

enough pressure to ensure reasonable progress and let the tool do the rest.

Avoid running power tools continuously on load – they can overheat. To prevent this, run the tool 'off load' from time to time to help it cool.

Think twice before locking the ON/OFF switch in the ON position.

Never drill or cut into anything containing electrical cables, water pipes or gas pipe. If in doubt, locate potential obstacles using a metal locator or Cable Avoiding Tool. Available from HSS Hire.

EQUIPMENT CARE

Never attempt to push the equipment beyond its design limits. If it will not do what you want with reasonable ease, assume you have the wrong tool for the job. Contact HSS Hire for advice.

Keep the equipment clean, paying special attention to electrical motor's ventilation slots. You will find this less of a chore if you clean it regularly, rather than waiting until the end of the hire period.

Always switch off and unplug the equipment before making any alterations or adjustments to it, and before fitting any cutting or drilling accessory.

Before restoring the power, check that the tool's ON/OFF switch is in the OFF position, and that you have removed/secured any adjustments spanners, keys and so on.

When not in use, store the equipment somewhere clean, dry and safe.

Safety Cut-Outs

Note that many types of electrical equipment are fitted with safety cut-outs which automatically switch the unit OFF if it over-heats or overloads. If a cut-out should trip, simply switch OFF and unplug the tool and leave it to cool before resetting the cut-out and restarting – in most cases there is a simple switch or button.

If a cut-out trips repeatedly, contact HSS Hire for advice.

Sticker Sense

All HSS equipment carries stickers with specific instructions regarding power and fuel supply, operation and safety. Make sure you follow these instructions carefully. If in doubt, contact HSS Hire for advice.

FINISHING OFF

Withdraw the tool from the work before **switching it OFF. wait for any moving parts to come to rest before putting the tool aside, then unplug it.**

If appropriate, remove blades, drill bits, abrasive etc. Clean the equipment thoroughly, then neatly coil all flexes and/or hoses, without kinking them ready for return to HSS Hire.



... have you been trained

The law requires that personnel using this type of equipment in the workplace must be competent and qualified to do so. Training is available at HSS Training 0845 766 7799

...any comments?

If you have any suggestions to enable us to improve the information within this guide please e-mail your comments or write to the Safety Guide Manager at the address below e-mail: safety@hss.com

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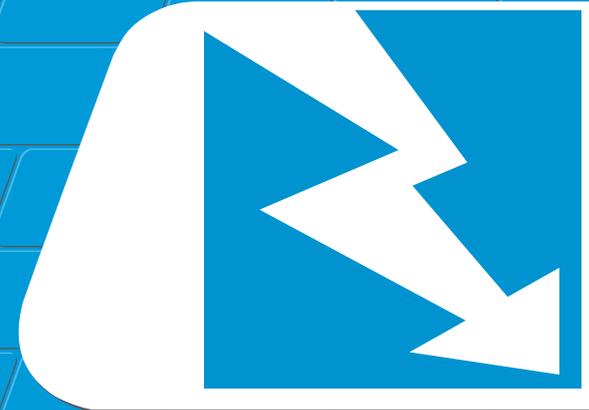
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www.hss.com

839/03

Operating & Safety Guide 839

HSS Hire



General Electrical Safety

Common sense guidelines to follow when using electrically powered equipment.



GENERAL SAFETY

For advice on the safety and suitability of electrical equipment contact HSS Hire.

The hirer has a responsibility to ensure that all necessary risk assessments have been completed prior to the use of any equipment.

Electrically operated equipment supplied by HSS has been designed to be used by an able bodied adult. If you suffer from either a temporary or permanent disability, you must seek expert advice before using this equipment.

Keep children, animals and bystanders away from the work area.

 Never use electrical equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.

Electrical equipment on hire from HSS should only be used by a competent person who has read and understood these instructions and any other instructions supplied with the hire item.

What ever you are using, ensure you know how to switch the equipment OFF before you switch it ON, in case you get into difficulty.

    When using some equipment, it is necessary to wear special protective clothing such as safety goggles, dust masks, work gloves, hard hats and so on. Avoid loose garments and jewellery that could get in the way of the work, tie back long hair. If in doubt contact HSS Hire for advice.

 Note that some equipment generates potentially harmful noise levels. In such cases, to comply with Health & Safety at work legislation, ear defenders must be worn both by the operator and by anyone else working in the vicinity.

If In Doubt

If you have any doubts at all about how to operate or care for the equipment you have hired correctly, don't experiment and hope for the best. Always ask HSS Hire for advice.

Make sure the work area is well lit, well ventilated and tidy. In particular, make sure there is nothing on the floor that could trip you over.

If possible, work within earshot of someone who can summon help in the event of an accident.

Always switch OFF and unplug the equipment when not in use, when adjusting or fitting/changing bits or blades. Wait for moving parts to stop before putting the tool down and never leave electrical equipment

switched ON and unattended.

Check the equipment before use. If it shows signs of damage or excessive wear, return it.

Never operate electrically powered equipment or electric switches with wet hands.

Never allow HSS equipment to come in contact with asbestos and similarly dangerous dusts.

ELECTRICAL SAFETY

Make sure the equipment is supplied with power at the correct voltage. Most HSS electrical equipment is designed to plug straight into a standard 240v, 13amp power socket. However, 110v equipment (Which has a round yellow plug) must be connected either to 110v generated supply, or to the mains via a suitable transformer.

Make sure the power supply is adequate. Some 110v electrical equipment may need a particularly powerful generator/transformer, while some 240v equipment may have to be wired directly into a 20 or 30 amp circuit this is a job for a qualified electrician. If in doubt, contact HSS Hire for advice.

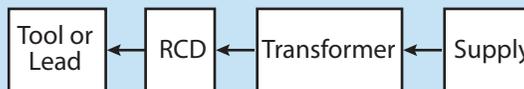
Keep the equipment dry, using electrical equipment in very damp or wet conditions can be dangerous.

 To reduce the risk of electric shock, use a suitable RCD (Residual Current-Operated Device) available from HSS Hire. Alternatively power the equipment from a mains circuit with a built in RCD.

Siting an RCD

When used with a transformer an RCD will only protect the user if fitted between the transformer and the tool being used.

An RCD fitted between the power supply and the transformer only protects up to the transformer.



If the equipment is being powered from a transformer, fit the RCD between the transformer and whatever it is powering.

Never interfere with any pre-set voltage or power switches the equipment may have.

Handle plugs, leads and switches etc with care. Extension leads should be fully unwound and loosely coiled, away from the equipment. Never run them through water, over sharp edges or where they could trip someone.

Never use leads to move or carry equipment.

Keep flexes out of harm's way, and clear of the work area.

If the equipment should fail, or if its plug or lead gets damaged, return it to HSS Hire as soon as possible. Never attempt to repair HSS equipment yourself.

GETTING STARTED

Electrical Power Tools

HSS Hire offer a wide selection of electrical power tools, allowing you to carry out a variety of jobs with ease. For full details of the tools and accessories available, contact HSS Hire.

Where appropriate, ensure the workpiece is adequately supported and/or secured in a vice or clamp.

Set up bench or floor mounted equipment on a firm, level surface.

Before plugging the equipment into its power supply and switching ON, ensure that any safety guards are positioned to provide maximum protection. Never operate a power tool with a safety guard removed.

Ensure the equipment is correctly set up and, where appropriate, fitted with the correct blade/drill/abrasive for the job in hand. If in doubt, contact HSS Hire for advice.

Finally, having ensured the ON/OFF switch is OFF and that you have removed/secured adjustment spanners etc, simply plug the equipment into its power supply and switch the supply ON.

BASIC TECHNIQUES

Most power tools should be gripped firmly with both hands. This gives maximum control and reduces the risk of hand injuries.

Adopt a stable, well balanced stance when working – one that leaves your hands, legs and body behind any cutting edge, while still affording a clear view of what you are doing.

Take special care if working anywhere other than on firm, level ground. Slipping while the tool is switched on could result in a serious accident.

If working above ground-level, work from a stable, purpose-made platform. Steps and ladders are fine for gaining access and as work platforms for small, light jobs, but for prolonged, heavy work an access tower or something similar is a must.

Where possible, drape the tool's flex over one shoulder to keep it clear of any cutting edges at all times.

Make sure you are always within easy reach of any emergency stop button fitted to the equipment.

Never force the tool through the work. Apply just

Know Your Symbols

HSS have created clear Icons to inform the hirer of their responsibilities towards the safe use of hire equipment.

These are designed to reduce the amount of different safety information labels required for each product for hire.

General use PPE / Warning

Clearly marked minimum PPE will be visible on all equipment,



Correct PPE must be worn



HAV Hand Arm Vibration



Danger Rotating blade



Danger Hot exhaust



Danger Electric shock



Caution Abrasive Wheel



Caution Finger trap

Fuel and Supply Types



Pe
Petrol



Di
Diesel



2t
2 - Stroke Petrol



EI
Electric

Safe Procedures

All hirers must understand and respect the safe procedures of all equipment.

It is the responsibility of the hirer to maintain and return the equipment in a clean condition and good working order.



Ro
Read OPS Guide



Ou
Outdoor Use only



HI
Heavy Lifting



Cd
Check Oil daily



Cf
Check Fuel daily



Cw
Check Water daily



Bc
Battery Care



Sh
Safe Height Working



Swl
Refer to Data Plate



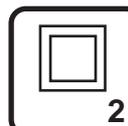
V
Check Power Voltage Data Plate

Electrical Safety

Safe wiring procedures.



Ea
Must be Earthed Class 1



Doi
Double Insulated Class 2



Enl
Earth Live Neutral Wire Coding

Return Responsibility

Charges apply to equipment returned dirty and damaged.



Cc
Cleaning Charge



Rc
Repair Charge