



General Machinery Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

- 1. Read the entire Manual before starting machinery.** Machinery may cause serious injury if not correctly used.
- 2. Always use correct hearing protection when operating machinery.** Machinery noise may cause permanent hearing damage.
- 3. Machinery must never be used when tired, or under the influence of drugs or alcohol.** When running machinery you must be alert at all times.
- 4. Wear correct Clothing.** At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.
- 5. Always wear correct respirators around fumes or dust when operating machinery.** Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.
- 6. Always wear correct safety glasses.** When machining you must use the correct eye protection to prevent injuring your eyes.
- 7. Keep work clean and make sure you have good lighting.** Cluttered and dark shadows may cause accidents.
- 8. Personnel must be properly trained or well supervised when operating machinery.** Make sure you have clear and safe understanding of the machine you are operating.
- 9. Keep children and visitors away.** Make sure children and visitors are at a safe distance for you work area.
- 10. Keep your workshop childproof.** Use padlocks, Turn off master power switches and remove start switch keys.
- 11. Never leave machine unattended.** Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.
- 12. Make a safe working environment.** Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.
- 13. Disconnect main power before service machine.** Make sure power switch is in the off position before re-connecting.
- 14. Use the Correct Extension Lead.** Extension leads should be avoided where possible but If required, always use an extension lead that is rated for the power requirements of your machinery. Using an incorrectly rated extension lead can lead to overheating, damage to machinery, or potential fire hazards. Ensure leads are in good condition and free of damage. Replace if faulty.
- 15. Keep machine well maintained.** Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.
- 16. Keep machine well guarded.** Make sure guards on machine are in place and are all working correctly.
- 17. Do not overreach.** Keep proper footing and balance at all times.
- 18. Secure workpiece.** Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.
- 19. Check machine over before operating.** Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.
- 20. Use recommended accessories.** Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.
- 21. Do not force machinery.** Work at the speed and capacity at which the machine or accessory was designed.
- 22. Use correct lifting practice.** Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.
- 23. Lock mobile bases.** Make sure any mobile bases are locked before using machine.
- 24. Allergic reactions.** Certain metal shavings and cutting fluids may cause an allergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.
- 25. Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.



Pallet Jack Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

- 1. Maintenance.** Check oil levels and fill to correct oil levels if necessary. Apply oil to surface of ram to maintain good lubrication.
- 2. Pallet Jack Condition.** Pallet Jack must be maintained for a proper working condition. Never operate a Pallet Jack that has low oil levels, damaged or worn parts. Scheduled routine maintenance should be performed on a scheduled basis. Check frame, fork blades, wheels, springs & hoses for cracks or damage. Replace if necessary.
- 3. Crushing Hazard.** Never place any part of your body in the lifting mechanism, under the forks, or under a lifted load. Serious injury can occur.
- 4. Work area hazards.** Keep the area around the Pallet Jack clean from oil, tools, objects & chips. Pay attention to other persons in the area and know what is going on around the area to ensure unintended accidents.
- 5. Guards.** Operate machine only with all protective devices and guarding.
- 6. Overloading Pallet Jack.** Do not over load the machine's capacity.
- 7. Warning Labels.** Take note of any warning labels on the machine and do not remove them.
- 8. Material Hazard.** Do not lift pallets with objects that are not secured properly to pallet. If they fall off serious injury can occur.
- 9. Safe Surface Use.** Only use the Pallet Jack on hard, flat surfaces. Avoid using the jack on inclines or ramps that will cause a loss of control.
- 10. Safe Operation.** Use extreme care when handling long, high, or wide loads. Do not lift loosely stacked loads. Always balance heavy loads and move them with the forks as close to the ground as possible for maximum stability. Only operate this jack if you are strong enough to control and stop the jack when it is moving.
- 11. Other Hazards.** Never allow children to play on this Pallet Jack, and never carry passengers!
- 12. Pinching.** Prevent pinching by releasing pressure in the ram leaving fork blades as low to the ground when not in use.
- 13. Call for help.** If at any time you experience difficulties, stop the machine and call your nearest branch service department for help.

PLANT SAFETY PROGRAM

NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL

Pallet Jack

Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures
 This program is based upon the Safe Work Australia, Code of Practice - Managing Risks of Plant in the Workplace (WHSA 2011 No10)

Item No.	Hazard Identification	Hazard Assessment	Risk Control Strategies <small>(Recommended for Purchase / Buyer / User)</small>
B	CRUSHING	HIGH	Ensure use pallet jack on even, solid ground. Ensure load is secure on pallet/pallet jack. Keep body clear from under pallet jack at all times. Ensure load is lowered smoothly. Do not exceed maximum lifting capacity. Always check around load before lowering. Check pallet jack for damage prior to use. Wear safety boots.
D	SHEARING	MEDIUM	Keep body parts clear of pallet jack moving parts.
J	SLIPPING, TRIPPING, & FALLING	LOW	Avoid uneven or slippery surfaces when moving loads.

Plant Safety Program to be read in conjunction with manufactures instructions



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Authorised and signed by:

Safety officer:

Manager:

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