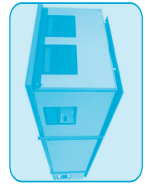


Portable Welfare Unit

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 Portable Welfare Unit

1. Read also, any other leaflets that may have been issued to you, for example a generator, leaflet or an L.P. gas leaflet.
2. LPG is highly inflammable take care not to cause a fire or explosion. See LPG CYLINDERS.
3. Electricity can be hazardous and must always be used with great care.
4. This welfare unit is designed to provide the required facilities for the well-being of persons-at-work, including adequate washing, toilet, rest, and changing facilities and somewhere clean to sit and drink during breaks.
5. The welfare unit must be sited in a safe area away from roads and pedestrian traffic, construction work, combustible materials and similar hazards.
6. The person responsible should plan routes for workers to prevent overcrowding and subsequent misuse, and free times so that the unit can be cleaned and serviced.
7. The welfare unit and its facilities must not be used by minors, or by anyone under the influence of alcohol or drugs.
8. The welfare unit is intended for use by able bodied adults. Anyone experiencing difficulties using these facilities should discuss it with their supervisor.
9. The connection of electricity, water and other facilities must be carried out by suitably qualified persons.

Every effort has been made to ensure the information given in this document and supporting material is accurate and not misleading. HAE/EHA cannot accept responsibility for any loss or damage that may have arisen from the use of any such document/material. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

HAE
THE ASSOCIATION EUROPE

Hire Association Europe
2450 Regents Court
The Crescent
Salford Business Park
Salford M57 7YE

Telephone: 44 (0) 121 330 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
Website: www.hae.org.uk

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

Using the Welfare Unit

LEAVING THE WELFARE UNIT UNATTENDED

1. If the unit is to be left unattended for long periods (overnight) ensure that all systems are shut off. Turn off the gas at the cylinder, turn off the electricity at the main switch (or disconnect the plug) ensure that all water taps are closed. You are responsible for the security of the unit, lock and secure everything to prevent theft and vandalism; if the unit has window shutters, close and lock them.
2. If some part of the welfare unit does not work properly, do not try to repair or adjust it. Contact the hire company.
3. Please keep this leaflet until the welfare unit is no longer in use.

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

EAH
THE ASSOCIATION EUROPE

Hire Association Europe
2450 Regents Court
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Salford Business Park
Salford M57 7YE

Telephone: 44 (0) 121 330 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
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Before Starting Work...

1. facilities. If anything is found damaged do not use the welfare unit and contact the hire company.
2. See below the relevant sections on ELECTRICAL SAFETY and GAS SAFETY. Appoint someone to maintain and clean the unit on a daily or more frequent basis. A checklist should be drawn up detailing how all the items requiring maintenance, and the standard required; cleaning sinks and toilets – maintaining gas and water supply – emptying waste bins as well as general tidying.
3. Follow any instructions, checklists and procedures provided by the hire company. If the employees are involved in dirty or hazardous to health tasks the law may require the need for extra washing or changing facilities.
4. Appropriate precautions must be taken to prevent unauthorised use, particularly overnight or at the weekends. This will include locking the unit and may require a barrier fence and security patrol.
5. Ensure the required safety tests are carried out by a competent person if the unit is on a long term hire. A maximum of three month interval between safety tests is considered appropriate for normal use.
6. Make sure that all the systems are understood before any of the following are used, gas, electrical or water facilities, and know how to use them safely.

ELECTRICAL SAFETY

The unit will most likely have an electrical junction that must be connected to/connected from the mains supply only by a qualified electrician.

Less frequently the unit may be equipped with a plug, ready for the connection to the electrical supply; this may be a blue industrial plug or a square pin plug. If connecting to a 230 volt supply, it will be a yellow cylindrical plug if connecting to a 110 volt supply.

A 230 volt or 110 volt generator may be used to power the electrical systems. See 110 volt or 230 volt below and also Generator.

110 VOLT UNITS (YELLOW PLUG)

If using a portable transformer plug the transformer directly into the 230 volt mains socket. Do not use any 230V extension cables.

If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any instructions then only use a suitable rated heavy duty 110v extension cable, not longer than 50 metres (150 feet). An extension cable must only be used in between the transformer and the welfare unit.

1. Employees, especially those working some distances away from the unit should be allocated comparable rest periods.
2. Read and follow any appropriate guidance supplied prior to using the unit's appliances.
3. Ensure that only fresh clean water is made available for washing and drinking.
4. Allocate timed rest periods for workers to prevent the unit from becoming overcrowded and subsequently misused.
5. Allocate free times between rest periods so the unit can be thoroughly cleaned and serviced.
6. Rectify any shortage promptly by replenishing articles or calling the hire company. If any of the services in the unit are not available then it is not providing the services it should.

CHANGING THE RED PROPANE GAS CYLINDER

1. Turn the gas off by turning the hand-wheel on the cylinder valve fully clockwise to the OFF position.
2. Wait until the flame has gone out completely, if the flame does not go out, call the hire company immediately.
3. With the flame out, allow the appliance to stand by for a few minutes in order to cool down.
4. Make sure there are no leaks near the gas regulator.
5. Unscrew the correct gas regulator from the unit and take care not to damage the gas regulator assembly.
6. Take any new gas regulator from the box and connect it to the gas hose and the gas inlet on the unit.
7. If you are using a new gas regulator, take care to ensure it is fitted to the correct gas inlet on the unit.
8. Check that the valve hand-wheel is turned fully clockwise to the OFF position.
9. Check that the valve hand-wheel is turned fully clockwise to the OFF position.
10. Contact the hire company immediately.

3. Lay the extension out carefully avoiding liquids, sharp edges, runways and holes where vehicles might run over it. Unroll it fully or fit overmat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT UNITS (SQUARE PIN OR BLUE PLUG)

Use the residual current device (RCD) plugged directly in to the 230 volt mains socket. Plug the machine into the RCD. This will help to protect the user against electric shock if the cable or welfare unit gets damaged.

Use the RCD's outlet to check that the RCD is working each time it is used. Reset the RCD according to the instructions supplied with it.

3. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions, then only a suitably rated heavy duty one should be used, no longer than 50 metres (150 feet) plug it directly into the RCD.
4. Lay it out carefully avoiding liquids, sharp edges, runways or holes where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

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5. The quick fit regulators on butane cylinders (and patio gas cylinders) make the changing of an empty cylinder to a full cylinder straight forward. It is important to still exercise care and follow the guidelines at the front of this leaflet, under the heading LPG-CYLINDERS.
6. Changing the red propane cylinder, a little more involved and guidance is listed below.
7. If any doubt about the hire company.

1. A generator may be used to power the electrical systems.
2. This may be a 'super silenced' generator (the electrical connections will be already complete).
3. Otherwise the generator will require to be safely sited, away from the welfare unit to reduce noise and exhaust pollution.
4. When connecting the unit's electrical plug to the generator, follow the guidelines for 110 volt or 230 volt unit as appropriate.

GAS SAFETY

Check that the gas regulator(s) on the welfare unit match the valve(s) on the cylinder(s) that are intended to be used. Do not try to force connections or improvise them.

2. If LPG is used in the welfare unit it will most likely be Propane in red cylinders, though Butane, usually in blue cylinders is sometimes used.
3. There is also a new propane 'quick fit' system, incorporating green cylinders similar to the butane cylinders, but the quick fit connections are a different size and cannot be interchanged with butane. DO NOT TRY TO INTERCHANGE ANY OF THESE CYLINDERS. If the unit requires a red propane cylinder then a red propane cylinder must be used.