Safe Operating Procedure
Large Vibe Plate

www.rapidhire.net.au

We are located at:
10 Kerryl Street, Kunda Park Qld 4556
Email: info@rapidhire.net.au
Phone: 07 5456 2664

The instructions recommended within this document apply to normal risk conditions. If the Large Vibe Plate 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.

GENERAL SAFETY

- Wear safety footwear, safety gloves, hearing protection, eye protection and Hi-Vis jacket)
- The vibratory plate can only be operated if it is a safe and sound operating condition and by a competent operator.
- Work sites on roads must be separated from normal traffic flow
- Vibratory Plate activity must remain in a barricaded area at all times unless traffic flow is stopped to allow access in or out of the work area.
- Avoid operating on slopes in excess of 25 degrees to avoid tipping and failure of lubrication system
- Ensure adequate fresh air is available if operating in an enclosed area
- Extreme care to be taken when operating near trenches or pits
- Operate from the side when travelling backwards to avoid crushing between handle and obstacles
- Operator must never stand in the direction of any descent

TRANSPORT OF LARGE VIBRATORY PLATE

- Use the lifting points provided
- Ensure unit is firmly tied down on transport vehicle without damaging engine and fittings
- If transporting over long distances, drain fuel tank before leaving

OPERATING CONDITIONS

- Check fuel and oil levels
- Check for fuel and oil leaks. **DO NOT OPERATE UNIT IF LEAKS ARE FOUND**
- Ensure no slip/trip hazards are present in work area
- Avoid standing on loose ground
- Make sure fuel tank lid is closed firmly and turn on fuel valve
- Open fuel valve and turn throttle lever clockwise to full load position
- Turn ignition key to operating position and hold till engine is running
- Turn throttle lever to idle and allow a warm up period of 2 to 3 minutes.
- The direction of travel is determined by the shift lever (forward, backward or stationary)
- Bring revs to operating speed
- Move throttle to RUN position
- **USE BOTH HANDS AT ALL TIMES**
- **NEVER LEAVE VIBRATORY PLATE RUNNING WHILE UNATTENDED**

SHUT DOWN PROCEDURE

- Turn off fuel valve
- To stop engine, move throttle lever to the stop position
- When engine is at a standstill, turn the ignition key off (control light will go out)
- A warning buzzer indicates that the ignition has been left on
- Move hand throttle back to start position when engine has stopped

INSPECTION AND MAINTENANCE

- Inspect fuel lines and tank for leaks.
- Ensure fuel valve, choke and throttle functioning.

We are located at:
10 Kerryl Street, Kunda Park Qld 4556
Email: info@rapidhire.net.au
Phone: 07 5456 2664

The above instructions must be followed at all times If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements

Vibe Plate Risk Assessment

www.rapidhire.net.au

We are located at:
10 Kerryl Street, Kunda Park Qld 4556
Email: info@rapidhire.net.au
Phone: 07 5456 2664

RAPID EQUIPMENT HIRE

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**
Eye Damage Load Noise ear damage	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 **MEDIUM**	• Always wear safety glasses • Always wear hearing protection • Warn bystanders prior to starting machine	Every Hire
Foot Damage	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 **MEDIUM**	• Wear appropriate footwear - steel cap boots • Make sure work area is clear of obstacles which may obstruct operation of plate • Be aware of bystanders and set up exclusion zone if necessary • Nowhere your feet are in relation to the operation of the machine	Every Hire
Collision with machine	Operator Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 **MEDIUM**	• Never leave unit running when unattended • Ensure work environment is well lit • Make sure work area is hazard free	Every Hire
Trips, slips, fall	Operator Spectator	Severity of Risk (S)- 1 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 2 **LOW**	• Clear work area of potential obstacles prior to commencing work • Maintain proper footing at all times and avoid standing on uneven, rough, wet or slippery surfaces • Always keep both hands-on guide handle when using machine • Never operate from dangerous areas such as ladders, walls etc • If operating on roof ensure edge protection, safety lines and harnesses are used	Every Hire
Burns Fire Explosions	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 **MEDIUM**	• Always stop the unit prior to refueling • Wear safety gloves to protect hands from hot parts • Allow machine time to cool down after use prior to moving • Never smoke near machine	Every Hire
Exposure to Dangerous fumes	Operator Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 **LOW**	• Never use plate compactor in confined spaces • Always ensure adequate ventilation prior to use	Every 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.