

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



Lighting Tower

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

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

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
Generators produce electrical current that harm or kill <ul style="list-style-type: none"> • 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	Always run on flat level surfaces
Ensure doors are kept shut during operation	Do not lift machine if lift bail is damaged and do not operate machine whilst suspended from the lift bail.
Check electrical cables regularly for damage or insulation breakdown	Perform an ELCB (RCD) trip test at start up before use daily
Do not use auxiliary power outlets for anything other than performing an ELCB test	Beware of hot parts on the generator
Always shut down engine prior to making any connections or replacing an light bulbs (Allow 10 minutes after shut down for capacitors to discharge)	Beware of the battery as it contains harmful acid and emits flammable fumes.
Refer to the operation manual for more details and specific instructions on connections, weights and operation specifications	Do not use the mast to carry anything other than the lighting heads provided. Do not connect flags, ropes or wires
Set up <ul style="list-style-type: none"> • Beware of pinch points and only use one person • Ensure ground is suitable, level and firm • Check no power lines are nearby • Place all 4 outriggers in place (Do not use if missing or damaged outriggers) and ensure park brake on draw bar is on • Do not stand tower in winds greater than 45km/h • Ensure it is extended above reach height to avoid burns if touched • Never operate Raise/lower buttons at same time as extend/retract • Disconnect the mast securing devices • Ensure the mast rotation device (if fitted) is locked • Turn lighting circuit breakers off • Turn on the 12v circuit breaker • Start the engine & allow to run for a few minutes • Raise the mast • Extend the mast • Rotate to the desired position and ensure it is locked in place • Switch one light circuit on at a time 	Lowering lights and packing up <ul style="list-style-type: none"> • Beware of pinch points • Torn the lights off and allow to cool (or beware that they are very hot) • Rotate the mast so that the arrows align • Engine is not required but recommended • Retract the head first • Lower the mast to its stop position – slowly • Always check for cables that may have come dislodged so they do not get caught, pinched or crushed • If the engine is running turn it off • Turn off the main circuit breaker • Lock the mast with the securing devices • Ensure jockey wheel is lowered • Pack away all outriggers and secure for transport • Ensure draw bar is fully extended out and locked in • Ensure doors are closed and locked • Now ready for connecting to a vehicle Towing <ul style="list-style-type: none"> • Plug in electric cable -test all lights. Ensure tow hitch is engaged/locked • Secure chains in crossed fashion not too lose but enough slack to allow turning -refer to MS10-3.9.9.4_Sop_Trailer for more details on connecting