

The instructions recommended within this document apply to normal risk conditions. If the Trailer Lighting Tower is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

## GENERAL SAFETY

- Wear appropriate PPE (safety footwear and Hi-Vis jacket)
- Beware tipping of tower when turning or on uneven ground
- Check that trailer towbar and connections are not damaged
- Ensure jockey wheel is properly positioned for parking or retracted for travel
- Ensure stabilisers are in place when parked or retracted when travelling
- Ensure wheels are chocked and brake applied when parked
- Severe weather conditions may require mast to be lowered to avoid tipping

## TRANSPORT OF TRAILER LIGHTING TOWER

- Ensure towbar is properly connected, chain attached, jockey wheel and stabilisers retracted and all lights working
- Ensure tower is at lowest point and locked
- Check pressure of tyres and tyre tread
- Do not exceed speed limit

## OPERATING CONDITIONS

- Check battery levels
- Ensure that all locks and keys are present
- Inspect winch cable for kinks and damage and ensure board can be wound to full height
- Check lights by turning on
- Check wiring for damage or loose connections
- Do not raise mast beyond mast locking pin
- Lower mast in severe weather conditions

## PARKING

- Park where there will be no obstruction to vehicles, site personnel or access ways
- Park on level ground before raising mast
- Do not impede road traffic
- Apply brake. Lower jockey wheel and stabilisers and lock in place before raising mast

## INSPECTION AND MAINTENANCE

- Check winch cable is in good condition and not kinked
- Check that pulley wheel and winch cable securing bolts are tight and in good condition
- Check that winch is working and automatic brake holds the weight of the lights
- Check all general fastenings securing mast, sign head and winch mounting
- **DO NOT RAISE LIGHT TOWER IF THERE ARE ANY LOOSE BOLTS OR FITTINGS**
- **DO NOT RAISE LIGHT TOWER IF THERE ARE SIGNS OF CRACKED WELDS OR STEEL FATIGUE**
- Check trailer condition

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements.

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# Trailer Lighting Tower Risk Assessment

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We are located at :

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Towing mechanism	Operators Staff Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Towbar connection to be checked to ensure ball location is complete, locking pin is in place, chain is connected and jockey wheel raised.</li> <li>Tail lights to be checked to ensure ail, brake and trafficator lights are functioning</li> <li>Tail light cord to be raised off ground when not in use</li> <li>Ensure brake cables are correctly adjusted</li> </ul>	Every hire
Battery cover	Staff General public	Severity of Risk (S)-2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Operator or staff to ensure that all covers are fully secured before starting journey</li> <li>Ensure use of theft proof padlock</li> </ul>	Every hire
Rollover of tower when being towed	Operators Staff Spectators	Severity of Risk (S)-3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Operator to check tow capacity of vehicle</li> <li>Ensure tyre pressures are correct before starting journey</li> <li>Ensure mast has been lowered and locking pin is in place to prevent rotation before travel</li> <li>Turnbuckles to be locked in place where provided</li> <li>Operators to ensure unit does not exceed 80 kph and use extreme caution when turning</li> </ul>	Every hire
Tipping and Crushing hazard	Operators Staff Spectators	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Ensure unit is positioned on ground that is dry and solid</li> <li>Operator to ensure brake has been applied and support legs extended</li> <li>Operator to be vigilant and asses prevailing weather condition and wind is not excessive</li> <li>Operators to be vigilant and not operate mast until everyone is well clear.</li> </ul>	Every hire
Collision	Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Operators to be vigilant and adhere to safe breaking distance behind vehicle ahead</li> <li>Check that mast has been fully lowered and locking pin is in place</li> </ul>	Every hire
Breakage of mast lifting mechanism	Operators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Operators to heed notice applied to back of display</li> <li>Safety helmet to be worn in case of accidental cable breakage</li> </ul>	Every hire

## Calculation of Risk Evaluation

**Severity of Risk (S)** is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

**Risk Likelihood (L)** - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

**Overall Risk** is calculated by multiplying the figure for Severity (S) and Likelihood (L).