

# Safe Operating Procedure Small Generator

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We are located at:  
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The instructions recommended within this document apply to normal risk conditions. If the Small Generator 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 safety gloves, hearing protection and Steel cap boots
- Keep the machine away from people's feet and make sure they are clear from the right hand side of the machine
- Unit must not be operated in an enclosed area
- Keep body between the handle and not behind
- Do not operate if fuel leaks are detected
- Exercise care in wet conditions

## TRANSPORT OF SMALL GENERATOR

- Ensure unit is firmly tied down on transport vehicle without damaging engine and fittings
- Machine must be either lifted by the frame or by more than one person

## OPERATING CONDITIONS

- Check fuel and oil levels
- Check for fuel and oil leaks. **DO NOT OPERATE UNIT IF LEAKS ARE FOUND**
- Adjust throttle to start position – full throttle
- Pull cord to start
- Adjust working height of handle to ensure arms are straight and you are standing upright
- Angle the wheel axle so as to keep the wheel in the invert of the kerb when operating
- Operate at half or less throttle to minimise dust when material is dry and to avoid flying stones

## SHUT DOWN PROCEDURE

- Return throttle to stop position

## INSPECTION AND MAINTENANCE

- Inspect fuel lines and tank for leaks.
- Ensure fuel valve is functioning.
- Inspect drive belt for wear prior to use

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.

# Small Generator 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
Operating Risks	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Make sure leads or power tools are NOT attached to the generator before starting</li> <li>• Operator to check for fuel leaks and replace fuel cap firmly after filling</li> <li>• Safety footwear, hearing protection and Hi-Vis shirt to be worn</li> <li>• Caution to be exercised in wet conditions</li> <li>• Not to be used in a confined space</li> <li>• Make sure leads are attached correctly</li> </ul>	Every hire
Transporting unit	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 <b>LOW</b>	<ul style="list-style-type: none"> <li>• Machine to be lifted either by frame or by more than one person</li> <li>• Machine to be firmly tied down in the upright position</li> </ul>	Every hire
Electric Shock & burns	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Operator or other person to avoid touching unit when operating to avoid shock or burns</li> <li>• Operating in barricaded or isolated area to reduce risk to other persons</li> </ul>	Every hire
Explosion or Fire when refueling	Operator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Machine to be switched off before re-fueling</li> <li>• Avoid spillage especially onto hot engine parts</li> <li>• Tightly seal fuel tank cap after filling</li> </ul>	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.