



PORTABLE DRINKING FOUNTAIN AND PORTABLE BOTTLE REFILL STATION

SAFETY PROCEDURE CHECKLIST

Before using the portable drinking fountain or portable bottle refill station, please ensure you:

- Have read and understood how to use the portable water unit(s);
- Follow good manual handling technique for lifting the unit(s) and related equipment:
 - Think before lifting/ handling and plan the lift;
 - Adopt a stable position;
 - Get a good hold;
 - Start in a good posture;
 - Don't flex your back any further while lifting;
 - Avoid twisting your back or leaning sideways, especially while your back is bent;
 - Keep your head up when handling;
 - Move smoothly;
 - Don't lift or handle more than can be easily managed; and
 - Put down, then adjust.
- Only use drinking water;
- Do not set-up near live exposed electrical connections/ wiring or in high wind areas;
- Cover water hoses that pass over traffic areas with hazard hose covers;
- Check the main water tap for pressure and clean water, if the tap is not appropriate do not connect and use the portable water unit;
- Flush all hoses with clean water prior to use, as a guide 10 seconds per 10m of hose. If the hose appears dirty do not use;
- Drain excess water to reduce carrying load prior to packing up; and
- Disassemble, clean and dry the unit before transporting.