

## SAFE OPERATING PROCEDURE

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### Task/Equipment description: Plate Compactor

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Example picture only



Potential hazards:

- Burns
- Exhaust fumes
- Flammable materials during refuelling
- Manual handling
- Vibration and fatigue
- UV radiation
- Heat / cold stress
- Crush injuries

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***Do not use this equipment unless you have been trained in its safe use and operation.***

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### Required Personal Protective Equipment (PPE)

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Appropriate footwear



Gloves



Hearing Protection

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### ALWAYS

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- Ensure covers and guarding is in place and is without damage and is effective.
  - Read safety notices and decals prior to operation. UNDERSTAND HOW TO STOP ENGINE QUICKLY
  - Ensure the machine is suitably maintained to avoid excessive vibration, noise and exhaust.
  - Use safe handling techniques when moving machine
  - Stay away from base plate during operation
  - Keep pets, children and bystanders away from working area
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### NEVER

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- Never operate in an enclosed, unventilated areas where exhaust may build up.
  - Never refuel the machine close to ignition sources.
  - Never make contact with the ignition system as electrocution may result.
  - Never start compactor with other people close by – it may suddenly move with force
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*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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- Pre-Operation – Safety Checks
  - Ensure covers and guarding is in place and is without damage and is effective.
  - Check screws and bolts for tightness
  - Ensure controls work as required and the machine is without damage.
  - Ensure the ground is stable and there are no pits, etc.
  - Ensure that lighting is adequate.
  - Ensure the work area is clean and free of obstacles.
- Operation – Safety Procedure
  - Read the manual on the Diamond Hire website to understand use and applications
  - Ensure the operator is able to safely handle the weight and force of the machine.
  - Do not touch the engine or muffler as it may be hot.
  - Keep unauthorised workers away during operation.
  - Ensure the machine is attended at all times while running.
  - Ensure secure footing – work slowly
  - Take regular breaks and rotate worker activities to avoid fatigue.
  - Use both hands and the manufactured handlebars during operation.
- Post-Operation – Housekeeping
  - Ensure the machine comes to a complete stop before leaving, refuelling, cleaning or servicing.
  - Refuelling is to take place on hard stand, bunded areas once the engine has cooled.
  - Close the fuel shut off valve prior to transporting and maintenance.
  - Correct manual handling techniques are required to move this machine and team lifts, winches or other lifting aids may be required.
  - The machine is to be placed upright and secured during transport.