

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

Trestles, Planks & Ladders



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

Inspect the trestles, planks and ladders prior to use and before every shift	Never use where an electrical hazard exists. Avoid power lines (minimum clearance 5-8m: consult with local electricity authority)
Do not attempt to repair damaged equipment – return it to Flexihire	At the commencement of each working shift and after stormy weather inspect the trestles for any structural damage e.g. cracked welds, bends, twists, splits, cracks worn broken, missing parts, verticals/horizontals, trays, ladders, handrails etc.
Always use 2 planks (min 450mm) and ensure the planks are locked together in the middle with a safety device unless performing light work. Light work permits 225mm width or single planks and light work includes inspections, painting, roof trusses or guttering	Do not use equipment if damaged or if you are unsure. IF UNSURE DO NOT USE
When the platform is above 3M the trestles ladders must be secured, 450mm wide and must not be higher than 5M	Always maintain 3 points of contact when on access ladders or extension ladders
Persons erecting the trestles and platforms must have fall prevention	Ladders to be no higher than 6.1M
Do not stand on the rails or use tool boxes or other items to gain additional height above the platform	Ladders to be erected at an angle between 70 and 80 degrees
Do not suspend electrical leads to the trestles or planks	Ladders to extend at least 1M above the surface being accessed
Do not exceed the safe working load (SWL)	Ladders must be secured at the top from moving
Do not move the trestles with people or material on it	