

**THIS GUIDE IS IMPORTANT
 PLEASE READ CAREFULLY
 BEFORE OPERATING THE EQUIPMENT**

EQUIPMENT GENERAL SAFETY GUIDE

HAZARD IDENTIFICATION AND RISK CONTROL ASSESSMENT	SAFETY DO'S	SAFETY DON'T'S
<p>A preliminary hazard identification and risk control assessment of the chosen working area must be completed by at least 2 or more persons and shall include:</p> <ol style="list-style-type: none"> 1. Review and familiarise yourself with the Safe Work information provided with the Equipment and any other reference documentation and expert advice. 2. Assess the best options and required steps to complete the task. 3. Physically inspect the work site and identify hazards that need to be isolated or rectified. 	<p>DO:</p> <ul style="list-style-type: none"> • Read this Guide and any other safety information provided in its entirety BEFORE operating the equipment. • Satisfy yourself at commencement that the Equipment is suitable for the job, all controls and safety devices are responsive and that you are suitably instructed in the Equipment's safe and proper use (where applicable, hold a current Certificate of Competency by the relevant Regulatory Authority and/or are fully licensed to drive and/or operate the Equipment). • Ensure you are familiar with the Equipments operational components (including uncontrolled, unexpected movement and any emergency shut down/responses). • Confirm Equipment is correctly assembled and used in accordance with the manufacturers and/or Hirer's instructions. • Operate the Equipment in a clear working area, free from any non-essential personnel, children, animals or hazards, where possible. • Certify that the working area is adequately lit to enable you to complete the works without any concerns. • Use safe lifting techniques when using or transporting any Equipment or accessories (where applicable). 	<p>DO NOT:</p> <ul style="list-style-type: none"> • Operate if tired, under the influence of any drugs or alcohol or offering from any medical condition that may cause lethargy or where you could be a danger to yourself or others. • Rush your job and take risks. • Operate the Equipment if any guards are inadequately or incorrectly fitted. • Use the Equipment if a fault is present, if you suspect a fault or you are in doubt always contact AM Hire in the first instance before operating the Equipment.

1. CLOTHING

Personal Protective Equipment ("PPE") such as safety goggles, ear muffs, safety boots, helmet etc., to be worn where appropriate.

Appropriate Clothing should be worn; close fitting with no loose items such as cuffs, ties, necklaces, rings etc., which could be caught in rotating machine parts.

Long hair should be constrained through netting, tying or other close fitting apparel.

2. EQUIPMENT

The Owner's manual(s) can be located on our website www.amhire.co.nz or upon request

Hirer agrees to familiarise themselves with the safety precautions associated with the operation of the any equipment prior to use of the equipment

All Equipment guards in place, operational and all cutting tools are sharp.

It is recommended never to force tools or use Equipment for purposes other than those for which they were designed.

If making adjustments to Equipment or changing attachments (i.e. when changing a drill bit or blade) isolate the Equipment first by unplugging electrical leads, hydraulic or pneumatic supply hoses from the energy source.

3. USE OF TOOLS AND EQUIPMENT

When using tools and Equipment do not over reach.

Ensure that 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 collapses of structure in some applications (i.e. trenches, excavations, wall removal, etc) and may require installation of approved shoring or other suitable controls.

Operate engine driven equipment only in well ventilated areas. Fumes can kill. Use of this type of equipment in confined spaces such as storage tanks, wells, silos, vats, ducts, tunnels, shafts, pits, indoors and rooms can result in death.

4. ELECTRICAL EQUIPMENT

Ensure that any electrical equipment or extension lead that the Hire is using has been electrically tested, tagged and dated by a competent person within the last three (3) months

ALWAYS disconnect equipment from the power supply before fitting or removing blades, abrasives, drill bit and other attachments.

DO NOT ever lock switches in "on" position with tape, wire or by other means.

ALWAYS ensure that the power outlet the Hirer is using is protected by an RCD (Residual Current Device) safety switch. Use an approved portable RCD, if the Hirer's 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 12 metres as 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.

Keep leads off floor, from being pinched or crushed and always from water and moisture.

DO NOT use electrical appliance where the operation can trigger an explosion of gases, vapours, liquids, dusts or other substances.

5. FLAMMABLE LIQUIDS

Use extreme care when filling fuel tanks –vapours can be explosive.

Ensure that the motor is turned off when filling.

Keep fuel containers at least three (3) metres away from where the Hire will be starting the equipment.

Ensure fuel cannot come into contact with hot engine parts such as the exhaust.

NEVER smoke in the vicinity of, and keep sources of sparks away from any flammable liquid.

Where possible, keep an appropriated fire extinguisher nearby during operations utilising flammable liquids.

6. HIGH PRESSURE AIR, WATER AND 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 the Hirer's clothing 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) as recommended above is used when undertaking work involving the operations of any pressurised equipment.

To ensure correct use of PPE when using hazardous substances, (i.e. paint, thinners) obtain a Material Safety Data Sheet (MSDS) from the Hirer's supplier. The MSDS also provides other valuable health and safety information pertaining to the product the Hirer is using.

7. TRESTLES AND LADDERS

(also refer to the information on/with the trestle or ladder)

Ladders should only be used as a means of access to or egress from a work area and not used as a platform.

DO NOT use trestles as ladders, they must only be used to support any plank upon which a person has to work.

DO NOT use aluminium trestles, ladders or steel wire re-enforced ladders where there is a possibility of coming into contact with electrical wires or parts. These trestles and ladders are not suitable for electrical work and shall not be used for such.

Ensure that each trestle or ladder is in good conditions and placed on a firm footing, secured to prevent outward or sideways movement.

Ensure that ladders have a slip resistant base and rungs or steps.

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 that single extension ladders are placed at a nominal slope of 4 (vertical) to 1 (Horizontal).

Ensure that extension ladders extend at least one (1) metre past any platform to be reached.

Where possible, stand at least one (1) metre below the top of a ladder when in a working position.

ALWAYS, restrain/secure ladder, at top and bottom, if necessary, so that it cannot move in any direction.

DO NOT carry heavy or awkward loads on ladders.

The Hirer should have three (3) limbs on the ladder at all times. This does not apply to step ladders.

Avoid over-reaching or stretching and keep the body centred between the side rails at ALL TIMES.

Always use an approved secure handrail system when standing on trestle/plank combination two (2) metres or greater above the ground. Where provision of a handrail system is not reasonable practicable other forms or physical restraints such as a safety harness and lanyard that are capable of arresting the fall of a person from a height of more than two (2) metres must be used.

8. SCAFFOLDS OR PLATFORMS

(also refer to the information on/with the scaffolding)

Any platform, two (2) metres or more above the ground should have handrails, mid rails and kickboards fitted.

Any scaffold tower with a platform height of four 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.

Maintain non-reach clearances from electrical power lines or other electrical installations.

Ensure that scaffold is in food conditions and on a firm footing. Adjust leg locks as necessary

ONLY use mobile scaffolds on hard flat surfaces. Unless the scaffold incorporates adjustable legs, the surface must be level.

ALWAYS lock caster wheels before use.

NEVER sit, stand or climb on handrail or kickboards.

NEVER move scaffold while personnel are on platform. Also secure tools and equipment before moving.

ALWAYS climb on the inside of scaffold using ladders.

NEVER exceed Safe Working Load of scaffold or platform.

INSPECT THE SCAFFOLD DAILY and before commencing work and report any damage or problems to your local AM Hire centre – DO NOT use the equipment if it is damaged or has any parts missing.

DO NOT ATTEMPT REPAIRS – SHOULD YOU EXPERIENCE ISSUES, THE UNIT DOES NOT OPERATE CORRECTLY OR YOU ARE UNSATISFIED WITH THE EQUIPMENT'S PERFORMANCE, PLEASE RETURN THE EQUIPMENT TO THE NEAREST AM HIRE CENTRE FOR EXCHANGE.

SHOULD YOU HAVE ANY QUERIES (INCLUDING WHERE YOU ARE UNSURE REGARDING THE ASPECTS OF THE EQUIPMENT, ITS CAPABILITIES OR YOU'RE IN DOUBT AS TO IT SAFE AND PROPER USE, ETC.) PLEASE CONTACT OUR OFFICE TO SPEAK WITH ONE OF OUR TRAINED CONSULTANTS FOR ASSISTANCE. PLEASE REFER TO WWW.AMHIRE.CO.NZ FOR OUR AFTER HOURS EMERGENCY NUMBER.

THIS SAFETY CHECKLIST IS INTENDED AS A GUIDE ONLY TO ENSURE THAT EQUIPMENT IS USED IN A SAFE AND PROPER MANNER. IT DOES OVERRIDE ANY LICENCE REQUIREMENTS NOR IS IT A SUBSTITUTE FOR A STRUCTURED OPERATING LESSON.