

# 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 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

## Vehicles



### 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

Do not drive without the appropriate drivers licence	Always wear the seat belt when driving
Do not drive under the influence of alcohol, drugs, if tired or fatigued	Ensure the park brake is secure before leaving the cabin
Observe all road rules and directions	Do not overload the vehicle – check the maximum carrying capacity
Do not drive on uneven, sloping or very wet surfaces	Ensure the load is well secure and cannot move during transport
Perform a vehicle pre start check prior to each journey	Ensure garden and other loose waste is covered so it cannot fly off
Check behind vehicle before reversing and always ensure the reversing alarm is working	Always drive with a 4 second gap to the vehicle in front to allow enough time for the unexpected and to avoid harsh braking
Do not operate anywhere near children	Harsh braking may cause loads to move
Do not carry children in the vehicle	Slow down for cornering to avoid possibility of a roll over
Avoid using ramps to drive/roll machines or objects onto tray and if ramps are used ensure they are well secured to the tray and cannot slip off	Adjust mirrors prior to driving
Prior to tipping <ul style="list-style-type: none"> <li>• Check for overhead power lines</li> <li>• Ensure no one is anywhere near the rear of the tipper</li> <li>• Only tip if the truck is level</li> <li>• Ensure hand brake is secure &amp; gearbox in neutral</li> </ul>	Do not drive or tip on a slope <div style="text-align: center;"> </div>
Never drive with the tipper tray raised	Maintain proper tyre pressure – refer manufacturer specifications
Ensure you always maintain 3 points of contact climbing in and out of cab and avoid climbing in the tray	Never operate or start the machine from outside the cab or seat
Never open the radiator cap when the engine is running or hot	
In the event of an accident call the Police on '000' and also call Flexihire immediately on 1300 FLEXIHIRE or 1300 353 944	