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1201 Safety Guidance

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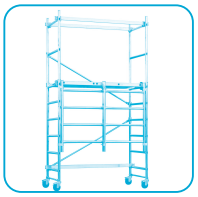
Hire Station

Mobile Access Towers

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.



Important note: This document must be read in conjunction with the original assembly guide

1. It is important to read this leaflet and the manufactures assembly guide before you use the mobile access tower system.
2. Do not exceed the maximum load of the mobile access tower. This information is detailed on the castors of the mobile access tower.
3. Do not exceed the Safe Working Load (SWL) detailed on each of the working platforms/Decks.
4. If you have not used, assembled or dismantled a mobile access tower before, familiarise yourself with the equipment's components before you start the main task.
5. Plan your work and think ahead to make sure that you will always be working safely.
6. Prepare a risk assessment for the task.
7. You should have at least the following items of personal protective equipment:
   - Hard hat with chin strap to EN397
   - Boots or protective footwear to a minimum EN345
   - Gloves.
8. The mobile access tower must not be used by minors, or by anyone under the influence of drugs or alcohol.
9. This equipment is designed for use by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.
10. If the mobile access tower is to remain in position when unattended, for example overnight, then you should make it secure to prevent unauthorised use.

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FRAMES & LADDERS

- Rungs – Free from damage
- Castings – No cracks
- Weld – Free from cracks
- Uprights/tubes – Straight
- Spigots
- Reinforcements
- Clip-in guard rail/Hand rail frames
- Ladder/Stiles/Rungs – Free from damage

DECKS/PLATFORMS

- Hooks –Function freely
- Supports
- Welds – Free from cracks
- Deck fixing rivets
- Deck damage
- Hinges – Function
- Labels – States SWL

TOE BOARDS AND CLIPS

- Timber – Straight
- Fittings - Function

CASTOR AND ADJUSTABLE LEGS

- Adjusters – Moves freely
- Thread – Free from damage
- End Collar – Free from damage
- Straightness
- Wheels – Move & Rotate
- Spindle
- Brake – Check function
- Housing
- Spigot

OUTRIGGERS OR STABILISERS

- Castings – Free from damage
- Tubes – Straight & free from dents
- Foot
- Nuts & Bolts
- Interlock Clips – Function
- Welds – Free from cracks
- Clip function

Please keep this leaflet safely as it may be required for future reference

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Useful Reference Points • www.hae.org.uk/businessguard

Before Starting Work...

WORK AREA

1. Make sure that the area is clear and safe and that no one is near to you or could distract you.
2. Protect other people from the risk associated with working at height. Warn others to keep away, place barriers and signs around your work area.
3. In certain locations, such as public and pedestrian areas, a permit or written authority may be required from the local government.
4. Use with caution on uneven or sloping surfaces. Ensure that the ground is inspected for hidden underground services or ducts.
5. Keep away from electrical services and where possible isolate potential risks from other services.

PERONS USING/ASSEMBLING OR DISMANTLING MOBILE ACCESS TOWER

1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever using mobile access towers.
2. You must wear suitable protective footwear ideally safety boots to EN345.
3. Hard hat with chin strap to EN397.
4. Persons working near this equipment will also need to wear appropriate personal protective equipment.

MOBILE ACCESS TOWER SYSTEMS

1. Ensure that the correct type and number of components are used as specified in the manufacturers assemble guide.
2. Before setting up the mobile access tower make sure the ground surface is suitable. Where the equipment may be used on soft or uneven ground, castors should be replaced with base plates and appropriate load bearing boards.
3. The mobile tower must only be assembled to the heights specified for interior or exterior use in the manufacturers assembly guide.
4. Do not use the mobile access tower outside if it is windy. Take care using sheeting and tarpaulins on the tower: they will act like a sail if the wind catches them.
5. When drilling or using other equipment on the platform, take care not to topple the tower by pushing too hard against the side of a building or other rigid structure.
6. Do not move the mobile access tower until all persons and equipment has been removed. Push and pull the mobile access tower to its new position while standing on the ground.
7. If moving the tower in adverse conditions, uneven ground or slight wind, it may be safer to reduce the height of the tower and re-erect it at the new location.

USING THE MOBILE ACCESS TOWER

1. Under certain conditions it may be necessary for the mobile access tower to be "tied-in" using approved methods. Seek advice from your supplier.
2. Ensure that the required guard rails/hand rails and toe boards are in position on all working decks/platforms. Under NO circumstances must these be removed. In most circumstances these are a mandatory requirement .
3. Ensure that where platforms have hinged openings, these remain closed when working from the equipment.

SETTING UP

Inspect the components before use – using the simple check guide on the reverse of this leaflet.

INSURANCE

1. Under the terms of hire, you are responsible for the safe custody of the equipment. You must indemnify the hire company against loss or unreasonable damage such as vandalism.
2. Some hire companies will offer insurance cover at an extra cost.
3. However, you must always secure the equipment yourself against theft or vandalism.
4. In addition, you should be aware that if you cause any damage to property belonging to a third party, or if you are involved in a highway accident, it is unlikely that a normal insurance policy will give you any protection.
5. If you are in doubt about your insurance cover, check with the hire company or the insurer straight away.
6. You may want to read this leaflet again. Please keep it until you finish work .

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