

MOST IMPORTANT - RISK ASSESS!!!

Before you commence any work at your chosen work area, you should undertake some preliminary **hazard identification** and **risk control** precautions. Ideally more than one person should do this. This is undertaken by:

1. Physically inspecting the work site
 2. Reviewing the best way/job steps required to complete the task
 3. Reviewing the Safe Work Information supplied with the equipment
 4. Reviewing other reference documentation and expert advice
- The hazard identification and control process steps are defined as:
1. Identify the Hazards (eg. 240V power drill use around wet areas)
 2. Assess the Risk (multi earth paths - possible electrocution)
 3. Select the Control Measure (e.g. dry the area; use an RCD; use a cordless drill etc)
 4. Re-assess the Risk (risk of electrocution now negligible). This is undertaken to ensure that the risk control measures adopted have not introduced any new risks to the work area.

HELP

If the unit does not operate correctly or you are unhappy with its performance, return it to the nearest Kennards Hire Centre for exchange or phone for assistance. **Do not attempt repairs yourself.**

Refer to your hire contract for details of our **AFTER HOURS EMERGENCY NUMBER.**

SAFETY DO'S

DO take your time: **Read this User Guide** and any other Safety Information provided (e.g. decals, manufacturer's instructions), completely and in its entirety, **BEFORE** operating the equipment.

DO satisfy yourself that you have the correct machine for the job and you know how to properly and safely operate it. (There are many different types of equipment available to make your job easy).

DO ensure you fully understand and are familiar with the equipment and its operations including uncontrolled or unexpected movement, emergency shut down/response and follow instructions provided by the hirer.

DO ensure that the equipment is assembled and used according

to the manufacturers and hirer's instructions.

DO check controls and any safety devices for proper response. **DO** make sure you possess a Certificate of Competency issued by the relevant Regulatory Authority where required to operate particular equipment.

DO where possible; operate in a clear work area free from non-essential persons, children, animals or hazards.

DO ensure that you have a secure footing and clear access and egress to the work area while on the job.

DO ensure the work environment is well lit with all aspects of the job easily seen and discernable.

DO ensure correct lifting techniques are used when using or transporting any machine or materials.

SAFETY DON'TS

DO NOT operate any equipment if you are tired or suffering any medical condition, or if under the influence of drugs or alcohol which may cause lethargy or dangers to yourself or others.

DO NOT hurry and take risks.

DO NOT operate equipment without guards correctly fitted.

DO NOT use faulty equipment - in doubt contact your local Kennards Hire Centre.

PERSONAL PROTECTION EQUIPMENT (PPE)



CLOTHING

- Clothes shall be appropriate and close fitting, with no loose articles such as cuffs, ties, necklaces, rings etc, which can be caught in rotating machine parts.
- Long hair shall be constrained through netting, tying or other close fitting apparel.
- Always wear all appropriate Personal Protective Equipment such as safety goggles, ear muffs, safety boots, helmet etc, appropriate for the task or equipment and as indicated.

EQUIPMENT

- Thoroughly familiarise yourself with the safety precautions associated with the operation of any equipment before attempting to use it.
- Ask for assistance and refer to supplier's manual(s) if you are not sure of the correct use of the equipment.
- Ensure all equipment guards are in place; operational and all cutting tools are sharp.
- Never force tools or use equipment for purposes other than those for which they were designed.
- If making adjustments to equipment or changing attachments (e.g. when changing a drill bit or blade) isolate the equipment first by unplugging electrical leads, hydraulic or pneumatic supply hoses from the energy source.

USING TOOLS & EQUIPMENT

- When using tools and equipment do not over reach.
- Ensure that you have a firm footing and are always ready to handle any reaction the equipment may make.
- Regular breaks are recommended during lengthy or repetitive use of tools and equipment.
- Use of equipment may cause collapse of structure in some applications (eg trenches, excavations, wall removal etc) and may require installation of approved shoring or other suitable controls.
- Operate engine driven equipment only in well ventilated areas. Fumes can kill.
- Use of this type of equipment in confined spaces such as storage tanks, wells, silos, vats, ducts, tunnels, shafts, pits, indoors and rooms can result in death.

FLAMMABLE LIQUIDS

- Use extreme care when filling fuel tanks - vapours can be explosive.
- Ensure that the motor is turned off when filling.
- Keep fuel containers at least 3 metres away from where you will be starting the equipment.
- Ensure fuel cannot come into contact with hot engine parts such as the exhaust.
- NEVER smoke in the vicinity of, and keep sources of sparks away from any flammable liquid.
- Where possible, keep an appropriate fire extinguisher nearby during operations utilising flammable liquids

LPG

- LP Gas is highly explosive when mixed with air; keep it well away from open flame or sources of sparks. LP Gas is heavier than air and will displace air at lower levels - even though you may not be able to smell it, LPG may still be present.
- Keep cylinders vertical and firmly secured at all times (eg storage, transport, use).
- If testing appliances for leaks - always use soapy water, NEVER a naked flame.

- LPG appliances use up oxygen when in use. Use LPG appliances in well ventilated areas. Lack of oxygen can lead to drowsiness, unconsciousness and death.
- Do not leave appliances unattended as the LP Gas flame may go out leading to gas escape and a possible dangerous gas build up.

ELECTRICAL EQUIPMENT

- Ensure that any electric equipment or extension lead that you are using has been electrically tested, tagged and dated by a competent person within the last 3 months.
- Always disconnect equipment from the power supply before fitting or removing blades, abrasives, drill bits and other attachments.
- DO NOT ever lock switches in "on" position with tape, wire or by any other means.
- Always ensure that the power outlet you are using is protected by an RCD (Residual Current Device) safety switch. Use an approved portable RCD if your power outlet is not RCD protected.
- Always check with authorities for location of hidden cabling prior to commencement of cutting or demolition as contact with electrical cabling can cause injury or death.
- DO NOT use electrical equipment in "wet" environments.
- DO NOT use an electrical extension lead that is longer than 15 metres as a significant voltage drop will occur, potentially compromising personal safety and leading to possible equipment damage.
- Always uncoil extension leads and remove any twisting to prevent them from overheating during use.
- Before using, ensure all electrical leads are not damaged in any way.
- Keep leads off floor, from being pinched or crushed and away from water and moisture.
- DO NOT use electrical appliance where the operation can trigger an explosion of gases, vapours, liquids, dusts or other substances.

HIGH PRESSURE AIR, WATER AND PAINT

- Do NOT use compressed air for human consumption.
- Do NOT use compressed air for dusting off or cleaning clothing and/or body.
- Use extreme care when using compressed air, high pressure water cleaners or airless spray painters.
- Never use high pressure air to clean any part of your clothes or body. High pressure jets of compressed air can rupture eardrums, damage eyes, cause skin to peel or enter the bloodstream through the skin.
- Never point or direct high pressure water or spray paint equipment at any part of any person regardless whether it is energised or not. Inactivated equipment may still contain pressurised material. High pressure liquid streams may facilitate toxic substances to enter the skin and cause blood poisoning.
- Ensure the correct Personal Protective Equipment (PPE) as shown on the specific safety information sheet is used when undertaking work involving the operation of any pressurised equipment.
- To ensure correct use of PPE when using hazardous substances (eg paint, thinners) obtain a Material Safety Data Sheet (MSDS) from your supplier. The MSDS also provides other valuable health and safety information pertaining to the product you are using

TRESTLES AND LADDERS

(Also refer to the information on/with the trestle or ladder)

- Ladders should only be used as a means of access to or egress from a work area and not used as a platform.
- Do not use trestles as ladders; they must only be used to support any plank upon which a person has to work.

- Do not use aluminium trestles, ladders or steel wire re-enforced ladders where there is a possibility of coming into contact with electrical wires or parts. These trestles and ladders are not suitable for electrical work and shall not be used for such.
- Ensure that each trestle or ladder is in good condition and on a firm footing, secured to prevent outward or sideways movement.
- Ensure that ladders have a slip resistant base and rungs or steps.
- Step ladders and trestles should only be used in the fully open position. Make sure any locking devices on the step ladder/trestle are secure.
- Ensure that single and extension ladders are placed at a nominal slope of 4 (Vertical) to 1 (Horizontal).
- Ensure that extension ladders extend at least one metre past any platform to be reached.
- Where possible, stand at least 1 metre below the top of a ladder when in a working position.
- Always, restrain/secure ladder, at top and bottom if necessary, so that it cannot move in any direction.
- Do not carry heavy or awkward loads on ladders
- You should have 3 limbs on the ladder at all times. This does not apply to step ladders.
- Avoid over-reaching or stretching and keep the body centred between the side rails at ALL times.
- Always use an approved secure handrail system when standing on trestle/plank combination 2.0 metres or greater above the ground. Where provision of a handrail system is not reasonably practicable other forms of physical restraints such as a safety harness and lanyard that are capable of arresting the fall of a person from a height of more than 2 metres must be used.

SCAFFOLDS OR PLATFORMS

(Also refer to the information on/with the scaffolding)

- Any platform, two metres or more above the ground should have handrails, mid rails and kickboards fitted.
- Any scaffold tower with a platform height of four metres or above can only be assembled, altered or disassembled by a qualified scaffold erector.
- All scaffold and platforms must be erected in accordance with manufacturer's instructions.
- Maintain non-reach clearances from electrical power lines or other electrical installations.
- Ensure that scaffold is in good condition and on a firm footing. Adjust leg locks as necessary.
- Only use mobile scaffolds on hard flat surfaces. Unless the scaffold incorporates adjustable legs the surface must be level.
- Always lock castor wheels before use.
- Never sit, stand or climb on handrail or kickboards.
- Never move scaffold while personnel are on platform. Also secure tools and equipment before moving.
- Always climb on the inside of scaffold using ladders.
- Never exceed Safe Working Load of scaffold or platform.
- Inspect the scaffold daily and before commencing work and report any damage or problems to your local Kennards Hire centre - DO NOT use the equipment if it is damaged or has any parts missing.

This operating and safety brochure is intended as a guide only for the safe operation of this equipment. It does not override license requirements nor is it a substitute for a structured operating lesson.

If you are unsure about any aspect of the equipment or its capabilities or if you are in doubt as to its proper usage, feel free to consult our trained employees for instruction or the answers to any questions you may have regarding the safe operation of this equipment.

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