

Safe Operating Procedure Tile Jack Hammer

www.rapidhire.net.au

We are located at:
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The instructions recommended within this document apply to normal risk conditions. If the Tile Jack Hammer is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.







This instruction should be read in conjunction with the Risk Assessment procedure for the Tile Jack Hammer.

Safety risks:

- Moving, rotating & sharp parts
- Ejected Material
- Noise
- Electrocutation
- Manuel handling

WARNING: Do not wear loose fitted clothing or jewellery and ensure long hair is contained

You must wear this personal protective equipment when doing this task:

Foot Protection	Hearing Protection	High Visibility	Eye Protection	Hand Protection	Dust Mask
					

Pre-Operational Check:

- ✓ Ensure task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- ✓ Check that the accessories and attachments are properly fitted and that all guards and other safety devices are in place and working properly.
- ✓ Before you inspect any parts, make sure the power is turned off and the lead unplugged from the power source.
- ✓ Check workspace and walkways to ensure no slip/trip hazards are present. Ensure adequate lighting. Remove any flammable liquids or combustible materials from the near proximity.
- ✓ Identify ON/OFF switch and emergency stop button.
- ✓ Ensure all other employees are clear of the immediate work area.

Safe Operation:

1. Do not use in close proximity to other workers.
2. When you start up the machine, listen for unusual noises or vibrations.
3. While you're working, maintain a balanced position and keep a firm grip on the handles.
4. Adjust machine with adjustable leaver to specific angle required.
5. Always use two hands. Ensure you have a firm footing and are always ready to handle any reaction the tool may make.
6. Operators should be prepared to brace themselves against the high level of torque exerted by the tool.
7. Apply slight pressure on the tool. Pressing very hard will not increase efficiency. Stop operation if the tool bounces around uncontrollably.
8. Do not touch the bit immediately after operation. It may be extremely hot.

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9. To Stop, release the handle grip switch. Turn off and disconnect after use.
10. Use legs to move machine – do not force by using arms and shoulders only.
11. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.
12. Be aware that this power tool is designed to create severe vibration. The hands, arms and legs will quickly tire. Take regular breaks.
13. Don't over-reach or work at an awkward angle.
14. Keep your hands and feet away from moving parts at all times.
15. Ensure good housekeeping practices are in place to minimize waste build-up.

Storage & Maintenance:

1. Disconnect machine from power supply before packing away.
2. Avoid breathing dust (especially concrete dust) when cleaning and moving machine.
3. Avoid water entry into electric motor when washing exterior of machine.
4. Secure machine against movement when transporting.

Tile Jack Hammer Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Electrocution	Participants Operators Spectators Staff	Severity of Risk (S) – 2 Likelihood of Risk (L) – 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Operator to check for damaged electrical cords prior to use Immediately isolate equipment from the main power supply and DO NOT USE Report to Rapid Hire management immediately Tag “OUT OF SERVICE” 	Each hire
Noise	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure adequate hearing protection is worn 	Each hire
Rotating and moving parts	Participants Operators Spectators Staff	Severity of Risk (S) - 3 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY Use equipment as per manufacturers recommendations All necessary guards & safety devices are in place protecting workers from all moving & rotating parts. “Safe Working Zones” are clearly defined in all work spaces where jackhammers are used. And protection barriers where required. Adjust machine with adjustable lever to specific angle required. Operators are required to remove all jewellery, tuck in loose clothing & tie back long hair. Never run the equipment in excess Wear correct PPE 	Each hire
Slips, Trips and falls	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Wear appropriate footwear Slip resistant flooring is encouraged in workspaces Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.