

# 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

## Pumps



### 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

Always inspect pumps before use	Inspect electrical leads regularly
Do not use damaged pumps	Never lift pumps by electrical leads
Do not operate with guards missing or damaged	Do not work on pumps unless authorised to do so and always disconnect power lead first
Do not start a self priming pumps unless filled with liquid first	Do not pump fuels, flammable liquids or corrosive liquids
Do not sit intake valves or hoses directly on loss muddy or silty ground	Check the suction strainer regularly to ensure it is clean
Pump only liquids that the pump was designed for	Allow pumps to cool before touching or working on them
Always ensure the discharge hoses are free from blockages, twists and defects	Do not run the pump dry of intake water
Do not place object or body parts near the intake / suction inlet	Avoid overheating the pump