

# Safe Operating Procedure



## PPE Required



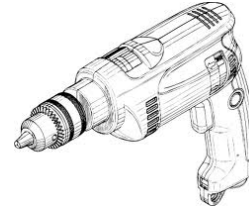
### General Safety Instructions

- 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 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

## Electric Power Tools



### 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

Operators should familiarise themselves with the equipment	Only qualified personnel to perform maintenance and repairs
Never operate faulty equipment	Check that the power cord does not create a trip hazard
Always turn off tools and disconnect from the power prior to making any tool/blade changes or lead connections	Do not block airflow to machine as it can cause overheating
Do not operate under the influence of drugs or alcohol	Do not use power tools in or near water
Power tools can be very powerful beware of; <ul style="list-style-type: none"> <li>• Strong forces on start up</li> <li>• Very high speeds</li> <li>• Blades &amp; bits can catch and cause them to kick violently</li> <li>• Debris being ejected from the work piece</li> </ul>	Before starting ensure to; <ul style="list-style-type: none"> <li>• Position feet and body in a wide stance</li> <li>• Hold the tool firmly with both hands</li> <li>• Plan your cut or work prior to starting</li> <li>• Ensure the work piece is well secured</li> </ul>
Ensure drill bits, blades, discs, tool pieces, belts & discs are tightly secured and sharp and appropriate for the type of material being worked on. Consider wood, plastics, metals, Masonry and ceramics.	During operation; <ul style="list-style-type: none"> <li>• Do not apply excessive force let the tool do most of the work</li> <li>• If you need to apply more force the tool could blunt or worn</li> <li>• Avoid twisting or bending tool piece in the work piece as they can break</li> <li>• Ensure you can not distracted</li> </ul>
Do not use power tools in or near water	Be careful not to overheat the work piece which could lead to worn out tools
Do not drill or cut or cut pipes, tanks or vessels that contain pressure or flammable substances	Clean up the area after use and coil the lead up