

# ACTIVE HIRE

**ACTIVE HIRE**  
We can help

## GENERAL SAFETY INSTRUCTIONS

# 1300 657 368

### Please read the following instructions before operating your hired equipment

#### HAVE YOU CARRIED OUT A RISK ASSESSMENT?

Before commencing your task it is your best interest to carry out a risk assessment to identify any hazards that may cause a danger to your work.

Points to cover in your risk assessment are -

- Walk around the worksite
- \* What is the safest way to conduct the task
- Read all available safety instructions supplied

Hazard identification & control steps are as follows -

- Identify the hazard
- Assess the risk
- Select control measures
- Re-assess the risk

**CONTACT US-** If you are having trouble operating your hire equipment read the instructions supplied or phone the branch hired from

For after hours assistance call the number above.



#### 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, thinners, 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 that they are fitted correctly and practice the operation before beginning the work.
- Always use the 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 moving parts.
- Do not over reach when using equipment. Ensure that you have proper footing and balance when working with the equipment.
- Ensure that there is sufficient lighting in the work area.
- Never permit children, other people or animals to loiter near the work area.
- Do not act foolishly whilst operating equipment.
- Always keep the equipment under control. Never leave a machine running whilst unattended.
- Do not use or continue to use faulty or damaged equipment. Check the condition of the machine at the commencement and end of each day's running, and report any defects, damages or breakdowns to Active Hire.
- Under no circumstances are you to attempt to repair any equipment hired to you by Active Hire.

#### ELECTRICAL SAFETY

- Never use the equipment in damp or wet places, and never expose to water unless the equipment is specifically designed for that purpose.
- Do not handle the plug or unit with wet hands.
- Do not use the tool in the presence of flammable liquids or gasses unless specifically designed for that purpose.
- \* Never carry the equipment from the cord or pull on it to disconnect it from the receptacle. Keep the cord away from heat, oil or sharp edges. Never use the equipment if the cord is cut, worn or damaged.
- Never risk unintentional starting when plugging in the equipment. Confirm the switch is in the "OFF" position before inserting the power plug in the receptacle.
- Do not touch movable parts or accessories unless the power source has been turned off.
- Always disconnect the equipment before changing accessories.
- When not in use, tools should be stored and placed out of reach of children.
- Never lock switches in the "ON" position with tape, wire or by any other means.
- Wherever possible always use an electrical safety switch when operating electrical equipment.

#### FUEL SAFETY

- \* Avoid breathing fuel vapours. When handling fuel always ensure you are in a well ventilated area.
- Do not smoke or bring any fire or flame near the fuel whilst refuelling or operating the machine.
- Always shut off the engine and allow it to cool before refuelling.
- Select bare ground for refuelling and move at least 3 meters from fuelling spot before starting engine.
- \* Wipe up any spilled fuel and check for any leaks.
- If fuel gets spilled on clothes, it is important to change clothes immediately. Flammable quantities of fuel may stay on clothes after a spill for longer than expected.
- Operation of machines when clothes are wet or damp from fuel is extremely dangerous as the operator's clothes may catch fire and cause serious personal injury.
- Always ensure the fuel cap is secured tightly. Check for fuel leakage whilst refuelling and operation. If a fuel leak is suspected, do not start or run the engine until the leak is fixed and spilled fuel is wiped away.

## SAFE USE OF LADDERS ALUMINIUM TRESTLES AND PLANKS

- \* Prior to erecting trestles and planks –
- \* Evaluate job site and conditions
- Check for low lying electrical wires. Trestles and planks conduct electricity and should not come in contact with any live electrical wires.
- \* Do not use in high wind or rainy conditions.
- \* Do not use ladders trestles and planks if you are under the influence of drugs or alcohol, or if you tire easily, are subject to dizzy spells or if you have a physical impairment that may place you or others in danger.
- Do not put at risk those who are erecting or are using trestles and planks, through unsafe practices.
- Before use, check the trestles and planks for damage that may have occurred on the previous day.
- Do not make any temporary repairs to trestles and planks. If damage occurs return equipment to Active Hire.
- \* Do not use trestles and planks if their condition has deteriorated through wear and tear.
- ladders should only be used as a means of access or egress. Not a work platform.
- Ensure that extension ladders extend at least 1 meter past the landing to be accessed.
- Always retain / secure a ladder at the top and the bottom where possible.
- \* When climbing a ladder keep 3 points of limb contact at all times.

## SCAFFOLD

- Platforms hire than 2 meters are required to have mid rails, guard rails and toe boards fitted.
- Any scaffold higher than 4 meters is required by law to be erected and dismantled by a ticketed scaffolder.
- All Scaffolds are to be erected as per manufacturers instructions, and all components used.
- Keep a safe distance from any electrical supply.
- Ensure that at the beginning of each day that the scaffold is firm and safe.
- Use scaffold on a firm level surface. If adjustable legs require levelling, do so.
- Always ensure that castor brakes are locked.
- Never sit, stand or climb on hand rails or toe boards. Use only the supplied means of access.
- Never move a scaffold whilst there are people on it.
- Never exceed the safe working load.
- If any component is damaged, report it to the Active Hire branch to organise a replacement part.
- Do not use scaffold if there are any components missing.

## HIGH PRESSURE WATER, PAINT & AIR

- \* Never use a high pressure washer on any part of the human body.
- A pressure washer may still be under pressure whilst not operating.
- Release pressure from machine after switching off.
- Never point or spray a pressurised painting apparatus at a person.
- Pressurised air, paint or water that gets into the blood stream can be fatal.
- Ensure that the correct P.P.E is worn whilst operating equipment.
- Check MSDS's before using paints or cleaning agents.
- Compressed air is not to be inhaled.
- \* Do not use compressed air directly on the human body.

## FLAMABLE GASSES

- Acetylene and LPG are highly explosive gasses. Keep away from any ignition source.
- LPG and acetylene are heavier than air. Gasses may still be present if there is no smell.
- Keep cylinders firmly secured and vertical at all times.
- Gas cylinders are not to be transported in vehicles.
- If testing appliances for leaks, always use soapy water.

## EQUIPMENT

- Ensure that you familiarise yourself with the equipment and safety procedures before use.
- \* Ensure that the Active Hire representative gives you instructions on the safe use of equipment.
- Use the equipment with the guards and safety devices fitted to the machine.
- Only use a piece of equipment for the purpose that it is designed
- Never use force
- \* Isolate the power source when not in use

## SAFE USE TIPS

- \* Never over reach When using equipment.
- \* Never put yourself or others at risk of danger.
- Ensure that you have firm footing and are stable when using equipment.
- If using equipment to minimise user fatigue, take breaks at regular intervals.
- Operate equipment that produce fumes in a well ventilated area.
- \* Use of the above equipment in confined spaces can result in death.
- If using equipment near trenches or excavations ensure that adequate shoring has been installed.

THIS GENERAL SAFETY INSTRUCTION SHEET IS A GUIDELINE ONLY AND DOES NOT OVERRIDE MANUFACTURES OPERATING INSTRUCTIONS. IF AT ANYTIME YOU HAVE A QUESTION REGARDING THE PIECE OF EQUIPMENT THAT YOU HAVE HIRED DO NOT HESITATE TO CONTACT ACTIVE HIRE.