

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

Tractor



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

Only competent operators are to operate this machine	Never open the radiator cap when the engine is running or hot
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
Never operate machine near overhead power lines	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 operate tractor around people	Driving on slopes
Always check clearances before driving under objects	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
Always park on flat level ground and engage park brake prior to leaving cabin. Never rely on just on leaving the tractor in gear	Avoid turning on steep slope
Bring machine to a stop before shifting controls	Do not service, attempt to repair or modify machine unless competent and without engine off and parked with keys removed
Do not carry persons on the machine	Never attempt to leave the cabin or work on the tractor with the engine running. Always remove the key when performing cleaning or service
Report any damage to the cabin (ROPS) structure and cease use	Beware of hot parts, hydraulic pressure lines and battery acid
Maintain 3 points of contact when climbing in and out of tractor	Tractor (PTO's) power take offs
Never attempt to start Tractor from anywhere other than the seat	• Ensure guards are fitted
Sudden takes may occur when starting which can be very unexpected. To avoid sudden take offs ensure	• Never attempt to connect or disconnect with the engine running
• No person is standing near the tractor	• Do not use worn or faulty attachments or shafts
• Operator seta belt is firmly engaged	• Keep all people and bystanders well away, some attachments particularly slashes can throw debris long ways
• Operator is always aware with minimum one hand on the wheel	
• Understand the braking system	
Know whee the emergency stop is prior to use	
Slashers	Towing
• Read the slasher operation manual	• Use only approved towing hitches
• BEWARE! Slashers can eject debris at 300km/h	• Only tow from the centre draw bar and no other part of the tractor
• Do not allow any person to stand within 100m of operation	• Only tow with a trained and competent operator
• Clean debris in area prior to operation	• Engage low gears and drive very slowly
• Do not work in excessive undulating areas	
• Set high cut heights to avoid additional debris being picked up & thrown	
• Work only when there is no traffic or passing people	
• Stop forward travel when vehicles approach within 100m	
• Use signage to warn traffic and people	
• Never go near the slasher or work on it with engine running	