



UNIVERSAL MATERIALS HANDLING

SAFETY PRECAUTIONS & WARNINGS

It is in the interests of those operating this equipment, and for the safety of others, that these **SAFETY PRECAUTIONS & WARNINGS** are carefully read and understood before operating this equipment.

PURPOSE

1. This equipment is designed for transporting, pushing or pulling (in some instances by automotive power), small secure loads on firm and even ground.

PERSONAL SAFETY

2. The equipment will have a maximum Safe Working Load (SWL), do not exceed it.
3. Do not permit people to ride on equipment design solely for transporting materials.
4. This equipment is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it. It must not be operated by minors, or by anyone under the influence of drugs or alcohol.
5. If the equipment is not used in a safe, careful and controlled way, personal injury may result.
6. Before attempting to operate this equipment, familiarise yourself with the equipment, its controls and operating characteristics.
7. Before starting your work, think and plan ahead to ensure you will be working in a safe environment.
8. If the equipment is motorised, it must not be used on the public highway without it conforms to current road traffic regulations. It must appropriately insured and the driver has the appropriate driving licence.
9. When operating this equipment, it is recommended that the following items of Personal Protective Equipment (PPE) be worn:
 - **Safety boots to EN345 or BS1870/4972.**
 - **Appropriate industrial gloves.**

Note: Other types of work, or environment, may require a higher level of PPE.

OPERATING AREA SAFETY

10. Before commencing work, ensure that the area you are to operate the equipment in is a safe environment.
11. Make sure that the work area is clear of obstructions and that no one is near you that could distract you.
12. Anybody who is working near to you will also need to wear the appropriate PPE.
13. Before commencing work, warn others who may be working in the vicinity of the equipment, to keep clear. If possible place barriers around your work area.
14. Where at all possible, protect others working in the vicinity.
15. If repeated journeys are to be made using the same route, line the route with safety barriers to protect other people from accidentally crossing your route.

OPERATING THE EQUIPMENT

GENERAL SAFETY CHECKS

16. Visually check your equipment for serviceability (signs of damage, undue wear, etc.). Do not use the equipment if found damaged or worn - contact the hire company.
17. Before you start the equipment, you must know how to **STOP** it in an emergency as when fully loaded it may be difficult to control or stop.
18. Before attempting to operate the equipment, familiarise yourself with the equipments handling characteristics. Make sure you understand the purpose and function of the equipment.

USING THE EQUIPMENT

19. Materials must be loaded carefully and made secure (i.e. straps, ropes, nets, etc.). Do not permit loads to overhang the sides of the equipment.
20. Take care with tall or heavy loads as they may affect the centre of gravity of the equipment when travelling on sloping ground causing it to tip or become unsafe. Keep loads as low as possible.
21. Heavy loads being transported up or down slopes may become difficult to control, seek assistance.
22. If the equipment is fitted with parking brakes, always apply them when equipment comes to a halt.
23. Take extra care when passing other people, through doorways, turning corners, etc.
24. Never leave the equipment or its load unless they have been made safe.

SECURITY & MAINTENANCE

25. Visually check the condition of the equipment at the start of each day.
26. If the equipment erratically, or incorrectly, do not use and do not attempt to repair it. Inform the hire company.
27. Periodically clean the equipment so it is free from dust, dirt and other debris
28. When the equipment is left unattended for long periods (i.e. overnight) ensure it if made secure to prevent unauthorized use or loss.