

# 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

## Operating Safety Instructions

Do not overload trailer – check the load limit on the compliance plate
Ensure your vehicle is capable of towing the weight of the trailer and load, the vehicle must be heavier than the load weight of the trailer and load
Ensure the tow hitch is secure on the vehicle
Do not attempt to lift a heavy trailer, use the jockey wheel and drive the vehicle to the correct position
Drive the vehicle to the trailer and use the jockey wheel to lower and raise the hitch
Raise the locking mechanism on the tow ball hitch before lowering onto the ball and ensure the locking mechanism has locked into the ball
Place a safety pin on the latch so it cannot come loose
Attach the chain or chains and cross chains if there are two
Ensure locking hitch is connected before driving
Ensure the electrical lights plug is secure
Ensure the brake mechanism is turned off before towing

### Single Chains

Do not allow to drag on the ground but allow slack for trailer movement



### Double Chains

Do not allow to drag on the ground but allow slack for trailer movement  
Cross chains



Beware of disconnecting the trailer if there is a load at the rear of the trailer as it may suddenly pivot upward.

## Trailer



## Top 4 Safety Points

- Read and understand Safe Operating Procedure
- Only Load and Unload trailer when it is connected to a vehicle
- Beware disconnecting trailer when loaded as it may pivot upward or roll
- Ensure locking hitch is connected before driving

## 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

Always operate vehicles in accordance to local road rules and regulations
Before driving check the following <ul style="list-style-type: none"> <li>• All lights, indicator and brake are working</li> <li>• Chains are secured firmly with D-Shackles</li> <li>• When 2 chains present they must be crossed</li> <li>• No loose items in the trailer and load is secured so it cannot move</li> <li>• Apply upward pressure on the tow hitch to ensure it is secure</li> <li>• Jockey wheel is stowed correctly</li> <li>• Ensure the brake is disengaged</li> </ul>
Do not exceed the speed limit of the trailer. Towing limit is 80km/h
Cover loads that can be blown away like garden rubbish
Ensure there is about 50-80KG of weight on the ball & position load accordingly

Chock wheels prior to detaching and beware detaching the trailer on a ramp, slope or hill as it can run away or may rear up if heavy at back

### Compliance Plate

This will show the **ATM** or Aggregate Trailer Mass

This the total trailer load weight uncoupled

The **GTM** Goss Trailer Mass is the total weight when coupled



When loading / unloading make sure the trailer is properly secured to a vehicle to prevent movement. Trailers fitted with stabiliser legs must be in the down position for loading/unloading.

