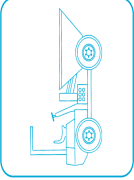


Skip Loader

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 you use the Skip Loader



1. Diesel fuel is highly flammable. Take care not to cause a fire or explosion.
2. This skip loader is designed for transporting loads of building material such as hardcore or sand over short distances, and discharging the load directly into a builder's skip or onto a small lorry.
3. Every action of this skip loader can cause injury or damage if the equipment is not used in a careful and controlled way.
4. You should not drive this skip loader unless you have had previous experience, or you have a course of instruction from a responsible body. Drivers of this vehicle should have at least a current site safety awareness certificate.
5. A Certificate of Training Achievement (CTA) for Construction Plant Operators is required on many sites. This skip loader is designed to be used on a truck or trailer unless you are fully experienced in doing so.
6. You should not attempt to load or unload the machine from a truck or trailer unless you are fully experienced in doing so.
7. Plan your work and think ahead to make sure that you will always be working safely.
8. You should have at least the following items of personal protective equipment: ear muffs to EN397 or BS5240; safety helmets to EN395 or BS1870/4972; sturdy shoes as a minimum. Ideally, safety boots to EN345 or BS1870/4972; high visibility vest or similar reflective garment.
9. This skip loader must not be used by minors, or by anyone under the influence of drugs or alcohol.
10. This skip loader is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.



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



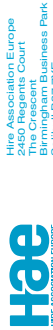
Using the Skip Loader

1. Stay aware of what is happening all around. Do not assume that other persons will get out of your way.
2. Do not use the skip loader as a crane. Do not use the skip loader to carry passengers on any part of the skip loader.
3. Do not lean out to move obstacles or give assistance.
4. Make sure you apply the brake when stationary or the skip loader may creep or roll without you noticing.
5. Avoid hazardous areas such as soft ground, trenches, or overhead obstacles.
6. Put railway sleepers or similar heavy objects about 2 metres (6ft) away from the edge of trenches that you may need to go near. They will stop you getting too close.
7. Be careful on slopes - avoid turning on the skip loader and before leaving the skip loader on site, keep the boom and bucket in the lowered, or travel position.
8. Never turn sharply with the boom elevated and the bucket loaded. The high centre of gravity and narrow track makes the skip loader more likely to roll over than other items of plant.
9. Do not use the bucket as a makeshift work platform.
10. Do not use the skip loader as a crane.
11. Do not use the skip loader to carry passengers on any part of the skip loader.
12. If the skip is being loaded, by machine or by hand, you should get off the driver's seat and move a safe distance away.
13. Do not force the skip loader to carry more than it is capable of. This can cause it to become unstable. Take your time, and work steadily. The job will be done better and safer.
14. Always stop on firm level ground away from the work area and other traffic.
15. Stop the engine, apply the parking brake and chock the wheels before leaving the skip loader on site.
16. If your equipment does not work properly do not try to repair it. Contact the hire company.
17. Please keep it until you finish work.

Please store this leaflet safely. It may be required for further information



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Before Starting Work...

1. Make sure that you understand how the skip loader behaves when steering. Rear wheel steering causes the back of the loader to swing out when turning.
2. Machines with a variable front track must be set up in the widest possible track setting. Only use narrow track settings on ground that has been prepared to be completely smooth and level.
3. If you need to reset the front wheels, make sure that the machine is safely supported before you start. Check that the axles are properly locked into place before you lower the loader onto its wheels.
4. Before you start work drive into a clear area and carefully practice all steering and driving controls and bucket operations until you are familiar with them.
5. Do not try to increase the carrying capacity of the bucket by wedging sheets of wood or other barriers down the sides of the bucket.
6. Do not load the bucket if it is partly tipped, or the boom elevated.
7. Put the parking brake on, then get off and stand clear of the skip loader if it is being loaded by an excavator or powered loader.
8. Make sure that the load goes into the bucket evenly.
9. Make sure the load is not too high it prevents you from seeing where you are driving.
10. Do not try to increase the carrying capacity of the bucket by wedging sheets of wood or other barriers down the sides of the bucket.
1. **RAISING AND TILTING THE BUCKET**
 You must only raise or lower the boom arms, and tip the bucket when you are sitting in the driver's seat.
 The bucket can be tilted in the lowered position to discharge its load onto the ground.
 Put the parking brake on and the gear lever into neutral before raising or tipping.
 When positioning the skip loader ready for discharge into a skip, allow for the forward throw of the boom as it elevates.
 Do not lower a loaded bucket suddenly. It may strain the machine. It could cause damage or injury.
 Do not lower the bucket so far into the skip that it causes the front wheels of the loader to be lifted off the ground.
2. **TOWING**
 If the skip loader has a towing eye it may be used to haul light wheeled plant such as a compressor around the site, but not on the highway. Always use a proper towing pin with a jump out restraining device. Pieces of old reinforcing rod or similar makeshift pins are not suitable.
 Take extra care when towing; engage low gear and the bucket, which must be in the lowered position, should be partly filled to provide extra traction and brake force.
3. **UNLOADING FROM A TRAILER**
 Unloading the skip loader from a trailer needs special care. Do not attempt it unless you are familiar with the operation of the machine.
 The unloading and loading must be done on level ground.
 The trailer is best left hitched to the tow vehicle. This gives it extra stability.
 Lower the jacks fitted to the trailer - make sure that they have firm support.
 Ramps must be strong enough and long enough to allow a safe angle of descent. Make sure they are firmly fixed to the trailer and will not slip. In wet or icy weather sprinkle sand or ash over the ramps for better grip.
 Drive the loader off; do not try to trail or freewheel.
 Load the machine back on the trailer by reversing on.
4. **INSURANCE**
 Under the terms of hire, you are responsible for the safe custody of the machine. You must indemnify the hire company against loss or unreasonable damage such as vandalism. The best way to achieve this is by insurance.
 However, you must always secure the machine yourself against theft or vandalism. Lock the fuel cap. Remove the battery to prevent unauthorised use or theft.
 Some hire companies will offer insurance cover at an extra charge.
 In addition, you should be aware that if you cause damage to property belonging to a third party, or if you are involved in a highway accident, it is unlikely that normal insurance policies will give you any protection.
 If you are in any doubt about your insurance cover, check with the hire company or your insurer straightaway.
5. **REFUELLING**
 If possible, drive the skip loader to a safe place away from your work area.
 Stop the engine and let it cool down.
 Clean the filler cap and the area around it to prevent dirt falling into the diesel tank.
 Use clean diesel when refuelling. If you do not have a fuel pump use a funnel. Do not spill any diesel on yourself or the skip loader.
 Wipe any fuel off the machine. Dispose of diesel soaked cloth carefully.
 If you spill any fuel on the ground, wipe it up or cover it with soil.
 If you spill any diesel on your clothes, change them straight away.
 Put all fuel caps back on properly, and lock your fuel container in a safe, cool place.
 It is good practice to refill the fuel tank at the end of the day's shift, not at the start. This will prevent condensation build up in the fuel system.

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1. Move the decompression lever into the decompression position.
2. Grasp the starting handle firmly in one hand and the decompression lever with your fingers - this is very important. Your thumb could be broken if you wrap it around the handle, and the engine kicks back.
3. Crank the engine strongly before lowering the decompression lever smoothly. The engine should fire up. If it doesn't, go through the steps again from instruction 12 above.
4. If the engine is now running, slide the handle off the shaft. Stop the engine if you let go of the handle when the engine fires up, do not try to grab it. Stop the engine using the stop control. Then start the engine again.
5. Never stop the engine using the decompression lever. This may damage the engine and the engine will be restarted by the hire company. Only use the correct engine STOP control.
6. Always use the engine stop control to stop the engine.
7. Do not use the decompression lever - this will damage the engine.
8. Remember to turn off and remove the ignition key if there is one, to prevent unauthorised use.

STOPPING THE ENGINE

1. Make sure that nobody is within the work area of the skip loader.
1. Check that the handbrake is on and the gear lever is in neutral.
2. Electric start machines have a multi - post ignition switch. Turn the key part way to engage the cold start device, hold it in that position for about twenty seconds then turn fully to engage the starter.
3. Keep the throttle open when starting. Seconds look to see if there is any smoke coming from the engine. If there is, stop the cold start procedure and try starting the engine in a little longer.
4. If the engine is warm, there is no need to use the cold start device. You can turn the key fully to engage the starter.
5. Stop the engine by pulling the STOP control.
6. Hand start
 Other skip loaders need to be started by hand. This can be hazardous, take care.
 Before starting a cold engine engage the cold start device; this is often located near the fuel tank pump.
 Check that the handbrake gear lever is in gear lever neutral. Make sure the STOP control is engaged.
 Stand by the engine and the starting handle and the decompression lever. If you are using the decompression lever make sure the engine will be restarted by the hire company.
7. Fit the oil dipstick to the oil filler cap and check by turning it anti-clockwise and the ratchet mechanism works. Check also that the oil level is between the upper and lower marks on the dipstick.
8. It is good practice to refill the fuel tank at the end of the day's shift, not at the start. This will prevent condensation build up in the fuel system.

STARTING THE ENGINE