

Safe Operating Procedure



PPE Required



General Safety Instructions

- Complete pre-start checklist
- Read Manufacturers Operation Manual (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

Forklift



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

Operating Safety Instructions

Forklift operators must hold a current forklift licence or be operating under supervision and under a log book

Ensure you always maintain 3 points of contact climbing in and out of forklift	If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact
Never operate machine near overhead power lines	Carry load as close to the ground as possible
Do not exceed lift capacity of machine – understand lift charts	Ensure all mirrors in place prior to operation
Ensure ground conditions will support the machine and load	Sound horn before moving and when turning
Do not drive with boom raised	Always check clearances before driving under objects
When driving in high speed use only front wheel steer	Never suspend loads from forks
	Never carry persons on forks
Do not level machine with a raised load above 1.2m	Do not drill, grind or burn holes in forks
Carry loads low as possible and tether to stop swaying loads	Forks must be centred and as far apart as possible
Slings and lifting devices to be in current test and appropriately sized for the load. Include sling weight in load weight	If using a certified personnel work platform, study the capacity charts and never drive cab when lifting personnel
Start, stop, turn and travel slowly to avoid swinging load	Always park on flat level ground and engage park brake
Maintain proper tyre pressure – refer manufacturer specifications	Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
Always wear seat belt	Do not carry persons on the machine
Keep all parts of body within the frame at all times	Report any damage to the cabin (ROPS) structure and cease use
Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall	Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
Bring machine to a stop before shifting controls	Never operate or start the machine from outside the cab or seat as you could move the controls the wrong way and cause serious injury. Also never operate the machine with another person helping as they can be crushed
Never open the radiator cap when the engine is running or hot	If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact