

# GENERAL SAFETY

Please read this guide carefully prior to operating equipment.

## MOST IMPORTANT –RISK ASSESS

Before you commence any work at your chosen work area, you should undertake some preliminary hazard identification and risk control precautions. Ideally more than one person should do this.

### This is undertaken by:

Physically inspecting the work site.

Reviewing the best way / job steps required to complete the task.

Reviewing the Safe Work information supplied with the equipment.

Reviewing other reference documentation and expert advice.

### The hazard identification and control process steps are defined as:

Identify the hazards (e.g. 240v power drill use around wet areas)

Assess the Risk (multiple earth paths – possible electrocution)

Select the control measure (e.g. dry the area, use an RCD, use a cordless drill etc)

Re-assess the risk. (risk of electrocution now negligible) This is undertaken to ensure that the risk control measures adopted have not introduced any new risks to the work area.

## HELP

If the unit does not operate or you are unhappy with its performance, return it to our Hire depot for exchange or call for assistance. Do not attempt repairs yourself.

Refer to your hire contract for contact information.

## SAFETY DO'S

**DO** take the time to read this User Guide and any other safety information provided (e.g. Decals, manufacturers instruction booklets), completely before operating any equipment.

**DO** satisfy yourself that you have the correct machine for the job and that you are aware how to safely operate it.

**DO** ensure you fully understand and are familiar with its operation including emergency shut off procedures.

**DO** ensure that the equipment is assembled and used according to the manufactures and hires instruction.

**DO** check controls and any other safety devises.

**DO** make sure you hold a posses a Certificate of Competency issued by the Regulatory Authority where required by particular equipment.

**DO** where possible operate in a clear work space free from non essential persons.

**DO** ensure that you have secure footing and clear access to the work area.

**DO** ensure that the work area is well lit with all aspects of the job easily seen.

**DO** ensure correct lifting techniques are used when using or transporting any machine or equipment.

## SAFETY DONT'S

**DO NOT** operate any equipment if you are tired or suffering a medical condition, or if under the influence of Alcohol or drugs which, may cause drowsiness.

**DO NOT** hurry or take risks.

**DO NOT** operate equipment without guards correctly fitted.

**DO NOT** operate faulty equipment. If in doubt call your nearest Hire Depot.

## ELECTRICAL EQUIPMENT

- Ensure that any electrical equipment or extension lead that you are using has been electrically tested and tagged and dated by a competent person within the last 3 months.
- Always disconnect equipment from the power supply before fitting or removing blades, abrasives or drill bits.
- DO NOT lock switches in the on position with tape, wire or by any other means.
- Always ensure that the power outlet you are using is protected by an RCD. Use a portable device if not fitted.
- Always check with Authorities for the location of hidden cabling prior to the commencement of cutting or demolition as contact with electrical cabling can cause serious injury or death.
- DO NOT use electrical equipment in wet areas.
- DO NOT use electrical extension leads longer than 15m as significant drop in voltage will occur.
- Always uncoil extension leads and remove any twisting to prevent them from overheating during use.
- Keep leads off floor.
- DO NOT use electrical appliances where operation can trigger explosion of vapors or gases.

## CLOTHING

- Clothes shall be appropriate and close fitting, with no loose articles such as cuffs, ties, necklaces, rings etc, which can be caught in rotating machinery.
- Long hair shall be constrained through netting, tying or other close fitting apparel.
- Always wear all appropriate PPE such as Goggles, Ear Muffs, Safety Boots, helmet etc.

## EQUIPMENT

- Ensure all guards are in place and operational.
- Thoroughly familiarize yourself with safety precautions associated with all types of equipment prior to use.
- Ask for assistance and refer to suppliers manual(s) if you are unsure of the correct use.
- Ensure all guards are in place and operational.
- Never force tools or use equipment for purposes other than those of which they were intended.
- If making adjustments to equipment ensure the power supply is isolated prior to commencement.

## FLAMMABLE LIQUIDS

- Use extreme care when filling fuel tanks – vapors can be explosive.
- Ensure that the motor is turned off when filling.
- Keep fuel containers at least 3 meters away from where you will be starting equipment.
- Never smoke in the vicinity of flammable liquid.
- Where possible, keep an appropriate fire extinguisher nearby during operations utilizing flammable liquid.

## USING TOOLS AND EQUIPMENT

- Ensure that you have a firm footing and are always ready to handle any reaction the equipment may make.
- When using tools and equipment do not over reach
- Regular breaks are recommended during lengthy or repetitious use of tools or equipment.
- Operate engine driven equipment in well ventilated areas. Use in poorly ventilated areas may result in death. I.e. shafts, pits etc.
- Use of equipment may cause collapse of structure in some applications (e.g. Trenches, excavations, wall removals etc) and may require installation of approved shoring or other suitable controls.

## LPG

- LP Gas is highly explosive when mixed with air. Keep it well away from open flame sources of sparks.
- Keep cylinders vertical and firmly secured at all times during storage and transport.
- If testing appliances for leaks – always use soapy water. Never a naked flame.
- Do not leave appliances unattended as the LP Gas flame may go out leading to gas escape and possible dangerous gas build up.

## HIGH PRESSURE AIR, WATER AND PAINT

- Do not use compressed air for human consumption.
- DO NOT use compressed air for dusting off or cleaning clothing and or body.
- Use extreme care when using compressed air, high pressure water cleaners or airless paint sprayers.
- High pressure air can rupture eardrums, damage eyes, cause skin to peel or enter the bloodstream through the skin.
- Ensure correct PPE, as shown on specific safety information sheet, is used when undertaking work involving the operation of any pressurized equipment.
- If in doubt obtain Material Safety Data Sheets (MSDS) from your supplier. The MSDS also shows valuable information relating to the product you are using.

## SCAFFOLDS AND PLATFORMS

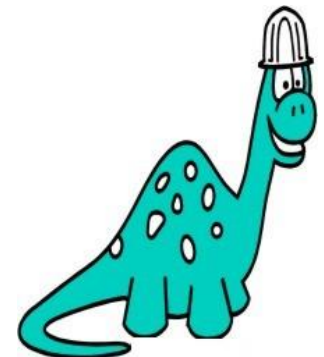
- Any platform 2 meters or more above the ground should have handrails, mid rails and kick boards fitted.
- Any scaffold tower with a platform of more than 4 meters can only be assembled, altered or disassembled by a qualified scaffold erector.
- Always lock caster wheels before use.
- Never sit, stand or climb on handrails or kickboards. Always climb on the inside of scaffolding.
- Never exceed safe work loads of scaffold or platform.
- Inspect scaffold daily and before commencing work. Report any damage or problems to your local hire centre.
- Do not use the equipment if it is damaged.

## TRESSLES AND LADDERS

- Ladders should only be used as a means of access to or egress from a work area and are not to be used as a platform.
- Do not use trestles as ladders; they must only be used to support any plank upon which a person has to work.
- Do not use aluminum trestles, ladders or steel wire reinforced ladders where there is a possibility of coming into contact with electrical wire or parts.
- Ensure that each ladder or trestle is in good condition and in a firm footing.
- Ensure ladders have a slip resistant base and rungs or steps.
- Step ladders or trestles should only ever be used in a fully open position.
- Ensure that trestles and ladders are placed at the nominal slope of 4 (Vertical) to 1 (Horizontal)
- Do not carry awkward or heavy loads on ladders.
- You should always have 3 limbs on the ladder at all times. This does not apply to step ladders.
- Avoid over reaching or stretching on ladders. Keep the body centered at all times.
- Always use an approved secure handrail system when standing on trestle / plank combination 2 meters or greater above the ground.

## PERSONAL PROTECTION EQUIPMENT

- To be used with all equipment as required.



WHATEVER YOU NEED TO GET THE JOB DONE...JUST ASK US!

This operating brochure is intended as a guide only for the safe operation of the equipment. In no way does this brochure override license requirements. If you are unsure about any aspect of this guide or if you are in doubt about its proper use please feel free to contact your nearest depot. Our staff are on hand to answer any question you may have regarding the safe operation of this equipment.