

Safe Operating Procedure Concrete Trowel Machine

www.rapidhire.net.au

We are located at:
10 Kerryl Street, Kunda Park Qld 4556
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Phone: 07 5456 2664



The instructions recommended within this document apply to normal risk conditions. If the Concrete Trowel Machine is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.






This instruction should be read in conjunction with the Risk Assessment procedure for the Concrete Trowel Machine.

Safety risks:

- Entanglement
- Impact and cutting
- Noise

WARNING: Do not wear loose fitted clothing or jewellery and ensure long hair is contained

You must wear this personal protective equipment when doing this task:

Foot Protection	Hearing Protection	High Visibility	Eye Protection	Dust Mask
				

Pre-Operational Check:

- ✓ Ensure task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- ✓ Check that the accessories and attachments are properly fitted and that all guards and other safety devices are in place and working properly.
- ✓ Before you inspect any parts, make sure the power is turned off and fuel supply off.
- ✓ Check workspace and walkways to ensure no slip/trip hazards are present. Ensure adequate lighting. Remove any flammable liquids or combustible materials from the near proximity.
- ✓ Ensure trowel blades are in good condition and securely mounted.
- ✓ Check fuel and oil levels before use, take caution when fueling.
- ✓ Check coolant delivery system to allow for sufficient flow of coolant.
- ✓ Identify ON/OFF switch and emergency stop button.
- ✓ Ensure all other employees are clear of the immediate work area.

Safe Operation:

1. Do not use in close proximity to other workers.
2. When you start up the machine, listen for unusual noises or vibrations.
3. Turn open the fuel tap, ensure that the switch on the motor is in the ON position.
4. Pull on the starter cord until you feel resistance and then give it a short, powerful tug. Caution: don't pull the starter cord all the way out. It can break. Use a maximum of $\frac{3}{4}$ of its total length.
5. Once the engine has started, gradually open the choke until the engine runs smoothly. Allow the engine to warm up for 2 to 3 minutes and then open the choke completely.
6. While you're working, maintain a balanced position and keep a firm grip on the handles.
7. Adjust handle to comfortable position (approximately waist height) for user.

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8. Use legs to move machine – do not force by using arms and shoulders only.
9. Stand behind the machine between the steering handles and firmly grasp the steering handles. Gradually increase the engine's revolutions by opening the throttle.
10. Never put your foot on the trowel's stabilizer ring.
11. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.
12. Don't over-reach or work at an awkward angle.
13. Ensure that trowel blades are turning freely on axles.
14. Do not tilt machine back beyond balance point when moving.
15. Ensure that there is adequate vertical clearance between the blades and the surface before starting.
16. Keep your hands and feet away from moving parts at all times.
17. Ensure adequate ventilation when the machine is used in walled-in spaces.
18. After use, let the engine run idle for 1 to 2 minutes to allow it to gradually cool.
19. Ensure good housekeeping practices are in place to minimize waste build-up.

Storage & Maintenance:

1. Turn fuel off and remove spark plug lead.
2. Remove cutting blades and store them safely.
3. Avoid breathing dust (especially concrete dust) when cleaning.
4. Avoid water entry into motor when washing exterior of machine.
5. Secure machine against movement when transporting.

Concrete Trowel Machine Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Impact and cutting injuries	Participants Operators Spectators Staff	Severity of Risk (S) – 3 Likelihood of Risk (L) – 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Operator to be trained in correct use of Concrete Trowel Machine Trowel Machine to be used in compliance with manufacturer's instructions Ensure operator's hands and body parts are kept clear during operation and maintenance. Ensure appropriate guarding is installed and in good working order prior to use Ensure cutting blades are appropriately installed 	Each hire
Noise and Vibration	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure adequate PPE is worn (e.g. Gloves and hearing protection) Take regular breaks from continues operation Conduct periodic maintenance to ensure smoother operation and less vibration 	Each hire
Fire, Explosion & Electrocutation	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY TO RAPID HIRE Use equipment as per manufacturers recommendations Do not use trowel in flammable atmosphere or near combustible materials / substances Take caution when fueling Ensure no hidden hazards such as electric wiring, water pipes, gas pipes etc 	Each hire
Slips, Trips and falls	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Wear appropriate footwear Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.