For guidance on managing construction health risks go to www.hse.gov.uk/construction

STARTING THE ENGINE (Continued...) Set the choke control to the appropriate 4.

- position for a cold start; f the engine warm the choke control should be in the off position.
- Operate the ignition/starter switch. The first position operates the ignition, the second position operates the starter motor. There may be some variances on this procedure.
- 6. The operator may need to depress the accelerator when starting.
- If the utility truck fails to start after a fe seconds, switch the key to the off position for 15 seconds, then try again. When the engine starts, release the key 8
- which will return to the first position. 9 Stop the engine by switching the key to the off position.

STOPPING THE ENGINE

- Apply the handbrake
- 2. Switch the ignition key to the off position To prevent unauthorised use, switch off, 3 remove the ignition key and activate all the security devices

USING THE UTILITY TRUCK

- When using the utility truck, the operator must stay aware of what is happening all around. Do not assume that people or obstacles will get out of the way
- Authorised passengers must only be allowed to sit in proper seats. Passengers 2. must not be carried in the cargo area.
- Getting on and off the truck must be 3. done properly. Do not reach the drivers seat by climbing from the cargo area.

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



Hire Association Europe 2450 Regents Court The Crescent oham Business Park

olibull B37 7YE

©Copyright Hire Association Europe April 2011

Any unsuffortised reproduction – manually or electronically – is STHICILY prohibited

(...tsehevo beunitno))

- gas lever is neutral. Check that the handbrake is on ad the 31
- Make sure other persons are at a safe
- If the hire company have given special instructions, then they must be followed. Otherwise, follow the instructions below.

STARTING THE ENGINE

- This will help prevent condensation from building up in the fuel system. 11. It is good practice to refill the fuel tank at the start.
- **10.** Put all fuel cap back on properly and move the fuel can to a safe, cool place. must be changed straight away.
- It any tuel is split onto clothing, then they '6
- It any fuel is spilt on the ground, it must be wiped up or covered with soil. .8 any fuel soaked cloth carefully.
- Wipe any fuel off the vehicle, dispose of -2 oberator.
- is no fuel pump available, use a funnel when refuelling. Care must be taken not to spill any fuel on the vehicle or the Use clean petrol when refuelling. If there
- **'**9 Clean the filler cap and the area around it to prevent dirt falling into the fuel tank.
- Stop the engine and let it cool down. 7 the work area.
- Drive the truck to a safe place away from 3.
- follow the instructions below. If there is a designated fuel dispensing site follow the site instructions, otherwise .S.
- ·1 ио гшокид.

BEFUELLING

- the insurer immediately.
- it is unlikely that normal insurance policies will give you protection. cover, check with the hire company or the insurer impediately .9 the vehicle is involved in a road accident,
- It the operator causes damage to the property belonging to a third party, or if
- •**G**

The operator must stay seated in the drivers' seat until the vehicle is parked up. They must not lean out to move obstacles or help other people.

12 12

- Make sure the brakes are applied when 5. the truck is stationary, or it may creep or roll without noticing.
- 6. Before the vehicle is driven in reverse, make sure the area is clear of people and obstructions.
- 7. Avoid hazardous areas such as so ground, trenches, obstacles. or overhead
- 8. Take care on slopes. Go straight or down slopes slowly and carefully and never drive diagonally across them. Be aware that loose surfaces increase the risk of driving on slopes
- Never move the truck near to any trench 9 or other area where men are working.
- Apply the parking brake if the vehicle is 10. stopped with the engine still running.
- 11. Always stop the utility truck on firm level ground, away from pedestrians and other traffic.
- If the vehicle has to be parked on a 12. slope, chock the wheels as well as applying the parking brake, take care specially if the operator is carrying a load.
- 13. The operator should not attempt to load or unload the utility truck from the delivery truck/trailer unless they are authorised and fully experienced to do so
- 14. If the utility truck does not work properly, do not try to repair it. Contact the hire company immediately.

44 (0) 121 380 4600

44 (0) 121 333 4109

fuel cap and operate any other security device to prevent unauthorised use or

theft or vandalism. Always remove the ignition keys, lock the

As well as taking out insurance, always insure the vehicle personally against

take out appropriate insurance. Some hire companies will offer insurance

viling truck, it is important to indemnify the hire company against any loss or unreasonable damage, such as vandalism. The best way to do this is to take out appropriate insurance.

Under the terms of hire, the operator is responsible for the safe custody of the

moving. A ROPS frame often increases the potential danger to the driver if the

practice all the steering and driving controls until familiar with them.

Before work is undertaken, the operator must drive into a clear area and carefully prestige all the steering and driving

brake system on the same pedal; others may have variable speed control with just

vehicle's controls before using the utility truck. Some vehicles have a clutch and

The operator must understand all of the

with the controls before the engine is

one torward and one reverse gear.

If the vehicle has seat belts fitted then they must be used.
If it if protection frame (ROPS) then the seat protection frame more and the increases it vous factors the new of Rome of the increases

cover at no extra charge.

e.org.uk

าเอนา

INSURANCE

seat belt is not used.

31

s.

.8

-2

Before Starting Work...

Useful Reference Points • www.hae.org.uk/businessguard

.beneta



1912Safety Guidance
PETROL500v:122016V:122016

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 Utility Truck**

- Petrol is highly flammable. Care must be taken not to cause a 1. fire or an explosion.
- The utility truck is designed for the quick and easy carriage of 2. materials across large sites. It must not be used for any other purpose.
- The vehicle usually has two fitted seats to carry a maximum of 3 two persons. Do not carry persons in the cargo area.
- The action of this utility truck can cause injury or damage if the 4. vehicle is not used and driven in a careful and controlled way

ail@hae.org.uk ww.hae.org.uk

44 (0) 121 333 4109

44 (0) 121 380 4600

6. If the operator has not operated this type of utility truck before, they must carefully look and familiarise themselves

Do not carry passengers except in properly constructed seats.

when operating the truck near or on a public highway, inside industrial

amber beacon, then it must be use

If the utility truck is fitted with a flashing

properly adjusted to allow the operator to work safely.

with since then. Check the drivers' seat is secure and

good condition and ready to use by the hire company. It is important to make sure it has not been damaged or altered with signs.

The truck must be checked each time it is used. It will have been supplied in

The utility must be checked thoroughly, including the engine and all the equipment. If anything is damaged, do not use the truck and contact the hire company immediately.

will also have to wear the appropriate Personal protective Equipment.

Any others working near to the operator

A nigh visibility vest or similar reflective

Safety boots that meet EN345 or

A safety helmet that meets EV 397 or a SS5240 standards when working on a

BS1870/4972 standards or, as

clothing may be required.

inimum sturdy shoes.

material that causes dust.

public highway, inside indu premises or on a construction site.

- 5
- The operator may need a license to drive the vehicle, check with the hire company. The vehicle must not be driven by anyone who is not authorised to do so, and have had 6. previous experience, or a course of instruction from a responsible body.
- The operator should not attempt to load or unload this utility truck from the delivery truck or 7. trailer unless authorised and fully experienced in doing so.
- It is important to plan how the vehicle will be used to complete each task and try to foresee 8 any problems/issues that may occur so that they can be dealt with safely
- 9 There is no specific personal protective equipment (PPE) required when driving the utility truck. Operators should wear PPE appropriate to the task they are performing.
- 10. The utility truck must not be used by minors, or by anyone under the influence of drugs or alcohol
- The utility truck is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using.



Every effort has been made by HAE/EHA to ensure that the information given in this document and supporting materia flort has been made by HA2/ENT to ensure that the momentation growth and the second se ibility for any loss or liability perc from the use of any such document/material. Only Acts of Parliament and Statu have the force of law and only the courts can authoritatively interpret the law. to have arisen t

.9

'G

·Þ

3

.s

'2

.9

.G

°t

operator

ΟΤΙLITY TRUCK

:lism3

:euoudeie



3YT TEB Iludilos The Crescent Birmingham Business Park noo sinegen uce vesociation ⊨urope

3. An appropriate dust mask that the standard of protection meets a minimum standard of protection of En149 ffp2(s) when working with a

- 3 blotect nearing.
- muff or earplugs must be worn to in excess of the safe limit. Appropriate

- The operator may encounter noise levels

- No specific PPE is required to drive the trilling truck but site regulations or the fask you are performing may require following PPE. The operators to west some or all of the filtering the trillowing PPE. **SROTARAGO**
- banksman or a traffic controller.

t on a complex or noisy site, work with a

voltage electricity can jump across large

obstactes first could cause obstruction. obstactes first could cause obstruction. (16th) above the highest part of the utility truck. It is important to note that high-tuck. It is important to note that high-

Check the route for soft ground, slopes, holes and trenches. Check there are no tree branches, scaffolding or other headed that again

areas carefully if you need to drive onto

It is important to stick to designated safe routes whenever possible. Asses other

complies with road ions. In addition. The

Never drive on any public road or highway unless the utility truck is insured and complies with road traffic

ventilation when driving in any other

drive the utility truck inside a building. unless the area has good ventilation. Persuan set of the area the set of the s

tumes from petrol or gas cylinders. To reduce the risk of serious or tatal injury from bleathing toxic fumes, do not

where there is a danger of explosion, for example an LPG compound. It may ignite

Do not drive the utility truck into areas

fuinte an appropriate diving

-9

'G

٠t

3

<u>ح</u>:

cence.

MOHK AHEA

suoitel.

conniced area.

ISNU