
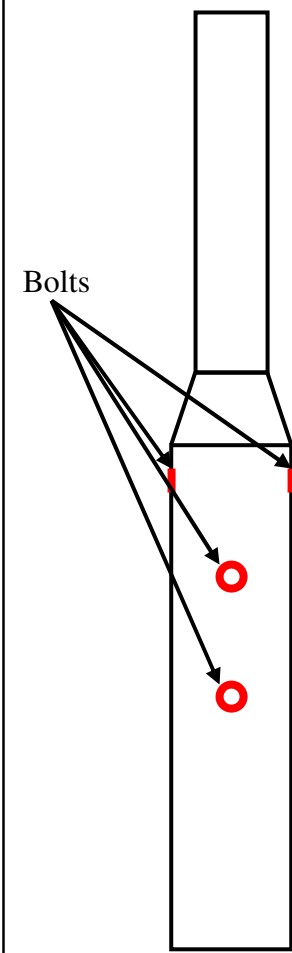


Page 1 of 8	<h1>Mallatite Ltd</h1>	P.P.E Req:	Hi-vis clothing, Heavy duty Gloves, Safety boots, Hard Hat	Persons Responsible:
Date Updated: 02/03/2009	Safe Systems of Work: <h2>Operating Base Flex Column</h2>	Tools Req:	Raising tool including winch, 6mm Allen Key 4mm A/V Key, 13mm Spanner, 36mm spanner	Operator
Main Steps:	Operation Description			Information
1. Safety	<p>Important!! In case of emergency contact a manager / team leader or as and when you require any assistance with the column.</p> <p>The fold down column has been developed to provide an economical solution in which the lantern lamp can be safely replaced at ground level without the need for an access platform.</p> <p>To achieve this, the lantern is mounted on a pivoted column. Which can be raised and lowered by means of a raising tool and column mounted hand operated webbing winch.</p> <p>With controlled operation the risk of dropping the column and injury to personnel through direct manual operation is minimised.</p> <p>To prevent misuse through vandalism the fold down column also features a double locking arrangement comprising of:</p> <ul style="list-style-type: none"> • 2 x external tamper proof security screws • External operating system which moves the top section up to allow safe lowering <p>Even if the external security screws must only be removed and or replaced then the column shaft is secured to the operating tool.</p> <p>For safe operation of this column the operating instructions described in the following sections must be observed. These must also be read with the manufacturers instructions for the winch which is provided in this document.</p>			

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Main Steps:	Operation Description			Manager, Team Leader
2. Hazards	<p>Important</p> <p>Prior to carrying out this operation all operators must make themselves aware of the potential hazards as listed below:</p> <ul style="list-style-type: none"> • Trapping hazard with webbing rope on winch • Trapping hazard with fold down column relative to column base • Impact from the lowering of the column • Falling objects from damaged lanterns etc • Muscle strain from operating winch • This column must not be operated in winds exceeding 20mph (9m/s) <p>Pre-operational checks</p> <ul style="list-style-type: none"> • Visually check that the winch is in good order and that there are no signs of damage or worn webbing. • Visually check the column for signs of physical damage due to vandalism or vehicle impact. <p>Ensure that there is a barrier placed around the column to restrict unauthorised personnel from entering the lowering area.</p>			Information

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Main Steps:	Operation Description			Manager, Team Leader
3. Lowering column	<p>Place temporary barrier around column and lowering area</p> <p>Position the trolley at the base of the column</p> <p>Using the 8mm Allen key undo the cap head bolts so there is a 5mm gap behind the head.</p> <p>Position the tool on to the support fixings on the column</p> <p>Using the 8mm Allen key tighten up the cap heads bolts “Ensure the plate is secure”</p> <p>Connect the webbing clamp to the eyebolt on the shaft</p> <p>Secure second webbing fixing point to the column shaft near the swage</p> <p>Position the locating pins into the lifting points on the column base</p> <p>Using a 4mm Anti vandal Allen key remove the security cap heads (Retain for replacement)</p> <p>One on each side of the column</p> <p>Release 100mm webbing out of the winch by rotating the handle</p> <p>Push down with your foot onto the raising tool (see fig 1)</p> <p>Ensure the top of the column is clear of the base section</p> <p>Ensure that the area were the column is to be lowered is clear</p> <p>Push the shaft of the column over until it clears the base section</p>			<p>Information</p> <p>Fig 1</p> 

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Main Steps:	Operation Description			Information
<p>3. Lowering column Cont.</p> <p>4. Raising the column</p>	<p>Using the handle on the winch unwind the webbing to lower the top section until you reach the required height</p> <p>Complete the work required</p> <p>Raising the column</p> <p>Using the handle on the winch slowly raise the column to the vertical position</p> <p>When the top section is close to the base section, press down on the tool to raise the top section</p> <p>Pull the top section over the bottom section</p> <p>Ensure the top section is vertical and is free to slide over the base section</p> <p>Remove the pressure from the tool to lower the top section</p> <p>Ensure the top section is securely resting on the base section</p> <p>Unattach the second webbing fixing point to the column shaft near the swage</p> <p>Unclip the webbing clamp from the eyebolt on the shaft</p> <p>Using the 4mm Allen key refit the security cap head bolt (one on each side)</p> <p>Using the 8mm Allen key loosen the cap head bolts holding the tool</p> <p>Remove the tool off the column</p>			

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Main Steps:	Operation Description			Information
4. Raising Column	<p>Using the 8mm Allen key tighten up the cap head bolts</p> <p>Remove the temporary barrier</p> <p><u>Maintenance</u></p> <p>We strongly recommend the following instructions are read before carrying out any maintenance on the equipment.</p> <p>The following checks are to be made on an annual basis:</p> <ul style="list-style-type: none"> • Check that the hinge components are present • Check that the security bolts / winch bolts are present, secure and lightly grease the threads • Check the warning label is still attached 			

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Main Steps:	Operation Description			Manager, Team Leader
5. Winch instruction	<p>Winch Instructions</p> <p>Before using please carefully read these operating instructions</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Destined use</p> <p>The Hand Winch LB is a manually winch operated for lifting and lowering of loads.</p> <p>Not suitable for use in explosive danger area.</p> <p>Power operation is not allowed.</p> <p>The winch is not designed for continuous operation.</p> <p>Alterations to the winch or fitting of accessories are only allowed with our written approval.</p> <p>Pay attention to the technical data and functional description!</p> </div> <div style="width: 45%;"> <p>Safety Instructions</p> <p>Operation, installation and maintenance work should only be executed by personnel who are:</p> <ul style="list-style-type: none"> • competent • trained • familiar with the relevant regulations <div style="border: 1px solid black; padding: 2px; margin: 5px 0;">Do not grease or lubricate the brake mechanism.</div> <p>Moving of people by the winch or of loads over people is strictly forbidden.</p> <p>Never touch moving parts.</p> <p>Defects must be repaired immediately by competent trained personnel.</p> </div> </div>			Information

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Main Steps:	Operation Description			Information
	<p>The Winch</p> <p>Do not exceed the capacity of each rope layer.</p> <p>Before taking into operation, a competent person must check:</p> <ul style="list-style-type: none"> • the lifting device • the load bearing parts of the structure • the carrying medium <p>Daily examinations:</p> <ul style="list-style-type: none"> • brake functions • condition of the rope and loading device • load bearing parts of the structure. • the load carrying medium 			

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Main Steps:	Operation Description			Information
	<p>Load attachment device:</p> <ul style="list-style-type: none"> • check it has sufficient carrying capacity • load hooks must have safety catches. • load hooks must be secured to the rope with a solid eye and high pressure rope clamp and tested according to the regulations (included into scope of delivery of Pfaff-silberblau ropes) • fix the load correctly <p>The load</p> <ul style="list-style-type: none"> • must not be left suspended without supervision, • must not be allowed to swing 			