

**SPECIAL INSTRUCTIONS:**

1. Only those persons who have been instructed in the safe use of and who are authorised to do so should operate a mechanised concrete float.
2. Persons should not be allowed to operate high-risk equipment unless they have demonstrated a sound knowledge of its safe operation and practical expertise in its use.
3. **Quality of finish is dependent on knowledge and expertise of operator – always follow manufacturer’s operating instructions for best results.**

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Electric shock  Fire  Moving parts  Fluid levels	Units powered by electric motors must be used on circuits protected by an RCD or approved safety switch. Inspect all electrical components, switches, controls, leads, etc., for evidence of damage or faults, and ensure that unit is within electrical test period. Inspect units powered by internal combustion motors for evidence of fuel leaks, and physical damage to motor and components. Check operation of all controls, including emergency cut-out system. Check condition of shroud or guard over blades, and ensure that it offers full protection from accidental contact with moving parts when unit is operating. Check oil level, and fill fuel tank before starting machine.	Test safety switches at intervals specified for construction work. Do not use faulty equipment. <b>Check operation of all controls</b> , including safety cut outs and “deadman” controls. (Blades should not rotate if handles are released). <b>Guards must always be fitted.</b> Refuel at safe distance from work.
2. Site safety	Slips, trips and falls	Ensure that area where work is to be carried out is free from obstacles. Ensure that clear access is provided and maintained for equipment. Ensure that slab has set sufficiently to allow persons to walk on safely. Check that construction joint material will not interfere with operation. Ensure that work area is sufficiently lit to allow persons to work safely.	Keep floor clear of obstacles. Keep extension leads are kept off floor when using electric powered machines.
3. Operational risks	Electric shock Noise  Cuts, entanglement  Burns Asphyxiation Fire and explosion  Over-exertion/strain injury	Operator must ensure that float is not run over electric leads. Monitor noise levels of internal combustion-engine units when working in covered or enclosed areas. Keep hands and feet clear of moving and rotating parts of machine. Wear close fitting clothing when operating machinery with rotating parts. Avoid contact with motor and exhaust on petrol operated machines. Ensure that fuel tank cap is properly and securely fitted after refuelling. Ensure adequate ventilation and air movement when using petrol machines. Keep area around muffler clear of rags, leaves and rubbish which may burn. Allow engine to cool before refuelling, and prohibit smoking in vicinity. Adjust steering handle to optimum height for person operating float. Ensure that wheels fitted to unit roll easily to allow movement of unit. Obtain assistance when lifting machine where wheels cannot be used.	Keep leads away from work area. Wear <b>hearing protection</b> if noise approaches harmful levels. Turn machine off before accessing blades or motor. Refuel machine in well-ventilated area only. Ensure fuel cap is secure on tank. No smoking or ignition sources. Keep machine clean. Ensure handle is tightened. Observe correct handling procedures.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
4. Use of float	<p>Moving machinery</p> <p>Personal injury to others. Over-exertion/strain injury</p> <p>Objects being struck</p> <p>Trips and falls Harmful contact</p>	<p>Follow safe starting procedures at all times – turn fuel tap on; apply choke and open throttle slightly, pull start, and open choke slowly until engine is running smoothly. <b>Do not leave machine unattended when running.</b></p> <p>Keep area clear of non-essential persons, children, animals, etc. Keep firm hold of handles to prevent whole unit rotating when started. Ensure that secure footing is maintained at all times when operating. Ensure that handle is set to correct height to maintain optimum ergonomic body posture during operation. Spray water lightly on area being finished and adjust blade angle to achieve optimum finish and to allow blades to rotate smoothly. Ensure that surface being finished is free from loose objects, and avoid contact with pipes, conduits, etc., in slab. Be aware of, and keep clear of projections from floor surface. Avoid skin and eye contact with concrete or water containing cement.</p>	<p>Do not “rev” engine when starting. Allow engine to warm up before applying load. Have one hand on machine when starting to prevent it spinning. <b>Do not attempt to use float one-handed.</b></p> <p><b>Keep work area clear.</b></p> <p><b>Wear eye and hand protection.</b> <b>Wear safety footwear.</b></p>
5. Emergency procedures	Emergency stop procedure	<p>Check operation of emergency stop button before operating machine. Pull emergency stop towards yourself to operate.</p>	<p>Do not use machine if emergency stop does not operate or is faulty.</p>
6. Maintenance, cleaning and transport	<p>Moving parts</p> <p>Sharp edges</p> <p>Foreign objects Over-exertion/strain injury Mechanical damage Inhalation of concrete dust</p>	<p>Ensure that equipment is assembled and maintained in accordance with manufacturer’s instructions. Ensure that machine cannot be operated before working on moving parts. Ensure that guards are in good condition and are correctly refitted before returning float to service. Used blades will wear to sharp edge on trailing edges. Exercise care to avoid eye injury when cleaning with high pressure cleaner. Obtain assistance to lift float; use mechanical means whenever available. Lift and lower machine carefully – dropping may affect blade setting. Clean machine after use to prevent build-up of cement residue on machine. Avoid creating dust when cleaning concrete residue from machine. ‘Wet’ clean machine to prevent generation and release of dust into atmosphere.</p>	<p>No unauthorised repairs. Remove lead or spark plug.</p> <p><b>Wear gloves</b> when handling machinery.</p> <p><b>Wear eye protection</b> for cleaning. Observe correct lifting practices.</p> <p><b>Wear eye protection.</b> <b>Wear P1 particulate dust mask</b> when cleaning residue from machine.</p>

**PRECAUTIONS:**

The following precautions are to be observed in areas where these procedures are carried out.

