

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 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

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

Generator



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

Generator engine emits dangerous fumes, ensure it is operated in a well ventilated area	Keep hands and body parts away from moving parts including fans and belts
Do not remove the radiator cap when the engine is hot or running	Only qualified personnel to perform maintenance and repairs
Always insert the Earth Stake into the ground securely	Only qualified electricians to perform any hard wired connections
Generators produce electrical current that harm or kill • Always insulate yourself from the electrical circuit • Never touch the live parts • Wear dry clothes rubber soled footwear and dry gloves without holes	When working in hazardous conditions such as damp, wet locations, in confined spaces, cramped positions, on metal structures it is recommended to perform a Job Safety Analysis (JSA) for the particular area and conditions.
Familiarise yourself with electrical isolators and engine shut down	Never hard wire the generator to an existing electrical installation without a licensed electrician
Ensure doors are kept shut during operation	Balance single phase loads across all 3 phases evenly
Check electrical cables regularly for damage or insulation breakdown	Always run on flat level surfaces
When using power tools or electrical appliances in the auxiliary outlets ensure the equipment is safe and has current test tags	Do not lift machine if lift bail is damaged and do not operate machine whilst suspended from the lift bail.
Avoid overloading the generator – be aware of the capacity and the load you are applying	Perform an ELCB (RCD) trip test at start up before use daily
Always shut down engine prior to making any connections	Beware of hot parts on the generator
Refer to the operation manual for more details and specific instructions on connections, weights and operation specifications	Beware of the battery as it contains harmful acid and emits flammable fumes.