

For guidance on managing construction health risks go to

www.hse.gov.uk/construction





1912 Safety Guidance

STARTING THE ENGINE (Continued...)

- Set the choke control to the appropriate warm the choke control should be in the
- 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.
- 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
- which will return to the first position.
- Stop the engine by switching the key to

STOPPING THE ENGINE

- Apply the handbrake
- Switch the ignition key to the off position
- To prevent unauthorised use, switch off, 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 must not be carried in the cargo area.
- Getting on and off the truck must be done properly. Do not reach the drivers seat by climbing from the cargo area.

- 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.
- Make sure the brakes are applied when the truck is stationary, or it may creep or roll without noticing.
- Before the vehicle is driven in reverse, make sure the area is clear of people and obstructions.
- Avoid hazardous areas such as so ground, trenches, obstacles. or overhead
- 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 or other area where men are working.
- Apply the parking brake if the vehicle is stopped with the engine still running.
- Always stop the utility truck on firm level ground, away from pedestrians and other traffic.
- If the vehicle has to be parked on a 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.

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









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(Continued overleat...)

- gas lever is neutral. Check that the handbrake is on ad the 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 end of the day's shift, not 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 fuel is split onto clothing, then they If any fuel is spilt on the ground, it must be wiped up or covered with soil.
- any fuel soaked cloth carefully. Wipe any fuel off the vehicle, dispose of
- 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 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. the work area.. Drive the truck to a safe place away from

tollow the instructions below.

If there is a designated fuel dispensing site follow the site instructions, otherwise follow the site instructions, otherwise

BEFUELLING

the insurer immediately. it is unlikely that normal insurance policies will give you protection. If in any doubt regarding insurance cover, check with the hire company or the insurediately. the venicle is involved in a road accident, If the operator causes damage to the property belonging to a third party, or if

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 cover at no extra cnarge.
- take out appropriate insurance. Some hire companies will offer insurance
- utility 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 INSURANCE

- seat belt is not used. moving. A ROPS frame often increases the potential danger to the driver if the 9. If the vehicle has seat belts fitted then they must be used.
 10. If the utility truck is fitted with a roll over protection frame (ROPS) then the seat belt must be worn whenever the truck is more than increases.
- 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 practice, all the steering and driving
- one torward and one reverse gear. 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

UTILITY TRUCK

- will also have to wear the appropriate Personal protective Equipment. Any others working near to the operator
- inimum sturdy shoes.
- construction site. Safety boots that meet EN345 or

Ride on Utility Truck

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 fire or an explosion.
- The utility truck is designed for the quick and easy carriage of 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 two persons. Do not carry persons in the cargo area.
- The action of this utility truck can cause injury or damage if the vehicle is not used and driven in a careful and controlled way.
- 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 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 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 any problems/issues that may occur so that they can be dealt with safely 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. The utility truck must not be used by minors, or by anyone under the influence of drugs or
- 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.













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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.

public highway, inside indu premises or on a construction site. when operating the truck near or on a public highway, inside industrial premises or on a construction site. 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 them. 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 sill the equipment. If anything is damaged, do not use the truck and contact the hire company immediately.

The truck must be checked each time if the chick must write the checked each time if the checked each time is the checked each time if the checked each time if the checked each time is the checked e

- clothing may be required. A nign visibility vest or similar reflective
- BS1870/4972 standards or, as
- A safety helmet that meets EV 397 or BS5240 standards when working on a series of the same material that causes dust.

- 3. An appropriate dust mask that meets a minimum standard of protection of En149 ffp2(s) when working with a brotect 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 utility truck but site regulations or the task you are performing may require tooperators to wear some or all of the following PPE.
- **SHOTARIAN**

banksman or a traffic controller.

- I on a complex or noisy site, work with a voltage electricity can jump across large
- obstacles that could cause obstruction.

 Veep well away from any overhead power lines unless they are at least 5m (16ft) above the highest part of the utility truck. It is important to note that high-vollates electricity ean important year, and a properties out the properties of th Check the route for soft ground, slopes, holes and trenches. Check there are no tree branches, scaffolding or other least that only a contraction of the state of
- areas carefully if you need to drive onto It is important to stick to designated safe routes whenever possible. Asses other
- mave an appropriate driving complies with road ions. The ions. In addition. The Never drive on any public road or highway unless the utility truck is insured and complies with road traffic confined area.
- ventilation when driving in any other drive the utility truck inside a building unless the srea has good ventilation. Ensure that you have adequate fumes from petrol or gas cylinders.

 To reduce the risk of serious or fatal injury from breathing 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

WORK AREA









