Support Props

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.

It is important to read this entire leaflet BEFORE using the Support Props

1. Plan the use of the Support Props so that they can always be used safely.
2. The use of props for the temporary support of overhead structures should only be undertaken by persons who have the necessary knowledge and experience to do the job safely.
3. Consult with the architect or other responsible person regarding the weight of the overhead structure to be supported.
4. These support props are designed to give support to overhead structures while the existing support is renovated or replaced.
5. The action of these support props can cause injury or damage if not used in a careful and controlled way.
6. If you have not used support props before, familiarise yourself with the equipment before you start work.
7. You should wear the following items of personal protective equipment: safety boots (EN345 or BS1870 / 4972); safety helmet – EN397 or BS5240; safety helmet – EN397 or BS5240; gloves.
8. These support props must not be used by minors, or by anyone under the influence of drugs or alcohol.
9. Support props are designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using them.

Hire Association Europe
2450 Regents Court
The Crescent
Birmingham Business Park
Solihull B37 7YE

Telephone: 44 (0) 121 380 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
website: www.hae.org.uk

Using the Support Props

1. Wear your protective equipment including safety boots and helmet.
2. Check the props each time before you start work.
3. Do not remove or adjust any prop until you are certain that it is safe to do so.
4. Do not string or tie any electrical or lighting cables to the props.
5. If props are left in position unattended, make the area safe against children and other unauthorised persons.
6. The props must be inspected by a competent person at least once a week.
7. Always return the equipment to the hire company in a clean condition.
8. If your equipment is faulty, do not attempt to repair it. Contact the hire company.
9. You may want to read this leaflet again. Please keep it until you finish work.

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

WORK AREA

1. Only essential people should work in the area when props are in use.
2. Make sure that your work area is clear and safe and that no-one is near to you or could distract you.
3. Protect other people from the danger. Warn others to keep away. Put barriers around your work area.
4. Make sure the floor area where you put the baseplate for your prop is sturdy enough to support the weight that will be placed upon it.
5. Make sure that the ceiling or upper surface where you locate the headplate of your prop will not give way when the prop takes the weight of the adjoining structure.

OPERATORS

1. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever you use the support props. Particular jobs or environment may require a higher level of protection.
2. You must wear safety boots (EN 345 or BS1870 / 4972).
3. You must wear a helmet (EN397 or BS5240) when working with support props.
4. Strong gloves will help protect your hands.
5. Anybody who is working near to you will also need to wear appropriate personal protective equipment.

SUPPORT PROPS

1. Check your support props, check that the inner and outer tubes are straight and that they telescope easily. Check that the original pin is still secure on its chain. Do not use anything found damaged – contact the hire company.
2. Find out, and do not exceed, the safe working load (SWL) for your props.
3. Your prop must be vertical in order to bear its safe load.
4. Props must never be used more than 1.5 degrees off vertical. This is about 25mm in 1 metre (1 inch in 1 yard).
5. Ensure that the floor and ceiling, or upper surface, where the baseplate and head plate, or each prop, will locate, is strong enough to support the load that will be transferred to it by each prop.
6. Each prop should stand on a timber soleplate unless the baseplate is on suitable structural concrete.
7. The timber soleplate should be at least 225mm (9 inches) wide by 38mm (1.5 inches) thick. It should be long enough to project at least 300mm (12 inches) either side of the support prop's baseplate.
8. A piece of timber like the soleplate can be used above the head plate to help spread the load.

SAFE WORKING LOAD

1. Support props are usually available in six different lengths (size 0 to 5). The shortest is 1.04 meters when closed (1.83 meters extended). The longest, is 3.65 meters closed (6.1 metres extended).
2. The following is a general guide to the safe loading of props. Consult the architect or other responsible person.

Prop Size	Closed Length (metres)	Extended Length (metres)	SWL in kilograms
0	1.04	1.83	1700
1	1.75	3.12	1500
2	1.98	3.35	1300
3	2.59	3.96	1000
4	3.20	4.88	700
5	3.65	6.10	400

9. Props are available in six different lengths (size 0 to 5). Do not use props that are too short by making up the gap with timber. Use the correct length prop.
10. Do not try to brace your support props unless you have the necessary skill and knowledge to do it safely.
11. Before you start work, make sure you understand how to use the props safely and how much support your overhead structure needs.

INSTALLING THE PROPS

1. Two persons are required to put props in position safely.
2. Wear your safety equipment especially your helmet.
3. Locate the baseplate of your prop into position, then adjust the prop so it is vertical.
4. If you are using a soleplate, your prop should be resting on it.
5. Carefully slide the inner tube up to the upper surface. If you are using a piece of timber between the headplate and the upper surface it should be in position.
6. Locate the pin, above the screw collar, and through the slot in the outer tube, into the most suitable hole in the inner tube. You may need to screw the collar down to accommodate this.
7. Screw the collar up against the pin to secure the prop. Check the prop is vertical. You must hold the prop until it is bearing its share of the load, if it becomes loose, while installing other props, it will fall over causing injury or damage.
8. Make sure each prop is located vertically.
9. You must make sure that the load is equal on all the props you use.
10. Do not use the prop as a jack to lift a beam or other load into place.
11. Be careful when removing props. When you remove the load and pull the pin out, the inner tube will slide down into the outer tube. Keep your hands well away from the top of the outer tube.

Before Starting Work...

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

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