



Section 1: Risk Assessment

MOST IMPORTANT – ASSESS THE RISKS

Before you commence any work at your chosen work area, you should undertake preliminary hazard identification and risk control precautions. Ideally more than one person should do this. This is undertaken by:

1. Physically inspecting the work site.
 2. Reviewing the best way/job steps required to complete the task.
 3. Reviewing the Safe Work Information supplied with the equipment.
 4. Reviewing other reference documentation and expert advice.
- The hazard identification and control process steps are defined as:
1. Identify the Hazards (e.g., 240V power drill use around wet areas)
 2. Assess the Risk (multi earth paths - possible electrocution)
 3. Select the Control Measure (e.g., dry the area; use a Residual Current Device; or use a cordless drill etc)
 4. Re-assess the Risk (risk of electrocution now negligible).

General information can be found at
<http://www.safeworkaustralia.gov.au/>

Dial 1100 before engaging in any digging activities. The Essential First Step. Dial Before You Dig is a referral service for information on



locating underground utilities anywhere in Australia. Excavators, Electricians, Plumbers, Planners, Developers, Farmers, Land Surveyors, Builders Contractors, Homeowners and Landscapers all over the country are taking advantage of our convenient referral service. No matter the size of your project you should always use Dial Before You Dig. You could be landscaping in your front yard or constructing a multi lane highway. Just tell Dial Before You Dig when and where you plan to dig, we pass that information on to the underground utility owners and they will respond directly to you with cable and pipe location information, generally within two business days.

Section 2: Help

If the unit does not operate correctly or you are unhappy with its performance,
CONTACT WERCS HIRE IMMEDIATELY.
DO NOT ATTEMPT REPAIRS YOURSELF.

Section 3: Dos & Don'ts Of

SAFETY DOS

- DO take your time; Read this User Guide and any other Safety Information provided (e.g., decals, manufacturer's instructions), completely and in its entirety, BEFORE operating the equipment.
- DO satisfy yourself that you have the correct machine for the job, and you know how to operate it properly and safely. (There are many different types of equipment 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.

GENERAL SAFETY

Read before using equipment.

- 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 issued by the relevant Regulatory Authority where required to operate equipment.
- DO where possible; operate in a clear work area free from nonessential persons, children, animals, or hazards.
- DO ensure that you have a secure footing and clear access and egress to the work area while on the job.
- DO ensure the work environment is well lit with all aspects of the job easily seen and discernible.
- DO ensure correct lifting techniques are used when using or transporting any machine or materials.

SAFETY 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 operate equipment without guards correctly fitted.
- DO NOT use faulty equipment - if in doubt contact Wercs Hire immediately.

Section 4: Personal Protective Equipment (PPE)



Section 5: Clothing

Clothes shall be appropriate and close fitting, with no loose articles such as cuffs, ties, necklaces, rings etc, which can be caught in rotating machine parts.

- Long hair shall be constrained through netting, tying or other close-fitting apparel.
- Always wear all appropriate Personal Protective Equipment such as safety goggles, earmuffs, safety boots, helmet etc, appropriate for the task or equipment and as indicated. See PPE above. Contact Mega Hire if you are unsure on the necessary PPE for use with the equipment.

Section 6: 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 adjusting 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.

Section 7: Using Tools & Equipment

- When using tools and equipment do not overreach.
- 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 collapse of structure in some applications (e.g., 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.

Section 8: Flammable Liquids

- Use extreme care when filling fuel tanks - vapours can be explosive.
- Ensure that the motor is turned off when filling with petrol.
- Keep fuel containers at least 3 metres away from where you will be starting the equipment.
- Ensure fuel cannot meet 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 appropriate fire extinguisher nearby during operations utilising flammable liquids or LPG
- LP Gas is highly explosive when mixed with air; keep it well away from open flame or sources of sparks. LP Gas 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 always secured (e.g., storage, transport, use).
- If testing appliances for leaks - always use soapy water, NEVER a naked flame.
- LPG appliances use up oxygen when in use. Use LPG appliances in well-ventilated areas. Lack of oxygen can lead to drowsiness, unconsciousness, and death.
 - Do not leave appliances unattended as the LP Gas flame may go out leading to gas escape and a possible dangerous gas build up.

Section 9: 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 metres as a significant voltage drop will occur, potentially

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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.

Section 10: High Pressure Air, Water & Spray Guns

- 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 of 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 shown on the specific safety information sheet is used when undertaking work involving the operation of any pressurized equipment. To ensure correct use of PPE when using hazardous substances (e.g., paint, thinners) obtain a Material Safety Data Sheet (MSDS) from your supplier. The MSDS also provides other valuable health and safety information pertaining to the product you are using.

Section 11: Asbestos

- If your house was built or renovated before the mid to late 1980s, it may contain Asbestos. Your roof, garage, kitchen, bathroom, laundry, or fences may contain Asbestos.
- Never attempt to remove, cut, drill etc any asbestos product unless you are properly trained and certified to do so. Ignoring this warning you risk not only your health but also others around you. Fines may apply. Contact Government or professional organizations for the safe removal and disposal of these materials. If you are unsure get advice before proceeding. Information can be found at <http://www.deir.qld.gov.au/asbestos/>

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www.wercs.net.au

