

# Safe Operating Procedure



## PPE Required



### General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual ([www.flexihire.com.au](http://www.flexihire.com.au))
- Report any faults or damage to Flexihire 1300FLEXIHIRE
- Do not wear loose clothing or jewellery
- Do not operate equipment near pedestrians or people
- Do not operate without the appropriate PPE as detailed
- Do not operate equipment under the influence of drugs or alcohol


### General Engine Safety

- **Refuelling** – Do not smoke, or introduce ignition source, always turn engine off and allow engine to cool first, relieve fuel pressure by loosening cap slowly, wipe clean any fuel spills prior to re-start, If fuel spilled on clothes change clothes, ensure cap is replaced & store fuel vessel away from work area
- Do not breathe fuel vapour & replace cap securely after fuelling
- Do not operate engine without adequate ventilation
- Beware of hot surfaces on engine & other parts

### General Electricity Safety

- Ensure all electrical equipment has a current test tag within 3 months
- Do not operate equipment in or around water or damp environments
- It is recommended to use a safety switch to power this equipment
- Ensure the power lead is well stowed and do not present trip hazards
- Isolate the power by removing the plug prior to performing any work on the equipment including prior to changing leads or tools or bits

### Operating Safety Instructions

Never puncture, weld, drill or cut pressure vessels containing air	Before disconnecting hoses and tools ensure compressor is shut off and all air released
Always ensure pressure vessels are free of pressure before working on them	Never allow air to flow without all hoses attached with fittings and valves turned off. Never allow air to flow in hoses with nothing attached
Do not use compressed air for breathing or for air flow on humans	Ensure all hoses, attachments and tools are well secured and pins inserted 
Never direct air flow at another person	
Always wear eye protection when working with compressed air	
Beware of high pressure deflecting off jobs back toward the operator	

### Pneumatic Tools

Ensure tools are clean and lubricated	Do not use if air hose has leaks
Ensure air supply is fitted correctly	Keep hands, feet and body parts away from the tool
Hold tool firmly with both hands	Ensure the pressure being supplied matches the tool manufacturer recommendations
Ensure tool pieces and bits are sharp and well secured	Do not carry pneumatic tools by the hose
Avoid creating rip hazards with the air hose supply lines	Never point tools at people or shoot tools toward people



## Air Compressors & Tools



### Risk Assessment

- Assess the immediate work area for any hazards
- Control or eliminate all the risks associated with the hazards
- Hazards to check for that may require risk control-
  - Overhead power lines
  - Digging
  - Confined space
  - Traffic & moving machinery
  - Stored energy – air, hydraulic, electricity, pressure
  - Working at height
  - Falling objects
  - High Voltage
  - Any stored energy