

GENERAL SAFETY

READ CAREFULLY BEFORE OPERATING EQUIPMENT

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BAY HIRE

Before you commence any work, you should undertake a Risk Assessment. Assessing risk involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. Carrying out a risk assessment helps you to evaluate the potential hazards arising from:

- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and Management

The three steps to manage risk are:

1. Identifying the hazards - find out what could cause harm.
2. Eliminating or controlling risk – implement the most effective control measure that is reasonably practicable in the circumstances and ensure it remains effective.
3. Reviewing control measures - ensure control measures and working as planned.

For more information regarding managing risk and identifying, assessing and controlling hazards go to the Safe Work Australia website

www.safeworkaustralia.gov.au/risk

HELP

If the equipment does not operate correctly, is faulty or you are not satisfied with its performance, stop work and contact Bay Hire (for details you can refer to your hire contract or call our 24 hour phone line **135 135** (Australia) for assistance. **Do not attempt repairs yourself.**

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DO'S

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

DO Inspect the equipment before commencing work and report any damage or concerns to your local Bay Hire Centre – DO NOT use the equipment if it is damaged, faulty or has any parts missing.

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 equipment options 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 or license 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 the weather conditions are suitable for the job. If weather conditions adversely change, cease work.

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

DO maintain constant awareness of your surroundings when operating moving equipment

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

DO ensure correct lifting techniques and/or mechanical aids where applicable are used when using or transporting any machine or materials.

DO ensure any equipment or loads are securely restrained and are unable to move or fall during transport.

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 over reach or stretch. Keep firm footing and balance at all times.

DO NOT operate equipment without guards correctly fitted.

PERSONAL PROTECTION EQUIPMENT (PPE)

Always wear all appropriate Personal Protective Equipment such as safety goggles, earmuffs, safety boots, helmet, gloves etc., appropriate for the task or equipment and as indicated.

CLOTHING

- Wear suitable clothes. Do not wear loose clothing or jewelry that may be caught up in moving parts.
- Long hair shall be constrained through netting, tying or other close fitting apparel
- Where applicable, protect yourself outside with long sleeved clothing, sun protection, and hat.

USING TOOLS & 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.
- Ensure hands and clothing are kept away from moving parts and hot surfaces at all times.
- Ensure you have a firm footing and are always ready to handle any reaction the equipment may make.
- Regular breaks are recommended during lengthy or repetitious use of tools and equipment.
- Use of equipment may cause collapse of structure in some applications (e.g. trenches, excavations, wall removal etc.) and may require installation of approved shoring or other suitable controls.
- Before digging, know where underground utilities are located. Contact www.1100.com.au in Australia
- Confined spaces can be hazardous, as toxic and flammable gasses may be present. Make sure you have taken adequate precaution prior to entering and whilst working in a confined space. Use the correct

PPE,

monitoring equipment and ventilation to minimize risk.

- Operate engine driven equipment only in well-ventilated areas. Fumes can kill. LPG and Fuel engines produce carbon monoxide gas. Carbon monoxide gas is odorless. Improperly ventilated or enclosed spaces may allow carbon monoxide levels to accumulate, leading to carbon monoxide poisoning.

FLAMMABLE LIQUIDS & GAS

- Use extreme care when filling fuel tanks – vapours can be explosive.
- Ensure that the motor is turned off and cool before refueling.
- Keep fuel containers at least 3 metres away from where you will be starting the equipment.
- NEVER smoke in the vicinity of, and keep sources of sparks away from, any flammable liquid or gas.
- Where possible, keep an appropriate fire extinguisher nearby.
- LPG is highly explosive when mixed with air; keep it well away from open flame or sources of sparks. LPG 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 (e.g. storage, transport, use).
- If testing appliances for leaks – always use soapy water, NEVER a naked flame.
- Gasses cannot always be seen or smelt and can cause oxygen deficiency. Those include, CO , Helium, Argon. Always use these appliances in well-ventilated areas. LPG and Fuel appliances use up oxygen. Lack of oxygen can lead to drowsiness, unconsciousness and death.
- Do not leave appliances unattended as the LPG flame may go out leading to gas escape and a possible dangerous gas build up.

WELDING

- Eliminate hazards from work areas such as combustible materials and liquids.
- Always wear welding masks or shields with correctly shaded lenses when operating welders.
- Wear PPE appropriate to protect your body from hot slag, sparks and chemical burns.
- Isolate work area as not to expose others to intense light (welding arc).
- Ensure adequate ventilation of exhaust fumes and gases from the work area.

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 meters 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.

BATTERY EQUIPMENT

- Recharge the batteries only in the chargers specified for the equipment. A charger that is suitable for one type of battery pack may create a risk of fire when used with another battery pack.
- Use equipment only with specifically designated battery packs. Use of any other battery packs may create a risk of injury and fire.
- When battery pack is not in use, keep it away from other metal objects that could make a connection from one terminal to another. Shorting the battery terminals together may cause burns or a fire.
- Damage may cause liquid to escape from the battery. Avoid contact. If contact occurs, flush with water. If liquid contacts eyes, seek medical assistance. Liquid from batteries may cause irritation or burns.
- Do not cover ventilation slots in the battery or charger.
- Ensure batteries are charged in a well-ventilated area.

HIGH PRESSURE AIR, WATER & 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) is used when undertaking work involving the operation of any pressurised equipment.

- To ensure correct use of PPE when using hazardous substances (e.g. paint, thinners) obtain a Safety Data Sheet (SDS) from your supplier. The SDS also provides other valuable health and safety information pertaining to the product you are using.

HYDRAULICS

- Never handle or move a hydraulic system when it is operating.
- Always use a suitable secondary support when working on any elevated hydraulic equipment.
- Do not handle pressurized hydraulic systems
- Do not disconnect a hydraulic system whilst the system is under pressure
- Never check for hydraulic leaks with hands, fingers, or any other bare skin.

LIFTING EQUIPMENT

- Stand clear of all loads and avoid moving load over the heads of other personnel.
- Do not leave loads in the air unattended.
- Use caution when chains or cables are under tension. They can release violently and cause a striking injury.
- Keep limbs clear of all pinch points.
- Always ensure the suitability of the overhead structure being used for lifting, winching or pulling.
- Use correct size jacks with a suitable safe working load limit.
- Ensure jacks are placed under a solid part of the load and cannot slip.
- Always have a suitable secondary restraint system when working under a suspended load such as a block or safety brace.

WORKING AT HEIGHTS

- Always position equipment on firm and stable base, and ensure the working platform is level.
- Always ensure an adequate head clearance above.
- Always maintain three limbs in contact when ascending or descending from any height.
- Ensure hand and foot holds are clean and dry, and non-slip footwear is worn.
- Never exceed Safe Working Load limits on equipment.
- Always ensure that no people can access the area under the working height
- Always work within the legislated exclusion zone from any power lines, underground cables, or other electrical installations.
- Do not work at heights during wind, rain, snow, or stormy conditions.
- Check your local regulatory authority for the relevant working at height legislation in your country, state or territory
- Use Elevated Work Platforms where possible, contact Bay Hire for more information.
- Always ensure EWP equipment with stabilizers or outriggers are fully deployed, and ground pads used.

SCAFFOLD

- Any platform, 2 metres or more above the ground should have handrails, mid rails and kickboards fitted.
- Any scaffold tower with a platform height of 4 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.
- Always lock castor wheels before use

- Never sit, stand or climb on handrail or kickboards.
- Never move scaffold while personnel are on platform. Secure tools and equipment before moving
- Always climb in the inside of scaffold using ladders.

LADDERS & TRESTLES

- Do not use trestles as ladders; they must only be used to support any plank upon which a person has to work.
- 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 each trestle or ladder is in good condition and secured to prevent outward or sideways movement
- 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 1 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.
- Do not carry heavy or awkward loads on ladders.
- Avoid over-reaching or stretching and keep the body centered between the side rails at ALL times.
- Always use an approved secure handrail system when standing on trestle/plank combination 2 metres or greater above the ground. Where provision of a handrail system is not reasonably practicable other forms of physical restraints such as 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.

DUST CONTROL & ASBESTOS

- Inhaling dust containing hazardous materials can cause serious and ongoing health issues
- If creating dust is unavoidable, consider dust suppression measures such as air filtration or water suppression.
- To reduce your exposure, use in well-ventilated areas and ensure the operator and anyone in the vicinity of the machine use suitable PPE including dust masks/ respirators, disposable overalls and safety eyewear.
- Consider dust monitoring equipment; contact Bay Hire for more information.
- Do not attempt building or maintenance work such as removal, demolishing or cutting before ascertaining the materials are Asbestos free. Even minimal exposure to asbestos fibres can be dangerous. For more information regarding asbestos safety; in Australia visit the 'Australian Government Asbestos Safety and Eradication Agency' website www.asbestossafety.gov.au.

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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