

MANUAL EQUIPMENT

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 leaflet provides general safety guidelines for persons preparing to use and operate manual equipment. These guidelines are not specific to any particular piece of manual operated equipment, therefore notice of any specific safety instructions issued with individual pieces of hire equipment must be observed.

PERSONAL SAFETY

2. Manual 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.
3. If the equipment is not used in a safe, careful and controlled way, personal injury or injury to others may result.
4. Before attempting to operate any piece of equipment you must familiarise yourself with the equipment, its controls and operating characteristics.
5. Before starting your work, think and plan ahead to ensure you, and others around you, will be working in a safe environment.
6. Ensure the safety and operating instructions, issued with the equipment, are read and understood before using/operating the equipment.
7. Some equipment carry; 'safety stickers'. Ensure the instructions they contain are followed.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

8. When using manual equipment, it is essential that items of Personal Protective Equipment (PPE) recommended in the equipments safety leaflet be worn. Failing to comply, may breach Health and Safety at Work Act.
9. All PPE must be appropriate to the work you are engaged in and the equipment being used or operated, and conform to the relevant and appropriate BS or EN standards.
10. Select PPE that fits correctly. It must not restrict movement or vision, or on the other hand be too loose as to present a danger to the wearer.
11. Below are listed some of the PPE that may be necessary when using or operating manual equipment:

- **Safety Helmets (Hard Hats)**

Must be worn should there be a risk of head injury (falling objects, colliding with obstructions, etc.).

- **Safety Goggles (or Spectacles)**

Required when working with equipment or substances that may place the eyes at risk from flying debris, dust, dirt, chemicals, etc. when breaking, drilling, sawing, planing, cutting, drilling, spraying, etc. Safety goggles must not be used when using electric or oxy-acetylene welding/cutting equipment. Only the appropriate welding masks must be used.

- **Safety Foot Ware**

Provides protection to feet, when engaged in certain types of work, or when using/operating certain types of equipment.

- **Ear Defenders (or Ear Plugs)**

Used to protect hearing from temporary or permanent damage when using/operating certain types of equipment that emit high noise levels, or produce occasional loud noises.

- **Breathing Masks & Powered Respirators**

Masks protect the respiratory system from inhaling dust and water-based airborne sprays. Powered respirators are used to protect when paint/metal spraying or welding.

- **Industrial Gloves**

These come in various types and afford the relevant degree of protection to the hands. Selection must be appropriate to the work being undertaken or the equipment being used or operated.

- **Protective Clothing**

Various styles, partial or full cover, will afford the necessary protection. Choice of clothing will be dictated by the type of work being undertaken and degree of protection required. It is prudent to wear some form of high visibility garment in areas where there is a high level of site traffic and where it is important to be readily seen by others.

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

LIFTING

12. Some types of equipment may be heavy. Therefore care must be taken by the individual when either lifting or moving the equipment.
13. Always grasp or hold the equipment firmly with both hands, stand with your feet slightly apart, knees bent and back straight.
14. Lift the equipment by straightening the legs, keeping arms straight and close to the body.
15. In some cases the equipment may be beyond the capabilities of one person, in such cases enlist the help of others or employ a mechanical lifting or moving device to do the work.

OPERATING AREA SAFETY

16. Before commencing work, ensure that the area you are to operate the equipment in is a safe environment. Erect safety barriers and warning signs as necessary.
17. Make sure that the work area is clear of obstructions and hazards.
18. Regularly clear the work area of debris and dispose in a safe and environmentally friendly manner.
19. Always ensure the work area is well illuminated and well ventilated.
20. Check the work area for obstructions, overhead and hidden underground cables, and pipes.
21. Always work from a stable and level platform. Never attempt to use heavy tools or equipment from steps or ladders.
22. When working from heights only use the appropriate and approved type of platform and access equipment.

- 23. Before commencing work, warn others who may be working in the vicinity of the equipment to keep clear. If possible place safety barriers around your work area.
- 24. Anybody who is working near to you will also need to wear the appropriate PPE.

BEFORE OPERATING THE EQUIPMENT

SAFETY CHECKS

- 25. Before use, always visually inspect the equipment and all its accessories for serviceability (completeness, signs of damage, undue wear, etc.). Do not use the equipment if found damaged or worn - contact the hire company immediately.
- 26. Before attempting to operate the equipment, familiarise yourself with the equipments controls. Make sure you understand their purpose and function and how to '**STOP**' it in an emergency.
- 27. Before commencing work, ensure the necessary warning signs and protection barriers are in place.

USING & OPERATING THE EQUIPMENT

USING THE EQUIPMENT

- 28. To provide greater control and safety, tools and equipment must be held firmly by both hands at all times.
- 29. Work pieces, where possible, should be held securely in a vice or supported in some manner.
- 30. Always work and stand on stable and level ground or platform. Adopt a comfortable stance and away from any obstructions, hazardous or inflammable materials.
- 31. Ensure the tool or equipment is correctly adjusted and all safety devices/guards are in place, adjusted correctly and secure.
- 32. Cutting tools must be of the correct type for the work to be undertaken, undamaged, sharp and firmly secured.
- 33. Take time to familiarise yourself with the tool or equipment to be used, its controls and operating characteristics.
- 34. Allow the tool or equipment to do the work, do not apply excessive force or undertake work for which it is not designed..
- 35. Always be aware of others around you and their safety. If anyone approaches you, stop working and switch-off the tool or equipment.
- 36. On completion of the task, ensure the equipment is thoroughly cleaned.

SECURITY AND MAINTENANCE

- 37. Visually check the condition of the tool or equipment at the start of each day.
- 38. If the tool or equipment operates erratically, or incorrectly, do not use and do not attempt to repair it. Inform the hire company.
- 39. Periodically clean the equipment to ensure it is free from dust, dirt and other debris.
- 40. As appropriate, check oil and water levels at frequent intervals and lubricate as necessary.
- 41. When the equipment is left unattended for long periods (i.e. overnight), ensure it is made secure to prevent unauthorized use or loss.