

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

Digging Safety

- Always contact local authorities prior to performing any digging to identify underground services
- Do not dig deeper than 1M without shoring
- Beware of oxygen deficiencies and gas build up in pits and holes

Gases & Welding

- Always use gas in well ventilated areas
- Beware of inert gases that can cause oxygen deficiencies. These include Argon, CO₂, Helium and mixtures of these.
- Beware of Flammable gases such as acetylene, LPG & Hydrogen, always keep away from ignition sources and store in well ventilated areas
- Always use flashback arrestors at the regulator and torch end when cutting, heating or welding with Acetylene.
- Gases can not always be seen, heard or smelt so beware when they are present on your site
- Beware of welding arc rays they can cause severe burns
- Always wear non flammable clothing
- Beware of welding fumes as they can be toxic – always check MSDS sheets of the welding consumable being used and of the steel being welded

Other Safety Notes

- Operators should familiarise themselves with the equipment. If you are unfamiliar with the equipment seek advice
- Always wear the appropriate safety equipment for the job, ensure that PPE meets Australian Standards, does not cause further hazards. e.g. where there is risk of entrapment, gloves may not be an appropriate form of PPE.
- Only qualified personnel to perform maintenance and repairs
- Ensure your workspace is kept clean and free from hazards
- Do not block airflow to machine as it can cause overheating
- Do not weld or cut pipes, tanks or vessels that contain pressure or flammable substances
- Do not climb in trees or on roofs with power tools or other equipment
- Never reach from one location with one hand to perform a function or operate a tool with the other hand. Use two hands on all tools.
- Keep hands and body parts away from moving parts as they can cause serious injury and entanglement
- Always switch off equipment prior to performing any work or adjustments

General Safety

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

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
- Always uncoil power leads prior to use

Compressed Air & Water

- Never puncture, weld, drill or cut pressure vessels containing air
- Always ensure pressure vessels are free of pressure before working
- Do not use compressed air for breathing or for air flow on humans
- Never direct air flow at another person
- Always wear eye protection when working with compressed air
- Pressure cleaners produce very pressure jet streams that should never be used for cleaning body parts or other people
- Beware of high pressure deflecting off jobs back toward the operator

Working at Height

- Falls from as little as 1M can cause serious injury, always protect yourself and others from falls
- Always maintain 3 points of contact when working at height
- Do not carry heavy loads at height
- Always ensure no people can access the area under the working height
- **Ladders** – inspect ladders prior to use, never stand on the top rung, always use in the fully open position and never use damaged ladders, ensure aluminium or steel ladders are no where near electrical cables, use slip resistant treads
- Do not carry heavy loads on ladders
- **Scaffolds** – Inspect prior to use, always have appropriate handrails, kickboards and access platforms, do not install near electrical cables or within reach of them, ensure base is secure and castors locked in place. Do not assemble a scaffold with a platform height of 4M or greater – this can only be done by a licensed scaffolder.
- **Trestles and planks** – Inspect prior to use, keep away from electrical cables, do not use damaged trestles or planks, always ensure trestles are fully opened, use access ladders and restrain at the top.
- Never allow children at height
- **EWP** – It is recommended to use Elevated Work Platforms where possible, enquire at Flexihire for further details

Lifting, Chains & Jacks

- Beware of tension stored in chains that can release violently and cause flick back when under loads
- Keep fingers clear of all pinch points
- Always use the appropriate chains with the correct weight load limit
- Always ensure the suitability of the overhead structure if using it for lifting, winching or pulling
- Use correct size jacks for the load weight and ensure jacks are placed under a solid part of the structure and cannot slip
- Always have a backup system when working under a jacked up item such as frame stands or hard wood timber blocks
- Do not use levers, pinch bars or pry bars for the purposes of lifting equipment