⚠ WARNING

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 you 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 ellergic 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 you nearest branch service department for help.

⚠ WARNING

Forklift Attachment Safety Instructions

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

1. **Forklift & Jib Capacity Requirements:** Before using a 2 Tonne (2000 kg) jib attachment, ensure your forklift is rated to handle the combined load and attachment. Adding a attachment changes the forklift's load capacity and centre of gravity. **Never exceed the rated Working Load Limit (WLL) of 2 Tonne for the attachment or the forklift's adjusted capacity.** Refer to the forklift's information plate or load chart for capacities with attachments. Australian Standard AS 2359.1 requires that when carrying suspended loads (using an attachment), the forklift's rated capacity is derated by 20%. Always clearly identify and adhere to these load limits to prevent overloads.

2. **Attachment Condition and Installation:** Only use a forklift attachment that is in good condition and compliant with standards (this attachment conforms to AS 2359.1. Inspect before each use – check for any cracks, bends, excessive wear, especially at critical points like fork pockets, hooks, shackles, and pins. Install securely: slide it fully onto both forks, set the fork width so the jib is cantered on the forklift (hook directly on the centre line) and always attach the safety chain to a secure point on the forklift carriage or mast and the attachment must never be used without it in place.

3. **Tip-Over and Crushing Hazard:** A forklift attachment acts like a small crane and increases stability risks. Operators must never stand beneath or near a suspended load and should keep clear of the swing radius. To prevent tip-overs, the forklift must only be used on hard, flat ground and never on ramps or uneven surfaces. The mast should remain vertical or slightly tilted back with forks level or slightly raised, never tilted forward. Loads with a high centre of gravity must be lifted slowly and smoothly to maintain control. Any failure to follow these practices could result in serious crushing injuries if the forklift tips or the load falls.

4. **Work Area Hazards and Visibility:** Using an attachment can extend the forklift's reach and swing, which increases collision risks. The work area should be cleared of people and obstructions before lifting or travelling. If visibility is blocked by the load, the operator should drive in reverse or work with a trained spotter. Travel must always be at low speeds, especially with a swinging load, and the horn or alarms should be used at blind corners or shared pathways. Proper lighting is essential to ensure the operator can safely monitor the load and surroundings at all times.

5. **Overloading and Stability:** The forklift attachment reduces the forklift's lifting capacity by extending the load centre and adding weight. Overloading can cause catastrophic failure or tip-overs. Operators must always verify the load weight and ensure it is within the combined capacity of the forklift and attachment. The attachment should be clearly marked with its Working Load Limit, and the forklift's nameplate should reflect its reduced capacity. Staying within rated limits is the only way to maintain safe operation and avoid overload accidents..

6. **Warning Labels and Instructions:** All warning labels on the forklift and jib must remain visible and always followed. Labels provide critical information such as capacity limits, attachment weight, and safe-use instructions. Damaged or illegible labels must be replaced, and operators should always follow the manufacturer's instructions, including using the safety chain and never side-loading or lifting personnel.

7. **Rigging and Load Securement:** Rigging a load incorrectly is one of the greatest risks when using a forklift attachment. Only certified and undamaged lifting gear should be used, and all slings, shackles, and hooks must be checked before each lift. Loads should be secured directly beneath the hook, which must be fitted with a working safety latch. Lifting must always be vertical, never at an angle, and tag lines should be used to control swing. These measures help prevent dropped loads and maintain safe control.

8. **Safe Operating Procedures:** Operate the forklift with the attachment in a smooth and cautious manner. Sudden starts, stops, or turns can cause a suspended load to swing or the forklift to become unstable. Keep the load as low to the ground as possible while traveling, but high enough to clear ground obstacles. Ensure the mast is positioned correctly (vertical or slight back tilt) before lifting. Never tilt forward with a load as it can drastically shift the centre of gravity forward. When lifting, do so gradually – test lift a few centimetres off the ground to check

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stability and balance before hoisting to full height. Do not carry personnel on the hook or jib (it is strictly for materials. In general, plan your lifts: check for overhead obstructions (power lines, doorways) and ensure there is adequate clearance. By following standardized operating procedures and staying within safe limits, you maintain control over the lift and avoid accidents.

9. **Other Hazards and Prohibitions:** Never allow unauthorised people to use the attachment or forklift. The forklift operator should be properly licensed and familiar with the attachment's use. Do not use to lift loads for purposes it isn't designed for (e.g., do not lift people or allow anyone to ride on a load or the attachment). Ensure no one is ever between the forklift and a fixed object or wall when a load is suspended (to avoid entrapment or crushing injuries). All personnel must keep a safe distance from the operating radius of the forklift jib-falling or swinging loads can be fatal. Be cautious of "other hazards" such as operating near electric lines (the metal attachment and mast can conduct electricity – maintain safe distances as per regulations), or in areas with poor ground conditions (mud, potholes) which can cause sudden shifts. If working outdoors, consider environmental factors: high winds can catch large, suspended loads and cause dangerous swinging – postpone lifts if wind conditions are beyond safe limits. The jib attachment must not be modified or used for unintended purposes (e.g., as a pry bar or pulling with side forces). By recognising and avoiding these miscellaneous hazards, you uphold a safe working environment.

10. **Emergency and Assistance:** If at any time you encounter difficulties or an unexpected situation while using the forklift jib, stop operations immediately and secure the area. This might include gently lowering the load to the ground (if safe to do so) and turning off the forklift. Do not continue in a situation where you feel unsure or the risk controls are not effective. Call for help or consult a supervisor or safety officer for assistance. For example, if a load becomes stuck or the forklift/jib shows signs of mechanical issues (like a bent attachment or hydraulic leak), get qualified help to resolve it. Ensure emergency procedures are in place: operators should know how to summon first aid or emergency services on site. In case of an incident (like a dropped load or tip-over), the area should be evacuated and secured, and management must be notified. Remember that safety is the top priority; no lift is so important that it cannot be done safely.

Hazard Identification & Risk Assessment Manual Forklift Attachment (2 Tonne)

This risk assessment covers the safe use of a forklift jib attachment (2T capacity) in warehouse, construction, and manufacturing environments.
Developed in line with AS 2359 and Safe Work Australia guidelines.

Hazard Identification	Risk Rating (Before Controls)	Controls	Risk Rating (After Controls)	Responsible Person
Overloading (Exceeding Capacity Limits)	High	• Never exceed rated WLL (2T) • Clearly mark WLL • Operator training on capacity • Use forklift load chart and apply 20% derating rule (AS 2359) • Pre-use inspection and supervision	Low	Forklift Operator / Supervisor
Forklift Tip-Over (Instability)	High	• Operate only on flat, level ground • Keep load low and mast vertical/slightly back • No forward tilt with load • Drive slowly, avoid sharp turns • Use shortest jib extension possible	Medium	Forklift Operator / Supervisor
Entrapment/Crushing (Personnel near load)	Medium	• Exclusion zone around forklift • Use spotter/signaler when needed • Horn and warning alarms • Pedestrian traffic control • Never allow body parts under load	Low	Forklift Operator / Supervisor
Improper Rigging or Load Drop	High	• Use certified lifting slings and shackles • Pre-use inspection of rigging gear • Competent person verifies rigging • Balanced load directly under hook • Use tag lines to control swing	Low	Forklift Operator / Supervisor
Mechanical Failure (Jib or Forklift)	Medium	• Pre-use inspections of jib and forklift • Routine maintenance and load testing • Remove damaged components from service • Secure jib with pins and safety chain • Maintenance records kept	Low	Forklift Operator / Supervisor
Visibility Issues (Obstructed View)	Medium	• Adequate lighting in work area • Drive in reverse if load blocks view • Use mirrors, cameras, spotter • Use horn at intersections • High-vis flags on jib end	Low	Forklift Operator / Supervisor
Environmental Risks (Floor, Weather, Surroundings)	Medium	• Keep floors dry and clean • Avoid operating in high winds • Maintain overhead clearance • Safe distance from power lines • Adjust operations to temperature/ground conditions	Medium	Forklift Operator / Supervisor

Risk Matrix

	Insignificant	Moderate	Major	Severe
Rare	Low	Low	Medium	High
Unlikely	Low	Medium	Medium	High
Possible	Low	Medium	High	High
Likely	Medium	High	High	Extreme
Almost Certain	Medium	High	Extreme	Extreme

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Authorised and signed by:
Safety officer: .....

Safety officer: .....

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