

GENERAL SAFETY

Please read this guide carefully prior to operating equipment.

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:

Physically inspecting the work site.
Reviewing the best way / job steps required to complete the task.
Reviewing the Safe Work information supplied with the equipment.
Reviewing other reference documentation and expert advice.

The hazard identification and control process steps are defined as:

Identify the hazards (e.g. 240v power drill use around wet areas)
Assess the Risk (multiple earth paths – possible electrocution)
Select the control measure (e.g. dries the area, use an RCD, use a cordless drill etc.)
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 or you are unhappy with its performance, return it to our Hire depot for exchange or call for assistance. Do not attempt repairs yourself. Refer to your hire contract for contact information.

SAFETY DO'S

DO take the time to read this User Guide and any other safety information provided (e.g. Decals, manufacturers instruction booklets), completely before operating any equipment.
DO satisfy yourself that you have the correct machine for the job and that you are aware how to safely operate it.
DO ensure you fully understand and are familiar with its operation including emergency shut off procedures.
DO ensure that the equipment is assembled and used according to the manufactures and hires instruction.
DO check controls and any other safety devises.
DO make sure you hold a possess a Certificate of Competency issued by the Regulatory Authority where required by particular equipment.
DO where possible operate in a clear work space free from non-essential persons.
DO ensure that you have secure footing and clear access to the work area.
DO ensure that the work area is well lit with all aspects of the job easily seen.
DO ensure correct lifting techniques are used when using or transporting any machine or equipment.

SAFETY DONT'S

DO NOT operate any equipment if you are tired or suffering a medical condition, or if under the influence of Alcohol or drugs which, may cause drowsiness.
DO NOT hurry or take risks.
DO NOT operate equipment without guards correctly fitted.
DO NOT operate faulty equipment. If in doubt call your nearest Hire Depot.

Portable Ladder Safety Instructions

Read and understand these instructions before using this equipment.

Safety Instructions for this Equipment

- All ladders should be adequately supported at the base. Wet grass with soft soil beneath it, or a makeshift support under one side are not acceptable. If the surface is too soft to support the ladder, use a plank or board under the feet of the ladder to stop them from sinking. Depending on the degree of unevenness, a plank or board under one or both feet may be adequate, providing the plank(s) are stable, ie. much wider than the thickness, and large enough not to sink into the ground on one side. If the ground is uneven, use a purpose-made device to steady the ladder. Do not erect a ladder on a slippery surface; its stability depends on the friction at the base of the ladder.
- Ladders may be used at a slope no greater than 4 in 1. for example the base of a 4 metre ladder must be 1 metre out from vertical.
- One hand must hold the ladder at all times. Use a tool belt to keep hands free. When ascending or descending face the ladder and use both hands.
- Always work within easy arm's reach from the ladder to minimise the risk of overbalancing. Never place a ladder in front of a doorway, unless the door is blocked open, or locked closed. or a person is standing guard at the foot of the ladder.
- Never use any makeshift foundation such as drums, boxes or blocks to get extra height.
- Check that the support for the top of the ladder is secure.
- Ladders must be firmly secured, or tied off (top and bottom). When tied the ties should be attached to the stiles, not the rungs of the

ladder. Ladders must be held firmly, by another person whilst they are being secured.

- Where it is not practicable to secure or tie off a ladder, the ladder must be 'footed' at the base by another person keeping both hands on the stiles to prevent movement or overturn.
- Never place the top close to live electrical wiring, or against any operational piping (steam, chemical, sprinkler system, etc.) where damage may be done.
- Metal or wooden ladders with wire reinforcement must not be used where there is any chance of them coming into contact with live electrical parts. They are unsuitable for electrical work.
- If a ladder is to be placed against framing, or against brittle material such as asbestos cement, secure a board across the top of the stiles to distribute the load.
- If a ladder is to be placed against a pole, it should have a suitable strap or chain at the top.
- Do not leave ladders unattended, especially outdoors, even when they are secured.
- Extension Ladders:** extend the ladder a few rungs at a time using the rope. Ensure the latching hooks are properly engaged after each extension.
- Step Ladders:** Use only in the fully opened position on a stable surface with no tendency to wobble. Do not stand on the cap or top step.

Safety Equipment

The following protective equipment MUST be worn when using this equipment:

- Leather boots
- Suitable clothing.

General Safety

- Do not use machinery if you feel tired or under the influence of alcohol or drugs.
- Check controls for proper response. Shut down the machine if a fault is detected.
- Do not wipe plastic parts with solvents, such as petrol, thinner, alcohol and ammonia, as they will damage

and crack plastic parts.

- Wipe parts with a soft cloth lightly dampened with soapy water.
- Always use the right tools. Never force a tool or attachment to do a job for which it was not designed. When using attachments, ensure they are fitted correctly and practice the operation before beginning work. Always use recommended accessories only.
- Always keep guards in place and in working order.
- Do not wear loose clothing, gloves, neckties, rings, bracelets or other jewellery which may get caught in the moving parts.
- Do not overreach. Ensure proper footing and balance when working with the tool.
- Always keep the work area well lighted.
- Never permit children, other people or animals to loiter near the work area.
- Do not fool around while operating, always keep the machine under control.
- Never leave a machine running while unattended.
- Do not use or continue to use faulty or damaged equipment.
- Check the condition of the machine at the end of each day and report any damage or defects.

REMEMBER: In the event of death, serious injury or a dangerous occurrence you must notify WHSQ 1300 369 915. For further information or if in doubt over the use of this equipment, contact the supplier and ask for Instructions.

Lockyer Hire Service
438 Warwick Rd, Yamanto, Qld 4305
Ph. 07 3288 0202

PERSONAL PROTECTION EQUIPMENT

- To be used with all equipment as required.



WHATEVER YOU NEED TO GET THE JOB DONE...JUST ASK US !

This operating brochure is intended as a guide only for the safe operation of the equipment. In no way does this brochure override license requirements. If you are unsure about any aspect of this guide or if you are in doubt about its proper use please feel free to contact your nearest depot. Our staff are on hand to answer any question you may have regarding the safe operation of this equipment.