

## SAFE OPERATING PROCEDURE

### Task / Equipment Description: CONCRETE TROWELLING MACHINE (Walk Behind)

Example picture only







#### Potential Hazards:

- Loss of control causing violent spinning
- Laceration – blades can develop sharp edges after use
- Manual handling of machine
- Contact with moving parts
- Noise
- Slips, trips and falls
- Fumes in poorly ventilated areas

**DO NOT use this equipment unless you have been trained in its safe use and operation.**

#### Required Personal Protective Equipment (PPE)

	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
PPE ✓													
	✓	✓	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other PPE (describe):

#### ALWAYS

Check for the presence of other workers, especially those using hand tools at the edge of the concrete and be sure to keep the machine away from them.

If control of the machine is lost during operation and is spinning, allow the centrifugal safety switch to engage. It is too dangerous to try and regain control.

Ensure appropriate ventilation in working area

Ensure the blades are in a good condition with no hardened concrete and the belt guard and ring guard are in place and secured.

#### NEVER

Never place feet or hands inside the ring guard while machine is operating.

Never let go of the handles while operating, this will cause it to spin and could cause injury.

Never refuel while the machine is running.

Never leave the trowelling machine unattended, even if it is idling.

*This document does not replace training. It is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken*

## Safe Operating Procedure:

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### 1. Pre-Operation – Safety Checks:

- PPE is clean functional and appropriate for the task.
  - Ensure the machine is fully fuelled and there are no fluid leaks.
  - Non-slip handles must be in place, all controls labelled and fully functional.
  - The guard ring and belt guard must be in place and fastened.
  - Inspect the all surfaces for any hardened concrete including the blade that must show no signs of damage or excessive wear.
  - Place the trowelling machine on the slab edge with a two person lift and coordinate placement so that the machine or handles do not interfere with safe access to the working area.
  - Ensure the centrifugal safety cut-off switch is operating correctly before commencing work.
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### 2. Operation – Safety Procedures:

- To begin work, the operator and machine must be on a secure position on the slab with firm footing (not standing on the formwork).
  - Blades must be adjusted for the correct pitch for the first trowel and handlebars set at a comfortable height.
  - The safety switch must be in the correct position, fuel or power turned on and the throttle set to the minimum speed.
  - Slightly rotate the machine to ensure the blades are not stuck to the concrete.
  - Start the machine always keeping a hand on the handlebars to control it.
  - Revolutions are set to the minimum required to maintain control of the machine.
  - Adjust the blade pitch as required. during operation but always maintain control during operation of the machine
  - Always turn off the machine before commencing hand trowelling operations.
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### 3. Post-Operation – Housekeeping:

- Do not run the trowelling machine off the slab. Always stop, turn the machine off and get help for a coordinated lift.
- The muffler or engine can't be touched while the trowelling machine is in operation but also when it has just been turned off – allow it to cool to avoid burn injuries.
- Inspect for any damage or leaks, blades can become sharp after use. If damage is identified immediately report to Diamond Hire and tag the machine out of service.
- Thoroughly wash all concrete off the blades and the rest of the machine.

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