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1902 Safety Guidance
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ANDARA TOOLS AND PLANT HIRE

# Small Dumpers

**The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.**

## It is important to read all of this leaflet BEFORE using the small dumper.

1. Plan work and think ahead to ensure work will always be carried out safely.
2. Diesel fuel is highly flammable. Take care not cause a fire or explosion.
3. The small dumper is designed to transport skip loads of building material such as hardcore and sand over short distances, usually within a building site. Its skip can also be hand loaded with bags of cement, bricks and similar items.
4. The action of the dumper can cause injury or damage if the equipment is not used in a careful and controlled way.
5. Do not drive the dumper unless you have had previous experience, or you have had a course of instruction from a responsible body. Drivers of this vehicle should have at least a current site safety awareness certificate.
6. A Certificate of Training Achievement (CTA) for Construction Plant Operators is available from CITB appointed bodies.
7. Do not attempt to load or unload the machine from a truck or trailer unless fully experienced in doing so.
8. The following items of personal protective equipment is the minimum required: Ear Muffs or plugs giving protection for levels up to 85 dB(A); safety helmet; safety boots; high visibility vest or similar reflective garment.
9. The dumper must not be used by minors or by anyone under the influence of alcohol or drugs.
10. The dumper is designed for operation by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using the machine.

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# Using the Small Dumper

ratchet mechanism works. Check also that the handle slides on and off the shaft easily.

6. Move the decompression lever into the decompression position.
7. Grasp the starting handle firmly in one hand – but do not wrap your thumb around the handle. Keep it on the same side as your fingers – this is very important. Your thumb could be broken if it is wrapped around the handle and the engine kicks back.
8. Crank the engine strongly before lowering the decompression lever smoothly. The engine should fire up. If it doesn't, go through the steps again from instruction 1 above.
9. If the engine is now running, slide the handle off the shaft. Stow the handle away safely.
10. If the handle is let go when the engine fires up, do not try to grab it. Stop the engine using the stop control, then start the engine again.
11. Never stop the engine using the decompression lever. This may damage the engine and will be regarded as misuse by the hire company. Only use the correct engine STOP control.

### STOPPING THE ENGINE

1. Always use the engine STOP control to stop the engine.
2. Do not use the decompression lever this will damage the engine.
3. Remember to turn off and remove the ignition key if there is one, to prevent unauthorised use.

### USING THE SMALL DUMPER

1. Be aware of all that happening around you. Do not assume that other persons or obstacles will get out of your way.
2. Stay on the driver's seat unless parked up. Do not lean out to move obstacles or give assistance.
3. Ensure the brake is applied when stationery or the dumper may creep or roll without being noticed.
4. Avoid hazardous areas such as soft ground, trenches or overhead cables.
5. Be careful on slopes – avoid turning on them if possible.
6. Never carry passengers on any part of the dumper.
7. Never move the dumper near to any trench where men are working.
8. If the dumper is being loaded, either by hand or by machine, never stay seated and move to a safe distance away from the dumper.
9. Do not force the dumper to carry more than it is capable of. This can cause the dumper to become unstable. Take time and work steadily. The job will be done better and safer.
10. Always stop on firm, level ground away from the work area and other traffic.
11. Stop the engine, apply the parking brake and remove any key before leaving the dumper unattended.
12. If the equipment does not work properly, do not try to repair it. Contact the hire company.

***Please keep this leaflet safely as it may be required for future reference***

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## Before Starting Work...

### Before Starting Work WORK AREA

1. Do not use the dumper where there is a danger of explosion. It will ignite fumes from petrol or gas cylinders.
2. Using this equipment indoors or in confined spaces could cause **fatal** carbon monoxide poisoning. **Never** use it in domestic premises and only use it in other indoor situations if its suitability and the ventilation required has been **fully** assessed. Mechanical extraction ventilation will almost always be required.
3. Never operate on any public road or highway unless the machine is insured and complies with road traffic regulations. In addition, you must have an appropriate driving licence.
4. Check the work area for soft ground, slopes, holes and trenches or objects that may damage the tyres.
5. Ensure there are no tree branches, scaffolding or anything else that may cause a hazard.
6. Keep well away from any overhead power lines unless they are at least 5m (16ft) above the highest part of the raised skip. Do not forget that high-voltage electricity can jump across large gaps.
7. If the work area is complex or noisy, always work with a bankman.

### SMALL DUMPER

1. Check the machine, engine, tyres, skip and all equipment. Do not use anything found to be damaged – contact the hire company.
2. Check the dumper each time it is used. It will have been supplied in good condition and ready to use by the hire company –ensure that it has not been damaged or altered in any way since then.
3. When working on or near a public highway, inside industrial premises or construction sites the flashing amber beacon on the dumper must be used.
4. Do not use the dumper if it has a flat tyre.
5. Never carry passengers on any part of the dumper.
6. If you have not driven this type of dumper before, carefully look at all of the controls before starting the engine.
7. The dumper may have a steering wheel like a car but it will not probably steer like one. It may have rear wheel steering which causes the back to swing out when turning. The dumper may have articulated steering, which steers both the front and back end when the steering wheel is turned.
8. Before commencing work drive into a clear area and carefully practice all steering and driving controls and skip operations until they become familiar to you.

### TIPPING AND SWIVELLING

1. Some dumpers have the facility to swivel the skip to the side. Contact the hire company if a dumper is required that can do this.
2. Only tip or swivel the skip when sitting in the driver's seat.
3. Apply the parking brake and ensure the gear lever is in neutral before tipping or swivelling.

### TOWING

1. If the dumper has a towing eye, it may be used to haul light wheeled plant such as a compressor around the construction site but not on the highway. Always use a proper towing pin with a jump out restraining device. Pieces of old reinforcing rod or similar makeshift pins are not suitable.
2. Take extra care when towing; engage low gear and part fill the skip to provide extra traction and brake force.

### INSURANCE

1. Under the terms of hire, you are responsible for the safe custody of the machine. The hire company must be indemnified against loss or unreasonable damage such as vandalism. The best way to achieve this is by insurance.
2. However the machine must always be secured against theft or vandalism. Lock the fuel cap. Remove a wheel or the battery to prevent unauthorised use or theft.
3. Some hire companies will offer insurance cover at an extra charge.
4. In addition, be aware that if damage is caused to property belonging to a third party or if involved in a highway accident, it is unlikely that normal insurance policies will give any protection.
5. If in any doubt regarding the insurance cover, check with the hire company or insurer immediately.

### REFUELLING

1. No smoking.
2. If possible, drive the dumper to a safe place away from the work area.
3. Stop the engine and let it cool down.
4. Clean the filler cap and the area around it to prevent dirt falling into the diesel tank.
5. Use clean diesel when refuelling. If there is not a fuel pump available use a funnel. Do not spill any diesel on yourself or the dumper.
6. Wipe any spilt fuel off the machine. Dispose of the diesel soaked cloth carefully.
7. If any fuel is spilt on the ground, wipe it up or cover with soil.
8. If any diesel is spilt on clothes, change them immediately.
9. Put all fuel caps back on properly and leave the fuel container in a safe, cool place.
10. It is good practice to refill the fuel tank at the end of the day's shift, not at the start. This will prevent condensation build up in the fuel system.

### STARTING THE MACHINE

1. Ensure no one is with the work area of the dumper.

### ELECTRIC START

1. Check the handbrake is on and the gear lever is in neutral.
2. Electric start machines have a multi-position ignition switch. Turn the key part way to engage the cold start device, hold it in that position for about twenty seconds then turn fully to engage the starter.
3. Keep the throttle open when starting the engine.
4. If the dumper fails to start after a few seconds look to see if there is any smoke coming from the exhaust, if there is, try repeating the start procedure again but hold in the cold start position a little longer.
5. If the engine is warm, there is no need to use the cold start device. The key can be turned fully to engage the starter.
6. Stop the engine by pulling the STOP control.

### HAND START

1. Some small dumpers may need to be started by hand. This can be hazardous, take care.
2. Before starting a cold engine engage the cold start device; this is usually located near the fuel pump.
3. Check the handbrake is on and the gear lever is in neutral. Ensure the STOP control is pushed fully home.
4. Stand by the engine and find the starting handle and the decompression lever. If the engine cover has to be raised ensure the stay is holding it up securely.
5. Fit the starting handle to the shaft, and check by turning it anti-clockwise that the

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