

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

Scaffolding



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

Any scaffold that has a platform height over 4.0m must be erected by a licensed scaffolder	The legal working platform height of a free standing mobile scaffold is determined by three (3) times in height the smallest base dimension ie: 10' x 4' = 12' (3.0x1.2x3.6m). Special conditions apply to scaffolds under 1.2m wide
Refer to the Assembly drawings attached. Make sure all Users completely understand the correct procedure to erect the Scaffold	These Towers may be used higher than stated if tied into a structure in an approved manner
If a Scaffold is used on the outside of a building adjustable base plates or stabilizers are required	Always secure Scaffolding in an approved manner when exposed to windy or stormy weather
Always lock brakes before climbing Scaffold	Never use where an electrical hazard exists. Avoid power lines (minimum clearance 5-8m: consult with local electricity authority)
Never climb on the outside of the Scaffold. Always use the internal ladder access. Always ensure that no-one is standing on or climbing the Scaffold Tower before unlocking wheel brakes and moving the Scaffold Always work within the handrail. Never overreach	At the commencement of each working shift and after stormy weather inspect the Scaffold for any structural damage ego cracked welds, bends, twists, splits, cracks worn broken, missing parts, verticals/horizontals, trays, ladders, handrails etc.
Never work from an incomplete platform. Never take chances	Do not use Scaffold if damaged or if you are unsure. IF UNSURE DO NOT USE
Never work from an incomplete or incorrectly assembled tower. This Instant Scaffold must be erected according to the assembly instructions	It is the Hirer's responsibility to ensure the scaffold tower is erected vertical. Adjust the wheels or base plates to level the base frames before continuing with erection of the tower
Ensure that outriggers are used to maintain a height to minimum base width ratio or 3:1	Do not exceed the safe working load (SWL) which is typically 225KG
Do not stand on the rails or use tool boxes or other items to gain additional height above the platform	Do not move the scaffold with people or material on it
3:1 (Height / Min base width)	<div style="text-align: center;">  </div> <p>Electricity – Do not use within 5m of power lines – always look up</p> <p>Climbing – Do not climb on scaffold – always use ladders and only stand on the platforms</p> <p>Bracing – Ensure scaffold is braced to keep in the ratio of 3:1 for height to minimum base width</p>

