

The instructions recommended within this document apply to normal risk conditions. If the Message Board 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.

GENERAL SAFETY

- Wear appropriate PPE (safety footwear and Hi-Vis jacket)
- Beware tipping of board when turning or on uneven ground
- Check that trailer towbar and connections are not damaged
- Ensure jockey wheel is properly positioned for parking or retracted for travel
- Ensure stabilisers are in place when parked or retracted when travelling
- Ensure wheels are chocked and brake applied when parked
- Severe weather conditions may require mast to be lowered to avoid tipping

TRANSPORT OF MESSAGE BOARD

- Ensure towbar is properly connected, chain attached, jockey wheel and stabilisers retracted and all lights working
- Ensure sign head is at lowest point and locked
- Check pressure of tyres and tyre tread
- Do not exceed speed limit

OPERATING CONDITIONS

- Check battery levels
- Ensure that all locks and keys are present
- Inspect winch cable for kinks and damage and ensure board can be wound to full height Check message board computer by turning on and setting trial message
- Check SMS modem operation
- Check that LED tiles are all clear and operating
- Check and clean solar panels with water only
- Check wiring for damage or loose connections
- Do not raise mast beyond mast locking pin
- Lower mast in severe weather conditions
- Check rubber seals inside sign case

PARKING

- Park where there will be no obstruction to vehicles, site personnel or access ways
- Park on level ground before raising mast
- Do not impede road traffic
- Apply brake. Lower jockey wheel and stabilisers and lock in place before raising mast

INSPECTION AND MAINTENANCE

- Check winch cable is in good condition and not kinked
- Check that pulley wheel and winch cable securing bolts are tight and in good condition
- Check that winch is working and automatic brake holds the weight of the sign
- Check all general fastenings securing mast, sign head and winch mounting
- DO NOT RAISE SIGN HEAD IF THERE ARE ANY LOOSE BOLTS OR FITTINGS
- DO NOT RAISE SIGN HEAD IF THERE ARE SIGNS OF CRACKED WELDS OR STEEL FATIGUE
- Check trailer condition

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements.

Variable Message Board 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
Towing Mechanism	Operator Staff Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Towbar connection to be checked to ensure ball location is complete, locking pin is in place, chain is connected, locating pins are secured and jockey wheel and support stands have been raised. Tail lights to be checked to ensure ail, brake and trafficator lights are functioning Tail light cord to be raised off ground when not in use Ensure brake cables are correctly adjusted 	Every Hire
Battery Cover	Operator Staff Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 6 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Battery compartment lid to be closed and locked using anti-theft lock 	Every Hire
Sundry Components	Operator Staff Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none"> Nothing should be laid on the solar panels and they should be kept free of any debris Care should be taken to avoid damage to screen covering the LED lights The message board lifting post must be locked in place 	Every Hire
Rollover of unit when being towed	Operator Staff Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 LOW	<ul style="list-style-type: none"> Operators to be vigilant with not speeding and check tow capacity of vehicle. Ensure tyre pressures are correct before starting journey Operator to reduce speed when prevailing weather condition exists Avoid rapid turning or lane changing maneuvers 	Every Hire
Collision	Operator Staff Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 LOW	<ul style="list-style-type: none"> Operators to be vigilant and adhere to safe breaking distance behind vehicle ahead Avoid rapid turning or lane changing maneuvers 	Every Hire
Tripping and crushing hazard	Operator Staff Spectator	Severity of Risk (S)- 3 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 LOW	<ul style="list-style-type: none"> Operators to be vigilant and not position board until all other persons are well clear. Operator to be vigilant and assess prevailing weather condition Ensure unit is positioned on firm level ground 	Every 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.