



General Machinery Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. Read the entire Manual before starting machinery. Machinery may cause serious injury if not correctly used.

2. Always use correct hearing protection when operating machinery. Machinery noise may cause permanent hearing damage.

3. Machinery must never be used when tired, or under the influence of drugs or alcohol. When running machinery you must be alert at all times.

4. Wear correct Clothing. At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.

5. Always wear correct respirators around fumes or dust when operating machinery. Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.

6. Always wear correct safety glasses. When machining you must use the correct eye protection to prevent injuring your eyes.

7. Keep work clean and make sure you have good lighting. Cluttered and dark shadows may cause accidents.

8. Personnel must be properly trained or well supervised when operating machinery. Make sure you have clear and safe understanding of the machine you are operating.

9. Keep children and visitors away. Make sure children and visitors are at a safe distance for your work area.

10. Keep your workshop childproof. Use padlocks, Turn off master power switches and remove start switch keys.

11. Never leave machine unattended. Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.

12. Make a safe working environment. Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.

13. Disconnect main power before service machine. Make sure power switch is in the off position before re-connecting.

14. Use the Correct Extension Lead. Extension leads should be avoided where possible but if required,

always use an extension lead that is rated for the power requirements of your machinery. Using an incorrectly rated extension lead can lead to overheating, damage to machinery, or potential fire hazards. Ensure leads are in good condition and free of damage. Replace if faulty.

15. Keep machine well maintained. Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.

16. Keep machine well guarded. Make sure guards on machine are in place and are all working correctly.

17. Do not overreach. Keep proper footing and balance at all times.

18. Secure workpiece. Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.

19. Check machine over before operating. Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.

20. Use recommended accessories. Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.

21. Do not force machinery. Work at the speed and capacity at which the machine or accessory was designed.

22. Use correct lifting practice. Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.

23. Lock mobile bases. Make sure any mobile bases are locked before using machine.

24. Allergic reactions. Certain metal shavings and cutting fluids may cause an allergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.

25. Call for help. If at any time you experience difficulties, stop the machine and call your nearest branch service department for help.



Crane Scale Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

- 1. Supporting Structure Requirement.** Before installation or use, a qualified structural engineer must confirm that the supporting structure (I-beam, gantry, crane, hoist, or lifting point) is capable of safely supporting the maximum rated capacity of the crane scale plus the applied load. Ensure the supporting structure, fixing points, and any intermediate supports meet all load requirements and applicable standards.
- 2. Crane Scale Condition.** The crane scale must be maintained in proper working condition at all times. Never operate a crane scale that is damaged, worn, or malfunctioning. Routine inspections and scheduled maintenance must be carried out regularly. Inspect the housing, load cell, suspension components, shackles, hooks, pins, fasteners, and display for cracks, deformation, corrosion, or other damage. Replace or repair components immediately if defects are found.
- 3. Crushing Hazard.** Never place any part of the body under a suspended load or beneath the crane scale during lifting operations. Serious injury or death may occur if a load falls. Assistance should be used when installing or positioning the crane scale, as it may be heavy or awkward to handle.
- 4. Work Area Hazards.** Always remain aware of other personnel and activities in the work area. Ensure bystanders are kept clear of the lifting zone to prevent unintended accidents. Establish exclusion zones where necessary.
- 5. Overloading the Crane Scale.** Do not exceed the rated capacity of the crane scale. Overloading can cause equipment failure, inaccurate readings, or serious injury. Always ensure the crane scale, lifting device, hooks, shackles, slings, and attachments are appropriately rated, certified, and compatible with the intended load.
- 6. Warning Labels and Markings.** Pay close attention to all warning labels, capacity markings, and safety information on the crane scale. Do not remove, obscure, or tamper with labels under any circumstances, as they provide critical safety information.
- 7. Load Security Hazard.** Do not lift loads that are not properly secured. Unstable or unsecured loads may shift or fall, posing a serious risk of injury or damage. Always ensure the load is correctly attached and balanced before lifting.
- 8. Safe Operation.** Exercise extreme caution when lifting long, tall, wide, or irregularly shaped loads. Avoid lifting loosely stacked or unstable items. Ensure loads are balanced and lifted vertically to prevent side loading. Always position the load directly beneath the crane scale before lifting. Do not subject the crane scale to shock loading, sudden impacts, or rapid lifting or lowering. Avoid swinging loads and never allow the scale or load to strike surrounding structures. Only trained and competent personnel should operate the crane scale and must be capable of safely controlling and stopping the load.
- 9. Other Hazards.** Never allow children to play on Crane Scale, and never carry passengers!
- 10. Call for help.** If at any time you experience difficulties, stop and call you nearest branch service department for help.

Hazard Identification & Risk Assessment Crane Scale

This risk assessment has been developed with reference to the Safe Work Australia Model Code of Practice: Managing the Risks of Plant in the Workplace, to support compliance with applicable safety standards and recognised best practices for the safe installation, operation, and use of crane scales.

Hazard Identification	Hazard	Risk Rating (Before Controls)	Controls	Risk Rating (After Controls)	Responsible Person
Overloading crane scale	Mechanical failure, dropped load, inaccurate readings	Medium	- Never exceed rated WLL of crane scale and lifting equipment - Clearly mark WLL on crane scale - Operator training on capacity limit	Low	Operator
Overloading crane scale Use of damaged crane scale or attachments	Load cell, hook, shackle or suspension failure	Medium	- Pre-use inspection before each lift - Remove damaged or faulty crane scales from service - Scheduled inspection and maintenance	Low	Operator
Improper attachment or rigging	Load shift, side loading, dropped load	High	- Use certified and rated slings, hooks, and shackles - Ensure vertical loading only - Avoid side loading of crane scale	Medium	Operator
Load instability or imbalance	Crushing or impact injury	Medium	- Centre and balance load before lifting - Lift slowly and steadily - Use taglines where required	Low	Operator
Shock loading	Sudden load application causing equipment failure	Medium	- Avoid sudden lifting or lowering - No snatch or impact loading - Smooth controlled lifting movements	Low	Operator
Inadequate training or competence	Incorrect use, unsafe lifting practices	High	- Operator training specific to crane scale use - Supervision of inexperienced personnel - Follow manufacturer instruction	Low	Operator
Working at height during installation or use	Fall from height	Medium	- Use appropriate access equipment (EMP, ladder) - Fall protection PPE where required - Follow working-at-height procedures	Low	Operator

The Safe Operation Manual for the Crane Scale must be read in conjunction with the Safety Instructions and Risk Assessment to ensure proper understanding and safe operation of the equipment.

Risk Matrix				
	Insignificant	Minor	Moderate	Major
Rare	Low	Low	Low	Medium
Unlikely	Low	Low	Medium	High
Possible	Low	Medium	High	Extreme
Likely	Medium	High	Extreme	
Almost Certain	Medium	High	Extreme	



Authorised and signed by: 
Safety officer:
Safety officer: 