

<p>Competencies and training</p> <ul style="list-style-type: none"> • Training in SOI (and documented) • Confirm competency and training in equipment operations • Familiarity with operator manual 	<p>Responsibilities</p> <p>Supervisor</p> <ul style="list-style-type: none"> • Ensure equipment is maintained in accordance with the manufacturer's specifications • Confirm operator has training in SOI and competency - never allow an untrained person to operate machine without instruction • Ensure compliance with SOI • Confirm operator manual is available, fully understood and adhered to by those required to operate <p>Operator</p> <ul style="list-style-type: none"> • Comply with requirements of SOI • Report / tag out / do not use faulty equipment 		
<p>Personal protective clothing & equipment</p> <p>Wear UV protection if working in sun.</p>	<p>Additional equipment</p> <ul style="list-style-type: none"> • First aid kit • UV protection 	<p>KNOWN HAZARDS</p> <ul style="list-style-type: none"> • Vibration • Slips/trips • Hot parts • Manual handling • Noise • UV • Crush injury • Entanglement • Ejected materials • Dangerous goods 	
<p>Prestart / transport</p> <ol style="list-style-type: none"> 1. Confirm machine capacity is appropriate for the environment, the job and operator. 2. This machine requires multiple person lift. Use correct lifting techniques and people of appropriate strength, or use mechanical lift if available. 	<p>Operation</p> <ol style="list-style-type: none"> 1. Wear PPE. 2. Place helicopter on surface of concrete carefully using two man lift. 3. Always operate in a clear work area free from hazards, particularly tripping hazards. 		<p>Finish</p> <ol style="list-style-type: none"> 1. After shutting down the engine keep fingers and feet away from the cutting blade until all rotation stops. 2. It is recommended that the safety stop switch be used to stop the machine after

<ol style="list-style-type: none"> 3. Restrain load when transporting. 4. Ensure surface of concrete has hardened adequately for use of this machine. 5. Identify hazards in the area via Site Safety Survey. 6. Establish pedestrian exclusion zone. 7. Ensure adequate ventilation when using machine. 8. Complete prestart checklist for the machine. 9. Do not operate until confirmation that all guards are in place and secure. 10. Test the safety stop switch. This test should be conducted in a clear area before the machine is used. 11. Check fuel and engine oil and top up if necessary, in a well-ventilated area. Check there is no spillage. Ensure the tank cap is securely fitted. 12. Check blade condition and pitch control operation. Adjust blades to appropriate working angle if necessary. 13. Adjust steering handle to allow operator to use the machine with the optimum ergonomic body posture. Check grips and replace if worn. 14. Ensure runaway protection switch is working in the event the handle slips away from your control – it will cut off ignition supply. 	<ol style="list-style-type: none"> 4. Ensure a firm grip with the left hand on handle when starting engine, preferably close to throttle control. 5. Always start the machine with the blade pitch in the flat position and adjust from there. Do not force. 6. Ensure clear access and egress to work area while operating. 7. Stand behind the machine, keep a secure foothold and hold the handle with both hands. Increase the engine speed slowly to the desired speed. Always maintain good footing so that you do not slip and lose control of the handle when starting or operating the machine. 8. Step away from the machine if control is lost. The safety stop switch should bring the machine to a full stop. Do not attempt to recover the machine until it has come to a full stop. 9. Do not over reach while operating machine. 10. Refuel in a well-ventilated area (away from ignition sources) after motor has cooled. DO NOT refuel the motor while in operation, hot or in the vicinity of sparks or naked flames. 11. Be aware of pipes, conduits and other obstacles protruding from the concrete surface or other obstacles which could catch the blades and cause serious injury. 12. Always turn the motor operation switch OFF and disconnect the spark plug ignition lead before removing the guards or making adjustments. NEVER adjust the blade height with the engine running. 	<p>each use.</p> <ol style="list-style-type: none"> 3. Let machine cool down. 4. Clean machine. Ensure any foreign material, debris is cleaned away from in and around the motor, blades and guards. 5. Pack up all equipment. 6. Ensure repairs to the motor and machine are carried out by qualified personnel. 7. Report any damage to supervisor. 8. Ensure work area is left clear and free of hazards for others.
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Revision History

Topic No	SOI-238				
Topic Name	Concrete Helicopter				
Owner	Safety Manager				
Last Review	03/2020	Review Period (Yrs)	3	Next Review	03/2023
v2.0 – 13/03/2020	3 yearly review completed by Anthony Woodlands – no changes required.				

v1.0 – 22/03/2017

New SOI – Laura Johnston in collaboration with Karyn Brown

End of Topic

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