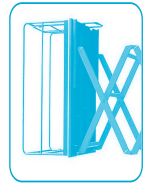


Powered Access

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.



It is important to read all of this leaflet BEFORE you use the powered access

- Plan the use of Powered Access so that it can always be used safely.
- If your access platform has an engine, remember that petrol or diesel fuel is highly flammable. Take care not to cause a fire or explosion.
- This equipment is designed to provide a working platform at height for persons and their tools, up to the safe working load of the platform.
- The action of this access platform can cause injury or damage to the equipment is not used in a careful and controlled way.
- Do not try to use this powered access platform unless you are fully competent to do so. You must have had adequate previous experience, or a course of instruction from a responsible person.
- Anyone working on moving mechanical plant on a construction site should have at least a certificate of Training Achievement (CTA) for Construction Plant Operators is required on many construction sites. Training to achieve a CTA is available from CITB appointed bodies.
- You should not attempt to load or unload the machine from a truck or trailer unless you are fully experienced in doing so.
- At least the following items of personal protective equipment: safety helmet, high visibility clothing, safety harness if appropriate, either a fall restraint system or a fall arrest system; high visibility vest or similar reflective garment.
- This access platform must not be used by minors, or by anyone under the influence of drugs or alcohol.
- This access platform is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

Every effort has been made to ensure the information given in this document and accompanying material is accurate and not used for the purpose of any such document/material. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

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For guidance on managing construction health risks go to www.hse.gov.uk/construction

WIND SPEED

- The access platform must not be used when the wind speed exceeds that recommended by the manufacturer. This is frequently stated as a strong breeze, strong enough to set large branches in motion, or when umbrellas can be used only with difficulty.
- Remember that wind speeds may increase quickly above ground height, and that large buildings can cause local gusting far greater than average wind speeds.
- Take care when handling sheets and panels – they can act like sails and affect the stability of the machine.
- On windy days, operators should wear warm clothing to protect themselves against chill.

SAFE WORKING LOAD

- Access platforms must not be used as a crane for lifting material.
- The safe working load (SWL) is the maximum load that the access platform will carry. This includes persons, tools, equipment and materials. The SWL must never be exceeded. Trying to put more than the SWL onto the platform is very dangerous, and may cause the machine to overturn or collapse.
- The SWL will be showing clearly on the access platform. This may also be shown in the form of a picture, showing the number of persons permitted on the platform. If only a weight is stated, you should allow 80 to 100kg for each person.
- You will also need to allow for all of the tools, equipment and materials that you will be using, including any items that you may put on the platform when elevated, for example light fittings.

Please store this leaflet safely. It may be required for further information

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WORKING ON SITE

1. Stay aware of what is happening all around you. Do not assume that other persons will get out of your way.

2. Operate all controls smoothly and carefully to avoid sudden movements of the machine or elevating booms will be greatly magnified at the working platform. Sudden movements are potentially dangerous, and may damage the machine.

3. It is advisable to have a second person on site to act as a lookout, and to help if there is a problem and the emergency lowering procedure needs to be carried out. Never work single-handed on remote sites or in unoccupied buildings.

4. Make sure you apply the brake when stationary and the access platform may creep or roll without you noticing.

5. Avoid hazardous areas such as soft ground, trenches, slopes or overhead obstacles.

6. Never carry passengers on any part of the access platform.

7. Lower the platform, switch off, or remove any key and remove any key before leaving an unattended platform.

8. Do not sleep on the platform. If you do not want to do so, you should not be on the platform at all. If you are on the platform, you must be able to get out of it quickly. Do not use the platform for anything other than its intended purpose. Do not use the platform for anything other than its intended purpose.

USING THE ACCESS PLATFORM SETUP

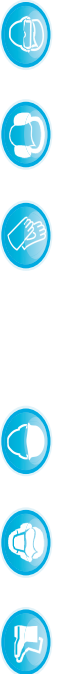
- First, check that the ground is level. It also must be firm enough to support the weight of the access platform, and the load from stabilisers or outriggers when the platform is elevated.
- The equipment must not be positioned over or near to cellars, sewers, drains or other underground services which may collapse.
- Extend all of the stabilisers and outriggers fully, and lock them into position. You may use suitable packing (such as timber offcuts) under stabiliser or outrigger feet to spread the load, or to protect the surface.
- Level the machine using the manufacturer's levelling indicators, making sure that there is a proper load on all of the supporting stabilisers or outriggers. You will need to check this at regular intervals while the platform is in use.
- Some machines have a 'level' indicator. These must be set into the correct travel position and locked before any travel on the public road or any travel on or over the other very short distances.

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Before Starting Work...



- accumulated at the platform and can cause anybody who is not restrained to lose their balance and possibly fall.
 - Anybody who is working near the access platform will also need to wear appropriate personal protective equipment.
- ### POWERED ACCESS PLATFORM
- The working platform is not insulated, and must not be used for work on live electric cables.
 - The manufacturer's information about the height and reach of the access platform should be read and understood. Never try to gain extra height or reach by using ladders, or other equipment, or alteration to the access platform to increase its range – this would be extremely dangerous.
 - Check the following items as soon as you take delivery of the access platform. Do not use anything found damaged – contact the hire company.
 - Check the Tyres, tyre pressures and wheel nuts, brakes and steering. Check fuel, oil, water, hydraulic fluid and battery levels. Check lights and warning devices. Check for structural damage or defects.
 - Test the operating controls – both on the ground and on the platform.
- ### TRAVELLING/TOWING
- Never operate a self-propelled access platform on a public road or any other road unless the machine is taxed and insured and complies with road traffic regulations. In addition, you must have an appropriate driving licence. Most self-propelled platforms available for hire are not intended for use on public roads.
 - Check with the hire company.
 - Never tow or move the access platform with a tail type, as it will be unstable, and may be damaged to the tyres (other than fair wear) and are your responsibility.
 - Do not tow a self-propelled access platform unless you have been instructed by the hire company that it is safe to do so. Damage can occur to the transmission of some self-propelled units if towed.
 - Do not use a self-propelled access platform to tow anything else, even over short distances; if it is not designed to tow loads.
 - Before moving around on site, check that the access platform is capable of travelling safely over the ground conditions on site. Lower the platform into the correct travelling position and if necessary, lock the turntable or slew movement. Retract and lock in any stabilisers or outriggers.
 - Check that your route is clear before moving off.
 - Under the terms of hire, you are responsible for the safe custody of the machines. You should indemnify the hire company against loss or unreasonable damage such as vandalism. The best way to achieve this is by insurance.
 - However, the machine must always be secured against theft or vandalism by the hire. Lock it up and remove a wheel or the battery to prevent unauthorised use or theft.

BATTERY OPERATED ACCESS PLATFORMS

- Some hire companies will offer insurance cover at an extra charge.
 - In addition to your third party cover, if involved in a 'highway' accident, it is unlikely that normal insurance policies will give any protection.
 - If in any doubt about insurance cover, check with the Hire Company or insurer immediately.
- ### BATTERY OPERATED ACCESS PLATFORMS
- Battery operated access platform will be supplied by the hire company with fully charged batteries. Recharge the batteries at lunchtimes and overnight following instructions given on the machine or by the hire company.
 - Never smoke near the battery compartment as explosive gases are emitted during the charge and discharge cycles.
 - If the batteries are not kept charged the machine will stop.
 - Fully charged batteries will be adequate for normal use through an eight hour day. However jobs such as changing light bulbs which require many frequent elevations or movements of the platform will shorten the period during which the platform can be used before it requires recharging.
 - Do not use cutting, grinding or welding equipment above the power supply. It may cause a short circuit or fire. (Continued overleaf...)