

## MOST IMPORTANT - RISK ASSESS!!!

Before you commence any work at your chosen work area, you should undertake some preliminary **hazard identification** and **risk control** precautions. Ideally more than one person should do this. This is undertaken by:

1. Physically inspecting the work site
2. Reviewing the best way/job steps required to complete the task
3. Reviewing the Safe Work Information supplied with the equipment
4. Reviewing other reference documentation and expert advice

The hazard identification and control process steps are defined as:

1. Identify the Hazards (eg. 240V power drill use around wet areas)
2. Assess the Risk (multi earth paths - possible electrocution)
3. Select the Control Measure (e.g. dry the area; use an RCD; use a cordless drill etc)
4. Re-assess the Risk (risk of electrocution now negligible). This is undertaken to ensure that the risk control measures adopted have not introduced any new risks to the work area.

## PERSONAL PROTECTION EQUIPMENT (PPE)



## TRUCKS Safety Do's

DO before you leave the Rental Centre, check your side mirror adjustment, our staff will be pleased to assist you.

DO spread your load over the whole tray area. Even weight distribution will allow you to carry your load with increased safety.

DO take extra care when reversing. Take it slowly and get help if you cannot see behind you clearly.

DO be sure you secure your load properly. Damage Waiver does not cover your load, or damage caused by your load shifting. The load is your responsibility.

DO stand well clear of the truck if being loaded/unloaded by either fixed or mobile plant such as overhead cranes or forklift trucks.

## VANS Safety Do's

DO keep the rear roller door closed at all times

**Beware  
Overhead!**



DO be aware of overhead power lines and obstructions.

DO watch your overhead clearance, particularly when reversing. Accepting the "Vehicle Cover Plus" option prior to leaving the branch can cover overhead damage.

DO be aware that some vans are fitted with tailgate loaders. Persons must not ride up or down on these and be especially careful to keep children clear during operation.

DO always have the motor running when using the tailgate loader and chock the front and back wheels. When finished ensure you remove the keys from the ignition.

DO make sure tailgate loader is securely locked in the "up" position by way of the lock latch before driving off.

Note: CHEAPaWAY stock a comprehensive range of moving aids to assist you with your project. Please ask our staff to show you our range which includes: Hand trucks, Ramps, Furniture Pads, Tie-Down Straps, Lifting Straps and Piano

## Dollies. VANS Safety Don'ts

DO NOT ever leave the Van unattended with the tailgate load partially raised.

DO NOT ever allow personnel to ride on or be lifted by this equipment.

## HELP

If the unit does not operate correctly or you are unhappy with its performance, return it to the nearest CHEAPaWAY Hire Centre for exchange or phone for assistance. **Do not attempt repairs yourself.**

Refer to your hire contract for details of our **AFTER HOURS EMERGENCY NUMBER.**

## SAFETY DO'S

### General Safety Do's

DO take your time to Read this User Guide and other Safety material (e.g. manufacturer's instructions) completely and in its entirety BEFORE operating the Vehicle.

DO seek medical advice from your doctor if you have any medical condition that may be affected by the operation and manual handling of equipment associated with Vehicle.

DO ensure that the Vehicle is suitable for your needs and working environment - Check with your CHEAPaWAY representative.

DO ensure the supplier/hirer shows you how to use the Vehicle and that you fully understand and are familiar with the Vehicle and its operations including emergency response.

DO ensure that the Vehicle and associated equipment is used according to the manufacturers and hirer's instructions.

DO check controls for proper response.

DO ensure that safety belts (where provided) are worn at all times in accordance with the State road rules.

## TABLETOPS Safety Do's

DO always securely lock the sides and tailgate.

DO always tie down your load.

DO stand well clear of the truck if being loaded/unloaded by either fixed or mobile plant such as overhead cranes or forklift trucks.

## TABLETOPS Safety Don'ts

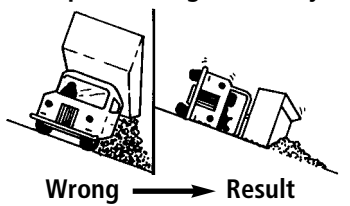
DO NOT lean objects outside the side-gates.

## TIPPERS Safety Do's

DO stay clear of overhead wires and obstructions.

DO check behind before reversing the truck into position. Make sure the truck is level before tipping. To raise tray, have engine running, handbrake on and gears in neutral, pull handled or move switch lever to "ON" position, keeping your foot on the clutch.

## DO tip on level ground only!



- Ease your foot from the clutch and the tipper tray will rise.
- You may move lever between raise & hold without using the clutch.
- Move lever to "OFF", Tipper tray will lower and the tailgate self lock.
- Never drive with the tipper tray in the raised position.

## HINTS

- Plan your trip, take notes of any overhead bridges or tunnels and check their clearance heights.
- Increase the distance between vehicles when travelling. A fully laden truck takes longer to stop than a car.

## IN THE EVENT OF AN ACCIDENT

### Police

Notify the Police immediately if the combined damage exceeds \$500 and/or if any person is injured.

If Police attend the scene, take a note of the name of the Police Officer and Station.

### Liability

Do not admit liability or offer payment to any other party concerned.

### Witnesses

Write down names, addresses and telephone numbers of all witnesses.

DO operate all vehicles in accordance with the States road rules.

DO ensure the work environment is well lit with all aspects of the job easily seen and discernable.

DO ensure that you have clear access and egress to the work area whilst on the job.

DO check the condition of the machine at the start and end of each day and report any damage or defects.

DO ensure that any guards are correctly attached and in good condition.

DO keep hands away from any moving parts.

## SAFETY DON'TS

### General Safety Don'ts

DO NOT operate Vehicles if tired or suffering any medical condition, or if under the influence of alcohol or drugs, which may cause lethargy or danger to you or others.

DO NOT operate a vehicle unless the audible reversing alarm is operational and discernable over the ambient environmental noise.

DO NOT ever allow persons or animals to ride on or play near the equipment.

DO NOT allow other people, children or pets into work/danger areas. (Barricade off if necessary)

DO NOT leave Vehicle running whilst unattended.

DO NOT overload the equipment - observe the maximum capacity.

DO NOT overload the vehicle. Overloading increases the risk of an accident.

(Return this portion to CHEAPaWAY)

## The other vehicle(s)

Obtain the following details from the other driver:

1. Full Name: .....
2. Address: .....
3. Telephone Number: .....
4. Drivers Licence Number: .....
5. Other Vehicle Details,  
(a) Year of Manufacture: .....  
(b) Make and Type: .....  
(c) Registration Number: .....
6. What is the damage to the other vehicle?  
.....
7. The name of their Insurer and Policy Number:  
.....

## In the event of an accident

(Complete these details and hand to the other driver)

This in no way can be construed to be an admission of liability.

My Name: .....

My Address: .....

My Telephone No: .....

My Drivers Licence No: .....

Insurance Company: .....

Policy No.: .....

Any correspondence in connection with this accident should be forwarded to: Your Local CHEAPaWAY Hire Branch.

# CHEAPaWAY TRUCK HIRE