gases only to be handled by trained staff following training with certified trainer ( BOC or equivalent ) * Safety shoes with toe protection to be provided and worn by all staff that handle medical gas cylinders as a significant part of their work duties * Follow supplier/manufacturer instructions where these are available * Stored cylinders to be harnessed in an upright position or on suitable cylinder racks or laid flat and chocked to prevent movement within designated storage locations * Full and empty cylinders to be stored separately and the segregation clearly identifiable. * Designated storage areas to be provided with good ventilation at both high and low level. * Where appropriate, an audible or visual alarm together with appropriate warning signage should be fitted in storage area to warn of low oxygen levels below 20% in the event of gases leaking into the atmosphere. * Storage locations to be kept locked and warning signs displayed both inside and outside prohibiting smoking and naked flames * Where appropriate, suitable cylinder trolleys to be used to transport cylinders, fixing the cylinder onto the trolley using the restraints provided. Trolleys to be visually inspected before use and any that are damaged or have defective/missing safety restraints to be removed from use until properly repaired by a competent person * When delivered to the delivery destination, the cylinder should either remain in its trolley with the restraints in place or transferred to a strapped storage location * Implement safety checks via safety walk and storage check sheet.   Where it is a site requirement to fit cylinders to manifolds, regulators or flow meters, the  following additional control measures must be observed:   * Cylinders should be used in date order, ensuring that they are in date * Only the correct regulator must be used for each gas cylinder i.e. do not use an air regulator with an oxygen cylinder. * Regulators and hoses to be checked for condition and leaks at each cylinder change * Any cylinder that shows signs of leakage (frosting around the valve or cylinder, or a “hissing sound”) should be isolated and the manager informed. * Only approved leak detection fluid must be used * Check that the seal is intact before removing. * Check for oil and grease or dirt in the valve. If any is present, the cylinder should not be used and reported to the manager for return * Check for oil and grease or dirt in the manifold, yoke and regulator. If any is present, do not fit but report to the manager for servicing. Check the “O” ring and if necessary, replace it * Fit the regulator, manifold or yoke to the cylinder using reasonable force. Do not use excessive force as this may damage the valve outlet threads * Open the cylinder valve slowly with a standard valve key, check for leaks, close the valve leaving the key in place. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **POR 04** | **Medical gases** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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