# ⚠ 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

# Industrial Fan Safety Instructions

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

**1. Fan Mounting & Stability Requirement.** Ensure the industrial fan is installed or positioned on a stable and secure surface. For Wall Fans, ensure the mounting structure and brackets are capable of safely supporting the weight and operational movement of the fan. Pedestal and Floor Fans must be positioned on level ground to prevent overturning during operation.

**2. Fan Condition.** Industrial Fans must be maintained in proper working condition at all times. Never operate a fan with damaged guards, worn blades, loose components or damaged electrical cables. Scheduled routine maintenance should be performed regularly. Inspect guards, blades, mounting brackets, power cords, switches and adjustment mechanisms for signs of wear or damage. Replace defective parts immediately.

**3. Blade Contact Hazard.** Never place hands, fingers or any part of the body near moving fan blades. Serious injury can occur. Always ensure the fan is switched off and disconnected from the power supply before carrying out cleaning, adjustment or maintenance.

**4. Work Area Hazards.** Pay attention to other persons in the area and maintain a clean and safe work environment. Ensure cables do not create trip hazards and keep loose materials clear from airflow and moving components to prevent unintended accidents.

**5. Electrical Hazard.** Do not operate the Industrial Fan with damaged plugs, cables or electrical components. Ensure the fan complies with applicable AS/NZS electrical safety requirements. Isolate power before servicing or inspection.

**6. Warning Labels.** Pay close attention to all warning labels on the Industrial Fan and do not remove, obscure or tamper with them under any circumstances.

**7. Fan Guard Hazard.** Never operate the Industrial Fan without correctly fitted guards. Guards are designed to protect users from contact with moving blades and must remain securely fitted during operation.

**8. Safe Operation.** Exercise caution when positioning and operating the Industrial Fan. Ensure Pedestal Fans are locked securely at the desired height before operation. Wall Fans must be securely mounted to structurally suitable surfaces. Floor Fans must be placed in stable positions where they cannot move unexpectedly. Do not attempt to stop fan blades by hand or with objects. Allow blades to come to a complete stop naturally. Keep long hair, loose clothing and jewelry away from moving parts at all times.

**9. Other Hazards.** Children must never be allowed to play with or near the Industrial Fan. Do not use the fan in wet, explosive or hazardous environments unless specifically designed and rated for those conditions.

**10. Call for Help.** If you encounter any difficulties at any time, stop immediately and contact your nearest branch service department for assistance.

# Hazard Identification & Risk Assessment Industrial Fans

This risk assessment has been developed with reference to AS/NZS 60335.2.80 and the Safe Work Australia Model Code of Practice: Managing the Risks of Plant in the Workplace to ensure compliance with relevant safety standards and best practices for the safe operation of Pedestal Fans, Wall Fans, Floor Fans.

| Hazard Identification | Hazard | Risk Rating (Before Controls) | Controls | Risk Rating (After Controls) | Responsible Person |
|---|---|---|---|---|---|
| Electrical Shock | Serious injury or fatality | Medium | • Inspect cables regularly<br>• Isolate power before maintenance<br>• Ensure compliance with AS/NZS electrical requirements | Low | User |
| Blade Contact | Cuts or hand injury | Medium | • Do not operate without guards<br>• Keep hands away from moving parts<br>• Allow blades to stop naturally | Low | User |
| Fan Overturning | Impact or crushing injury | High | • Ensure pedestal and floor fans are placed on stable level surfaces<br>• Do not exceed manufacturer height settings | Medium | User |
| Wall Fan Mount Failure | Falling object injury | Medium | • Ensure correct mounting hardware and secure installation into suitable structural material. | Low | User |
| Entanglement | Hair or clothing entanglement | High | • Tie back long hair<br>• Avoid loose clothing and jewelry | Low | User |
| Maintenance Hazards | Unexpected startup or contact injury | Medium | • Disconnect power before cleaning, inspection or servicing. | Low | User |
| Poor Ventilation | Overheating or ineffective extraction | Low | • Maintain clear airflow and ensure extractor fans are free from obstruction. | Low | User |

**The Safe Operation Manual for the Industrial Fans 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 | Severe |
|---|---|---|---|---|---|
| **Rare** | Low | Low | Low | Medium | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Possible** | Low | Medium | Medium | High | High |
| **Likely** | Medium | Medium | | High | Extreme |
| **Almost Certain** | Medium | High | High | Extreme | Extreme |

HARE&FORBES MACHINERYHOUSE

www.machineryhouse.com.au

MACHINERYHOUSE

www.machineryhouse.co.nz

Authorised and signed by:

Safety officer: .....

Safety officer: .....

Revised Date: June 2026