



Your Essential Guide All Small Tools & Equipment

Your Safety Is Our Priority

! Please read these instructions before using this equipment.

We thoroughly check all of our equipment prior to despatch using comprehensive pre-hire checklists.

PPE is required for the safe operation of this equipment. As a minimum we advise the items identified.



Always ensure you wear the correct PPE required by the task.

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nixonhire.com

CAT 1 & V2 (09/14)

General Information

These safety guidelines are intended as a guide for experienced operators.

Detailed operating instructions relative to a specific make or model of equipment are available on request from your nearest depot. The operator manual and safety instructions must be read before operating this machine. Never attempt to modify or convert the equipment. Only competent, trained personnel to use this equipment.

Do not ignore safety regulations relating to this equipment.

Ensure the correct PPE equipment is worn & used.

This equipment must only be operated with fully functional safety equipment.

Ensure you obey any age limitations relating to your site before using this equipment.

Always obey legislation relating to this equipment.

Anyone with a disability should seek expert advice before operating this equipment.

Do not use this equipment if under the influence of drugs or alcohol.

If using prescribed medication, seek advice from a Doctor before using this equipment.

All safety decals and signs must be in place and obeyed at all times when using this equipment.

Ensure the work area is clear and safe and that no-one is nearby or could distract you.

Before starting equipment, ensure all controls are understood, in particular the stop procedure.

After use, store the equipment safely and securely away from minors.

The operator should carry out all daily checks before operating the machinery.

Has a risk assessment been performed for the task you are to commence?

Refuelling

ALWAYS

Take care when refuelling.

Shut down any auxiliary equipment.

Catch any over filled escaping fuel.

Clean any fuel spillages immediately.

Ensure the fuel tank cap is replaced after refuelling.

Ensure fuel leaks are repaired immediately.

DO NOT

Refuel whilst the engine is running.

Inhale fuel fumes.

Refuel in enclosed areas.

Refuel next to open fires or heat sources.

Smoke when refuelling.

Spill fuel.

Use the equipment if there is a fuel leak.

Parking

ALWAYS

Park the machine on firm level ground.

Ensure the drive is in neutral.

Shut down the engine and remove the key.

Secure the machine against unauthorised use.

Leave in a safe location.

HAVS (Hand-Arm Vibration Syndrome) and WBVS (Whole Body Vibration Syndrome) are diseases that can lead to permanent disability.

This can be caused by prolonged use of any tool or powered equipment that vibrates during operation.

For information on manufacturers vibration levels consult the Nixon Hire essential catalogue and the operator manual.

As a precaution, stop working if you experience discomfort or numbness when operating the equipment.

Always abide by your company risk assessment for HAV/WBV guidance.

Air Tools

Daily Checks

Controls: function correctly.

Safety decals: in place, clear, undamaged.

Fluid levels: check prior to use and thereafter every four hours.

Fluid leaks: ensure there are no fluid leaks.

Casings: ensure all casings are in place and secure.

Couplings: undamaged, compatible with air hose coupling.

Tool latch: operation, undamaged, there is no obvious damage to the machine.

Safety whips: must always be used at each coupling point.

The machine is clean and the controls are free from debris that could affect the operation of the machine.

Operation

ALWAYS

Ensure air supply is correct (consumption and pressure).

Turn off the air supply when making connections to air lines.

Release the air pressure before trying to undo couplings

Ensure couplings are compatible and tight.

Ensure tools are sharp – blunt tools will effect efficient use and increase HAV risk.

Make sure the air supply is turned off and the pressure released from the machine before fitting any steels or tools to the machine.

Remember using more than 16 metres of air line to supply the machine may reduce the performance.

DO NOT

Leave the machine lying in water or mud when uncoupled as this can cause unwanted dirt and grit in the machine.

Do not allow hose runs to become a trip hazard.

Breakers, Drills & Screwdrivers

Daily Checks

Safety guards & locking pins: undamaged and correct pins.

Controls: function correctly, are not slippery and are clear of debris. Ensure that all safety decals are in place and can be read clearly.

Structure: condition of body and chassis.

Fluid Levels: check prior to use and thereafter every four hours.

The cooling vents for the motor are clear of dust and debris.

Air filter intake is clear

Voltage: correct supply for equipment.

Power tool body: splits, cuts, cracks.

Equipment drive chuck: undamaged, operational

RCD: check functions correctly (TEST). Handles are present and adjustable.

Controls/switches: undamaged, operate correctly.

Cable connection: tightness.

Cable condition: undamaged, one single cable run, no joints.

Plug: undamaged, correct for supply.

Charger: suitable for unit, undamaged, operational.

PAT: in date (do not use after PAT expiry date).

Operation

Breakers

ALWAYS

Ensure that you know how to stop the equipment quickly in an emergency.

Ensure that the tool is securely locked in the chuck before starting the equipment.

Keep your feet well clear of the tool; the machine will drop suddenly if the tool breaks.

Make sure the tank cap is securely fitted.

Hold the machine with both hands and ensure that handles are kept free of oil and grease.

Ensure there is adequate ventilation.

Remember exhaust fumes can kill.

Service this machine in line with manufacturer's recommendation.

Wipe faces of hose couplers with a clean lint free cloth before making connections.

Connect return hose first and disconnect it last to minimize or avoid trapped pressure within the tool arrow on coupling pointing towards machine.

Insert steel into breaker before starting the drive unit.

Be aware of other site personnel who may be affected by the operation of the machine.

Remember - if uncoupled hoses are left in the sun, pressure increases inside the hoses making them difficult to connect. If possible connect the free ends of hose together when not in use.

Run the unit at half speed to warm up the oil before operating the breaker in cold weather.

Always use dust extraction.

Insert steel into breaker before starting the drive unit.

DO NOT

Open the cap when the engine is running or warm.

Transport the machine with the engine running.

Touch the exhaust or the lower body of the machine, both get very hot during operation and can cause burns.

Attempt to start the drive unit without the hoses and tool connected.

Drills and Screwdrivers

A daily inspection of the unit is recommended to check for any physical damage or abrasions to the unit or the power cable.

ALWAYS

Make sure that you know how to switch OFF the equipment before you switch it ON.

Switch OFF at the power supply and unplug the unit when not in use and before cleaning.

Ensure the cable is coiled to prevent a trip hazard when transporting it.

Check all equipment is free from damage before using.

Use the correct rated units for the designated power supply.

Use accessories that are approved for the particular machine.

Be aware of other site personnel and that they are not affected by the use of the equipment.

Ensure the cable does not present a trip hazard.

Ensure cable runs are set out in dry locations.

Ensure the cable is fully unwound before use.

Use dust suppression and collection equipment where-ever possible.

Contact your nearest depot for assistance if a fault occurs.

Make sure that machine is unplugged before fitting or removing any bits, blades, discs etc.

Keep the cable clear of any moving parts.

Ensure that when using an extension cable ensure that all connections are compatible, the cable is of the correct size and that cable reels are fully unrolled.

DO NOT

Use damaged electrical equipment.

Attempt to remove the plug from the mains supply by pulling on the power cord.

Attempt to repair the unit if a fault occurs, contact your nearest depot for assistance.

Put machine down until all moving parts have stopped.

Run any equipment upside down.

Carry the machine by the cable.

Pull the cable to disconnect from the power supply.

Wear loose clothing that could become entangled in moving parts.

Leave machines unattended while still connected to power supply and switched on.

Cordless Tool Chargers

ALWAYS

Ensure you use the correct charger for the correct battery.

Turn off before inserting or removing batteries.

Makes sure the correct voltage is used for the charger.

DO NOT

Leave items on charge in closed unfrequented rooms.

Corded and Cordless Drills and Screwdrivers

ALWAYS

Wear eye protection.

Ensure chuck is correctly tightened.

Set the correct torque and depth for the task.

Use two hands.

Keep body parts behind and clear of working tool bits.

Use dust extraction.

DO NOT

Use worn tool bits – danger of slipping.

Stop rotating parts by hand.

Do not lean on tool bits, let the equipment work under light pressure.

Excessive weight on tool bits may cause them to break or not work correctly.

If applicable the shutter release handle should be in the closed position and the lifting bale locked in the upright position prior to lifting.

The equipment must be kept clean and the use of mould oil is recommended.

The equipment must not be disassembled or modified.

Hands must be kept clear of all moving parts.

This equipment must not be used for transporting personnel.

Concrete Equipment

ALWAYS

Wear appropriate PPE. Prolonged contact with concrete can cause burns to unprotected eyes and skin.

Have consideration for other site personnel when using this equipment.

Wash concrete equipment down with clean water at the end of the day.

Only use equipment for the purpose for which it was intended and in line with manufacturer's instructions.

Be aware of health hazards cause by cement dust.

Beam Screeds and Bunyan Rollers

ALWAYS

Show caution when manually handling.

Ensure that operators have a clear path to pull the beam.

DO NOT

Allow build up of concrete in front of the beam - this will make it more difficult for the operators.

Power Floats

ALWAYS

Take care when handling blades on power floats - they can have sharp edges.

Be aware of other Site Personnel with regard to fumes.

Ensure that there is adequate ventilation.

DO NOT

Leave power floats unattended with the engine running.

Vibrating Poker

ALWAYS

Ensure that drive coupling on poker and housing on unit are clean before connecting poker to unit.

Always hold the poker when it is connected to the drive unit, if left unattended and uncontrolled it may bounce and injure someone.

Ensure that there is adequate ventilation.

DO NOT

Do not attempt to connect poker to drive unit while the engine is running.

Concrete Mixer

ALWAYS

Check that supply voltage is correct for machine voltage.

Ensure that supply cable is kept clear of drum.

Take care when filling drum that shovel does not catch on drum.

Wash down with clean water when finished mixing.

DO NOT

Never put hands inside drum while machine is running.

Never leave machine unattended while the motor/engine is running.

Gardening

Daily Checks

Controls: function correctly.

Electrical cables: clean and free from damage or breaks.

Safety decals: in place, clear, undamaged.

Fluid levels: check prior to use and thereafter every four hours.

Fluid leaks: ensure there are no fluid leaks.

Casings: ensure all casings are in place and secure.

Operation

ALWAYS

Only operate the machine when standing at the operator controls and firmly holding the operating handles.

Only use the machine if it is in service.

Only use the machine when you are familiar with all controls and functions.

Only use the machine on ground you are familiar with.

Wear suitable PPE.

Clothing should be sturdy, allow ample movement and not loose.

Check to ensure the area is clear or persons and obstructions before operation.

Check the machine for obvious defects.

Check that all protective devices are in place.

Check the operator functions before use.

Only start in enclosed rooms if sufficient supply of fresh air is available.

Ensure control levers are in neutral before starting the machine.

Remember exhaust gases are toxic and must be vented.

Work across slopes, not up and down them.

Work only in daylight or good artificial light.

Show caution when pulling the machine towards you.

Keep feet clear of blades.

Walk, do not run when using the machine.

Keep the blade scabbard on the blades when not in use.

Tie up long hair before use.

DO NOT

Use the machine on slopes greater than 10 degrees.

Wear a scarf, neck tie or jewellery when using the machine.

General Building

Daily Checks

Tyres: splits, cuts, pressures, tread.

Controls: function correctly, are not slippery and are clear of debris. Check that the areas around pivot points and linkages are free from mud, ice or debris. Ensure that all safety decals are in place and can be read clearly.

Structure: condition of body and chassis.

Check that there is no obvious damage to the machine. All nuts, bolts, and blades are secure.

Road Plates and Ground Guards

No obvious damage.

Any fixing devices used are sound and secure.

Any connecting devices are sound and secure.

The device has not moved from its intended location.

Any anti slip surface covering is sound and secure.

Stop using the device immediately if any of the issues are noted until rectified.

Cable Avoidance Tool

Controls: Function correctly, is not slippery and is clear of debris. Ensure that all safety decals are in place and can be read clearly.

Structure: Condition of body and chassis.

Batteries are functional. Calibration test in date, if not return to nearest depot for exchange.

Operation

Block Splitter

ALWAYS

Position the machine on a level firm surface.

Place the machine on its side when making adjustments to the chains on a hydraulic block splitter to avoid the top blade dropping and causing injury.

DO NOT

Use the machine in other than the normal operating position.

Use the machine for any other purposes than that for which it is intended.

Cobra Reel

ALWAYS

Wear gloves when handling cobra reel.

Note there is a danger of fibreglass splinters.

Ensure that the reel is kept under control when feeding the rod into ducting.

Ensure the reel is kept under control when withdrawing the rod from ducting.

Note there is a danger of whipping.

Security Tool Stores

ALWAYS

Ensure lid support mechanism is engaged when opened.

Show caution when lifting items from the tool store.

Keep all body parts clear of trapping areas when opening or closing the tool store.

DO NOT

Cable Avoidance Tool

ALWAYS

Obtain plans and walk the site for any obvious signs of utilities.

Use safe digging practice.

Use the wand upright - never swing it.

Use power and radio to sweep the whole area.

Use the sensitivity control correctly to pinpoint the conductor.

Remove the speaker when using in noisy environments.

Use the wand again in the trench/hole once it is excavated to 0.3m (1ft) to locate deeper or smaller services not locatable from the surface. Remember a detector alone cannot always locate every conductor including small service and street lighting - use a genny transmitter as well. The detector will only trace metallic conductors and not plastic pipes or fibre optic cable.

Ground Guards

Size: 8’ by 4’ (2.4m x 1.2m)

Construction: Plastic sheet chequered surface.

Max vehicle weight 50t

Loading and unloading: Handle palletised or individually as a two man lift. Stack maximum of 10 high.

Operation

ALWAYS

Use on a solid base NEVER over excavations.

Install according to manufacturer instructions.

Pin and connect using the appropriate connectors and anchor pins to prevent movement.

Use gloves when handling.

Use two or more persons when handling - caution 39kg per item.

Only handle one Ground Guard at a time.

Secure in high winds.

DO NOT

Use over excavations

Use Ground Guards to bridge gaps.

Use Ground Guards in place of road plates or trench guards.

Operation

ALWAYS

Ensure the site for the generator is firm, level and dry.

Leave sufficient space around the machine to

allow access for servicing.

Ensure all connections should be made by a competent electrician.

Use the correct plugs and correctly rated cable

to make connections.

Consult the nearest depot if in any doubt regarding capacity.

Remember exhaust fumes can kill.

Remember this unit must be earthed.

Remove the ignition key when the machine is not in use.

DO NOT

Overload the machine.

Use the machine with loose or missing components or guards.

Run the engine in an enclosed area unless adequate ventilation is provided.

Towing

ALWAYS

Ensure that the vehicle's towing capacity is sufficient to tow the unit safely.

Check the tow bar and coupling.

Connect lighting cable to towing vehicle if applicable.

Check correct operation of all lights.

Raise jockey wheel or prop stand fully and lock to position.

Ensure breakaway cable is secure to towing vehicle.

Attach secondary coupling if fitted.

Release the handbrake.

Unplug the unit from the power supply before moving or repositioning it.

Ensure the cable is coiled to prevent a trip hazard when repositioning it.

Check all equipment is free from damage

before installing.

Only use the correct rated units for the designated power supply.

Ensure that equipment and or cable does not pose a trip hazard.

Ensure cable runs are set out in dry locations.

Ensure the cable is fully unwound before use.

Ensure that machine intake and outlet vents

are not obstructed.

A daily inspection of the unit is recommended to check for any physical damage or abrasions to the power cable.

DO NOT

Use damaged electrical equipment.

Work near flammable gases or liquids.

Attempt to remove the plug from the mains

supply by pulling on the power cord.

Repair the unit if a fault occurs, contact your nearest depot for assistance.

Use open flame type heaters (space heaters) in paint spray shops or where highly flammable materials are stored or used.

Obstruct or cover the inlet and outlet vents.

Pumps

Daily Checks

Voltage: correct supply for equipment.

Pump body: splits, cuts, cracks.

Safety guards: in place, undamaged, operational.

Equipment drive chuck: undamaged, operational.

Controls: function correctly, are not slippery and are clear of debris. Ensure that all safety decals are in place and can be read clearly.

RCD: check functions correctly (TEST).

Controls/switches: undamaged, operate correctly.

Cable condition: undamaged, one single cable run, no joints.

Plug: undamaged, correct for supply.

Charger: suitable for unit, undamaged, operational.

PAT: in date (Not to be used after PAT expiry date).

Petrol /diesel pumps structure: condition of

body and chassis.

Glass / diffuser: undamaged, present.

Sockets: undamaged, covers function, leaks

Controls: operate correctly.

Base / stand: undamaged, correctly set up, fixtures and fastening secure and operational

Cable connection: tightness.

Cable condition: undamaged, one single cable run, no joints.

Cable run: safe, dry, protected where required.

Operation

ALWAYS

Make sure that you know how to switch OFF the equipment before you switch it ON.

Switch OFF at the power supply and unplug the unit when not in use and before cleaning.

Ensure the cable is coiled to prevent a trip hazard when transporting it.

Check all equipment is free from damage before using.

Only use the correct rated units for the designated power supply.

Only use accessories that are approved for the particular machine.

Be aware of other site personnel and that they are not affected by the use of the machine.

Ensure the cable does not present a trip hazard.

Ensure the cable is fully unwound before use.

Use dust suppression and collection equipment where possible.

Conduct a daily inspection of the unit is recommended to check for any physical damage or abrasions to the unit or the power cable.

KEEP the cable clear of any moving parts.

When using an extension cable, ensure that all connections are compatible, the cable is of the correct size and that cable reels are fully unrolled.

Keep extension cable connections away from water.

DO NOT

Never use damaged electrical equipment.

Never attempt to remove the plug from the mains supply by pulling on the power cord.

Attempt to repair the unit if a fault occurs, contact your nearest depot for assistance.

Carry the machine by the cable.

Wear loose clothing that could become entangled in moving parts.

Leave machines unattended while still connected to power supply and switched on.

Lower the pump by the mains cable.

Drop or throw the pump into water.

Allow vehicles to run over delivery hose or supply cable.

Ensure the cable is coiled to prevent a trip hazard when transporting it.

Check all equipment is free from damage before using.

Use the correct rated units for the designated

power supply.

Use accessories that are approved for the particular machine.

Be aware of other site personnel and that they are not affected by the use of the machine.

Ensure the cable does not present a trip hazard.

Ensure cable runs are set out in dry locations.

Ensure the cable is fully unwound before use.

Use dust suppression and collection equipment where ever possible.

Conduct a daily inspection of the unit is recommended to check for any physical damage or abrasions to the unit or the power cable.

Make sure that machine is unplugged before fitting or removing any bits, blades, discs etc.

Keep the cable clear of any moving parts.

Where using an extension cable ensure that all

connections are compatible, the cable is of the correct size and that cable reels are fully unrolled.

Use extraction or dust suppression equipment.

DO NOT

Never use damaged electrical equipment.

Never attempt to remove the plug from the mains supply by pulling on the power cord.

Attempt to repair the unit if a fault occurs, contact your nearest depot for assistance.

Put the machine down until all moving parts have stopped.

Run any equipment ‘upside down’.

Carry the machine by the cable.

Pull the cable to disconnect from the power supply.

Wear loose clothing that could become entangled in moving parts.

Leave machines unattended while still connected to power supply and switched on.

Saws, Grinders & Cutters

Daily Checks

Voltage: correct supply for equipment.

Power tool body: splits, cuts, cracks.

Safety guards: in place, undamaged, operational.

Equipment drive chuck: undamaged, operational.

Controls: function correctly, are not slippery and are clear of debris. Ensure that all safety decals

are in place and can be read clearly.

RCD: check functions correctly (TEST).

Handles: present & adjustable.

Controls/switches: undamaged, operate correctly.

Cable connection: tightness.

Cable condition: undamaged, one single cable run, no joints.

Plug: undamaged, correct for supply.

Charger: suitable for unit, undamaged, operational.

PAT: In date (Do not use after PAT expiry date).

Cut Off/Floor saw specific.

Structure: condition of body and chassis.

Fluid Levels: Check prior to use and thereafter every four hours. The cooling vents for the motor

are clear of dust and debris. Check that the air filter intake is clear.

Operation

ALWAYS

Make sure that you know how to switch OFF the equipment before you switch it ON.

Switch OFF at the power supply and unplug the unit when not in use and before cleaning.

Vacuum Cleaners

DO NOT

Use for picking up asbestos or other hazardous products.

Use for fluid spillages unless a dedicated wet vac.

Saws \ Grinders

Check for correct rotation when fitting saw blades or discs.

Do not use damaged blades or discs.

Take care when placing tools down not to cause damage to blade or disk.

Always allow the motor to reach full speed before use.

Guards must always be fitted for use.

Mitre Saws

To be secured on a flat surface.

Ensure the guard covers the upper portion of the blade.

Ensure sufficient room to work.

Cut Off Saw

ALWAYS

Ensure that you know how to stop the machine quickly in an emergency.

Ensure that the blade that is fitted is suitable for the material being cut.

Turn off before changing the blade or clearing debris.

Ensure that the blade is not in contact with the ground or any other obstruction before starting the machine.

Wear a dust mask.

Use a dust suppression kit when the task requires it.

Be aware of other site personnel with regard to dust, sparks.

Remember - cutting may class as hot work - use a suitable fire watch.

Ensure there is adequate ventilation.

Remember exhaust fumes can kill.

Spin the blade up to maximum speed before starting the cut.

Remove the blade from the cut before restarting. Ensure that the sparks trajectory is directed away from you.

Ensure that there are no flammable materials in the vicinity.

Clear build ups of debris before use.

DO NOT

Place the blade in the cut and then start.

Work with the machine held above shoulder height.

Use the machine upside down.

Twist or force the blade as serious damage may occur which could result in the blade disintegrating.

Use the machine with the air filter removed as serious damage may occur.

Transport the machine with the engine running.

Floor Saws

ALWAYS

Ensure that the correct blade has been selected for the type of material being cut.

Raise the machine to its highest cutting level to fit the blade, do not lie the machine back on its handles, damage to the engine may occur.

Ensure that the blade fits correctly over the locating lip on the back plate of the blade clamp and that both faces of the blade clamp are flush when the blade is fitted.

Ensure that the blade guard is replaced and secured.

Use the correct PPE when using this machine.

Be aware of the other site personnel who may be affected by the operation of the machine.

Ensure that there is adequate ventilation.

Remember exhaust fumes can kill.

Use extraction or dust suppression equipment.

DO NOT

Lie the machine back on its handles, damage to the engine may occur.

Use the machine without any guards in place.

Be aware of the other site personnel who may be affected by the operation of the machine.

Force the blade through the cut; doing so will result in poor blade performance and slower progress.

Check all equipment is free from damage before installing.

Use the correct rated units for the designated power supply.

Ensure the cable does not present a trip hazard.

Ensure cable runs are set out in dry locations.

Ensure the cable is fully unwound before use.

Conduct a daily inspection of the unit to check for any physical damage or abrasions to the power cable.

Ensure traffic lights are set up and function correctly prior to removing manual control.

DO NOT

Use damaged electrical equipment.

Charge near flammable gases or liquids.

Attempt to remove the plug from the mains

supply by pulling on the power cord.

Attempt to repair the unit if a fault occurs, contact your nearest depot for assistance.

Consider the safety of the user – always use full high visibility clothing.

Use caution when manually handling – heavy item.

Make sure you assess the risks when positioning the lights – consider people, environment, and process.

Woodworking & Sanding

Daily Checks

Voltage: correct supply for equipment.

Power tool body: splits, cuts, cracks.

Safety guards: in place, undamaged, operational.

Equipment drive chuck: undamaged, operational.

Controls: function correctly, are not slippery and are clear of debris. Ensure that all safety decals are in place and can be read clearly.

RCD: check functions correctly (TEST).

Handles: present & adjustable.

Controls/switches: undamaged, Operate correctly.

Cable connection: tightness.

Cable condition: undamaged, one single cable run, no joints.

Plug: undamaged, correct for supply.
Charger: suitable for unit, undamaged, operational.

PAT: in date (Not to be used after PAT expiry date).

Operation

ALWAYS

Make sure that you know how to switch OFF the equipment before you switch it ON.

Switch OFF at the power supply and unplug the unit when not in use and before cleaning.

Ensure the cable is coiled to prevent a trip hazard when transporting it.

Check all equipment is free from damage before using.

Use the correct rated units for the designated power supply.

Exclusively use accessories that are approved for the particular machine.

Be aware of other site personnel and that they are not affected by the use of the machine.

Ensure the cable does not present a trip hazard.

Ensure cable runs are set out in dry locations.

Ensure the cable is fully unwound before use.

Use dust suppression and collection equipment where ever possible