

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

Telehandler



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

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

Systems alarms may be equipped which indicate imminent hazards which should not be ignored – see operation manual. Always stop when alarm or warning present	If the machine tips – do not jump, brace yourself, stay in cab, keep seatbelt fastened, hold on and lean away from point of contact
Do not operate Telehandler unless you are competent to operate	Ensure adequate clearance for full swing of machine
Do not exceed lift capacity of machine – understand lift charts	Ensure all mirrors in place prior to operation
Ensure ground conditions will support the machine and load	Sound horn before moving and when turning
Do not drive with boom raised	Always check clearances before driving under objects
When driving in high speed use only front wheel steer	Never suspend loads from forks
Do not raise boom unless machine is on level ground 0 degrees (left to right)	Never carry persons on forks
Do not level machine with a raised load above 1.2m	Do not drill, grind or burn holes in forks
Carry loads low as possible and tether to stop swaying loads	Forks must be centred and as far apart as possible
Slings and lifting devices to be in current test and appropriately sized for the load. Include sling weight in load weight	If using a certified personnel work platform, study the capacity charts and never drive cab when lifting personnel
Start, stop, turn and travel slowly to avoid swinging load	Always park on flat level ground and engage park brake
Beware of wind and work to the conditions	Driving on slopes
Do not attempt to use machine frame levelling system to compensate for a swinging load	Unloaded machine – rear of machine is heavy end and drive with forks pointed downhill
Maintain proper tyre pressure – refer manufacturer specifications	Loaded machine – Front of machine is heavy end and drive with the forks pointed uphill
Always wear seat belt	When driving down hill use low gear, low speed and do not engage inching or neutral
Keep all parts of body within the frame at all times	Avoid excessively steep slopes and never drive across them
Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall	Avoid turning on steep slope
Bring machine to a stop before shifting controls	
Do not carry persons on the machine	Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
Report any damage to the cabin (ROPS) structure and cease use	
When attaching jibs or hooks for lifting a full Load Management System is required and the operator must carry a CN Licence	Flexihire Manitou 1030S & JLG 3509 do not have Full Load Management Systems and must not have jibs or hooks attached
Never operate machine near overhead power lines	Never operate or start the machine from outside the cab or seat as you could move the controls the wrong way and cause serious injury. Also never operate the machine with another person helping as they can be crushed
Never open the radiator cap when the engine is running or hot	