Drum Stand Risk Assessment Guide

Please read this guide carefully
<u>before</u> operating the equipment

MOST IMPORTANT – RISK ASSESS

Before you commence any work at your chosen work area, you should undertake some preliminary hazard identification and risk controls precautions. Ideally more than one person should do this. This is undertaken by:

1. Physically inspecting the work site
2. Reviewing the best way/job steps required to complete the task
3. Reviewing the Safe Work Information supplied with the equipment
4. Reviewing other reference documentation and expert advice

The hazard identification and control process steps are defined as:

1. Identify the Hazards (e.g. 240V power drill use around wet areas)
2. Assess the risk (multi earth paths – possible electrocution)
3. Select the Control Measure (e.g. dry the area; use an RCD; use a cordless drill etc.)
4. Re-assess the Risk (risk of electrocution now negligible). This is undertaken to ensure that the risk control measures adopted have not introduced any new risks to the work area.

Help

If the unit does not operate correctly or you are unhappy with its performance, Please call Hearthill Pty Ltd immediately for assistance.

Do not modify or attempt repairs as this will void certification on drum stand.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

IMPORTANT LITERATURE

Please read and understand before use

- ✓ Compliance Certificate for Stand
- ✓ Compliance Certificate for Spindle
- ✓ Operational Manual
- ✓ Risk assessment Guide

Safety Do's

DO take your time; **Read this User Guide** and any other Safety Information provided (e.ge decals, manufacturer's instructions), completely and in its entirety, BEFORE operating the equipment.
DO satisfy yourself that you have the correct machine for the job and you know how to properly and safely operate it. (There are many different types of equipment available to make your job easy).
DO ensure you fully understand and are familiar with the equipment and its operations including uncontrolled or unexpected movement, emergency shutdown/response and follow instructions provided by the Manufacturer.
DO ensure that the equipment is assembled and used according to the manufacturer's instructions.
DO take your time to load drum stand, do not drop load as damage may occur.
DO ensure the drum stands are as close to the load as possible.
DO ensure safety locking devices are locked in position before operation.
DO make sure you possess a Certificate of compliance issued by the manufacturer
DO make sure you acknowledge the working load limit of the equipment.
DO where possible; operate in a clear work area free from non-essential persons, children, animals or hazards.
DO ensure that you have a secure footing and clear access and egress to the work area while in the job.
DO ensure the work environment is well lit with all aspects of the job easily seen and discernable.
DO ensure correct lifting techniques are used when using or transporting any machine or materials.
DO secure the base to hard and level surface before operating.
DO note frame weights and ask for assistance if require for lifting and lift only with handles at each end
DO note safety stickers.
DO tag drum stand with 'DO NOT USE' or the like if audit has stated equipment is unfit for use

Safety Don'ts

DO NOT operate any equipment if you are tired or suffering any medical condition, or if under the influence of drugs or alcohol which may cause lethargy and cause dangers to yourself or others.
DO NOT operate drum stand on uneven ground.
DO NOT operate Drum Stand before reading and understanding the Product Specific Operational manual
DO NOT hurry and take risks
DO NOT operate equipment without guards correctly fitted
DO NOT use faulty equipment – if in doubt contact Hearthill Pty Ltd immediately.
DO NOT use an uncertified drum spindle as supplied spindle has certified working load limit and unique serial number.
DO NOT use drum stand on soft ground as load may cause stands to sink and shift load.
DO NOT work alone
DO NOT exceed Working Load Limit
DO NOT move stand with loaded drum
DO NOT use drum stand if tagged with 'DO NOT USE' or the like indicating that equipment is unfit for use.

For in depth information and reference please read the following legislation published on the Worksafe Victoria site;
Occupational Health and Safety Act 2004 – Dangerous Goods Act 1985
Equipment (Public Safety) Act 1994 – Occupational Health and Safety Regulations 2007

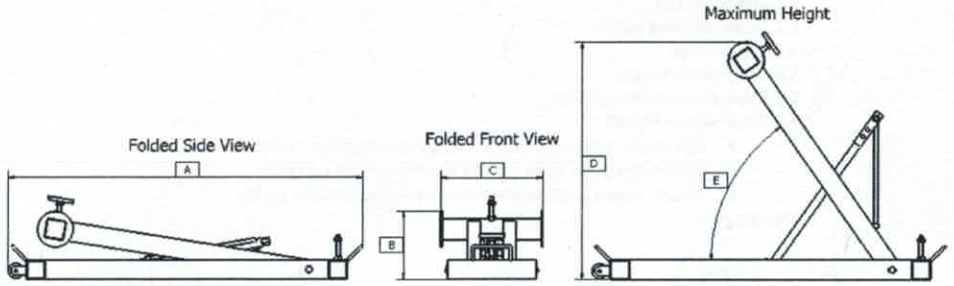
Operating Instructions for Hearthill's Scissor type Lifting Drum Stands.

Scissor Lift Stand with WLL 2 Tonnes, SLS-1-2T and Scissor Lift Stand with WLL 4 Tonnes, SLS-3-4T

SLS-1-2T Specifications
Working Load Limit 2000kg
Maximum drum size - ø1.8m (55 degrees lift)
Usable drum spindle length - 1.5m
Drum spindle diametre - 60mm
Weight each half – 38kg

SLS -3-4T Specifications
Working Load Limit - 4000kg
Maximum drum size - Ø2.6m (60 degrees lift)
Usable drum spindle length – 1.5m
Drum spindle diametre - 90mm
Weight each half – 45kg

Basic Dimensions



SLS-1-2T Dimensions (mm)	
A- Overall Length	1380
B - Folded Height	265
C - Width	350
D - Maximum Height	925
E - Maximum Angle	55°

SLS-3-4T Dimensions (mm)	
A- Overall Length	1780
B - Folded Height	265
C - Width	350
D - Maximum Height	1330
E - Maximum Angle	60°

Shipping dimensions (approx)			
Qty	Description	L x W x H	Weight
1	Carton on Pallet	1400 x 710 x 370mm	90kg
1	Skid with pipes	2300 x 180 x 150mm	35kg

Shipping dimensions (approx)			
Qty	Description	L x W x H	Weight
1	Carton on Pallet	1850 x 500 x 550mm	120kg
1	Skid with pipes	2300 x 200 x 180mm	45kg

Contents of scissor lift stand set

1 x Pair of assembled scissor type lifting frames. Each with their own individual serial number per pair
1 x Pair of drum retaining collars to suit supplied drum spindle, used to retain cable drum during operation
1 x Drum spindle to bare drum load, identifiable by unique serial number stamped at one end
1 x Ground joining bar, to align and install the scissor lift set correctly.
1 x Certificate of compliance for scissor lift set
1 x Certificate of compliance for drum spindle

Pre-paring, loading and operational instructions for scissor lift drum stand.

1. The operator must identify the load (drum weight) and choose the suitable scissor lift stand size to suit.
2. Ground must be flat and you will need to ensure the load is in the correct position, taking into account the direction of pull and that the cable must be drawn from the bottom.
   Stand will tip over if otherwise and may result in harm or property damage.
3. Once step 2 has been carefully completed, place each half of the scissor lift stand on either side of the load. *Ensure the stands are placed with "pulling direction" stickers pointing the same way.*
   Allow enough space for the 'drum retaining collars', lifting arm flanges are to be as close to the drum as possible for stability. *View figure A section A.*
4. Feed the ground joining bar through the bases of the scissor lift stands to align the two halves together. Ensure there is an equal amount protruding through each frame. *View figure A*
   Then tighten the provided t-piece screws to lock the three parts together. *View figure A section B*
5. Now you can install the drum spindle, in this order;
   5.1 Scissor lift half
   5.2 Drum retaining collar
   5.3 Drum flange
   5.4 Other drum flange
   5.5 Other drum retaining collar
   5.6 Other scissor lift half
   - tighten the t-piece screws to lock the drum spindle in position
   - tighten the grubs screws inside the drum retaining collar
   - Ensure minimum 50mm overhang of drum spindle is visible.

   View figure A

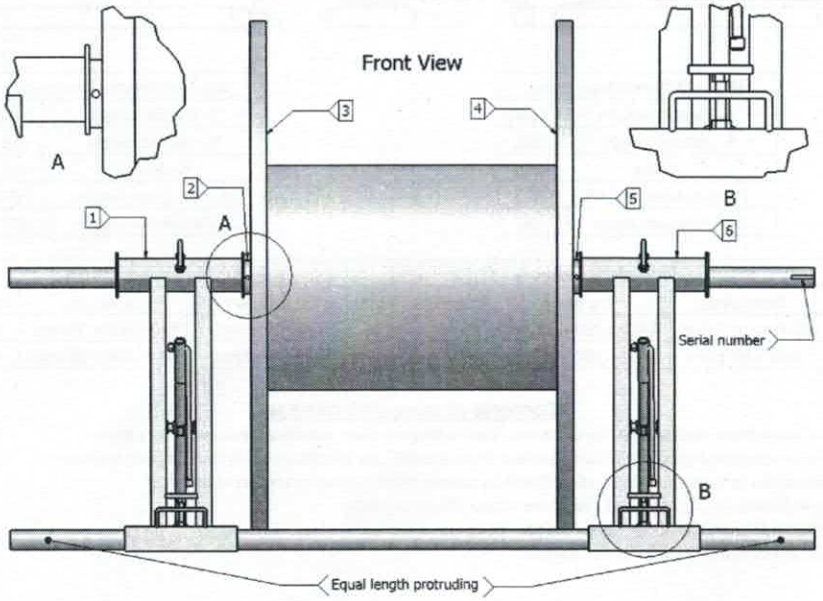
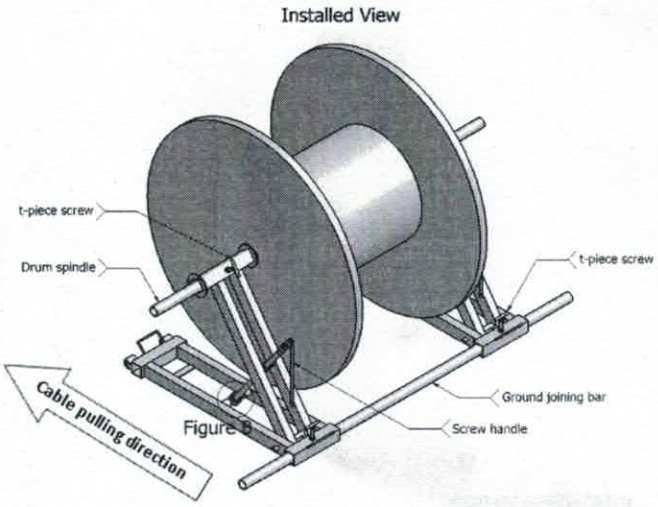


Figure A

6. Once everything is secured, place the lifting screw into the bearing situated at the base of the scissor lift stand. Do this by turning the thread with the screw handle and extending the thread enough to mate the two together. *View figure B*

Figure B



7. Once the lifting screw is in position, you can now raise the load off the ground.
   - ❖ Please note the maximum drum size and lifting degrees.

Final checklist before unrolling

- ☐ 2 x t-piece screws at base are tightened
- ☐ 2 x t-piece screw at lifting arm are tightened
- ☐ 2 x drum retaining collars tightened at the grub screw
- ☐ Lifting screw is resting inside bearing depicted in *figure B*, both frames
- ☐ Check the stand is facing the same direction as the planned cable pull
- ☐ Clean and lubricate lifting thread when required

Risk Assessment Notes

- Please note frame weights and ask for assistance if required for lifting
- Note safety stickers indicating pinch points and lift only with handles at each end
- Bend knees and lift with legs
- DO NOT move scissor lift drum stand with loaded drum
- DO NOT exceed working load limits specified