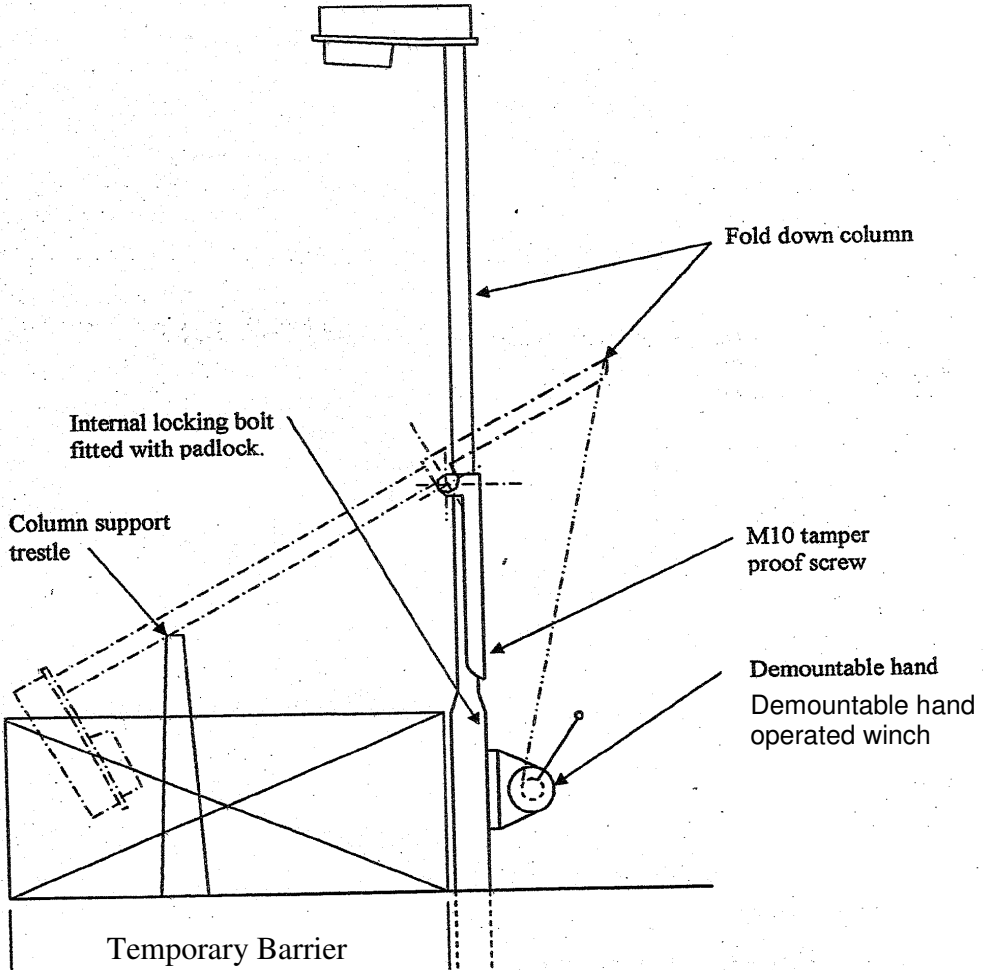
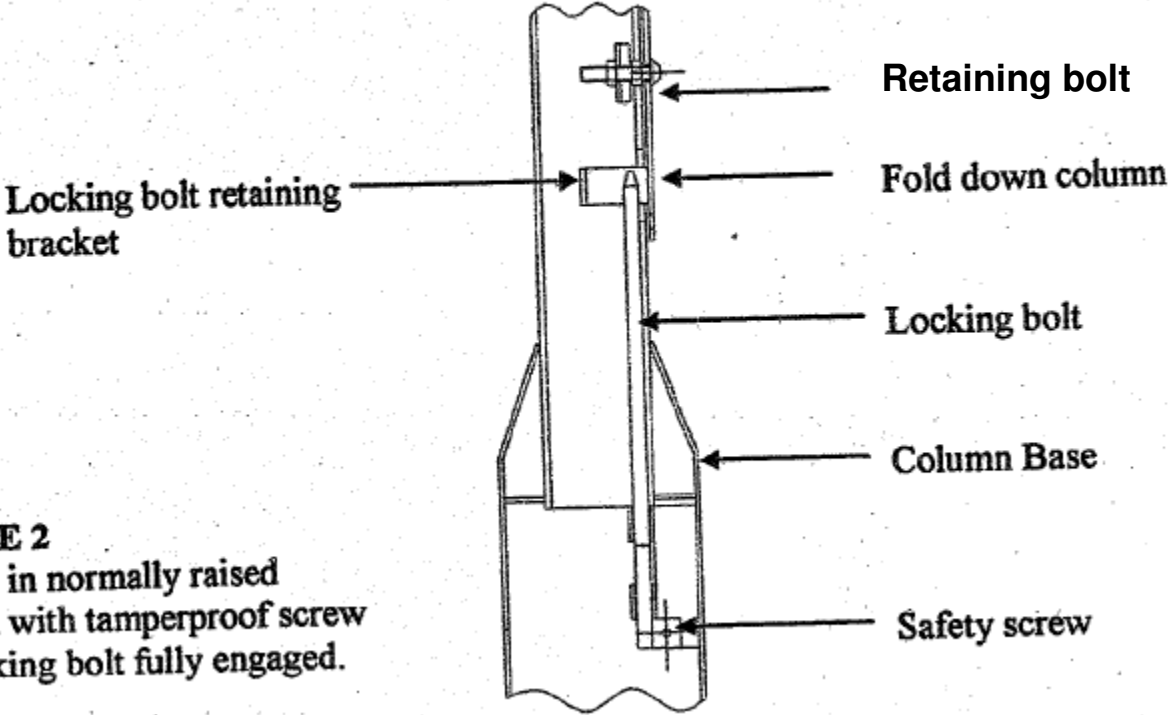
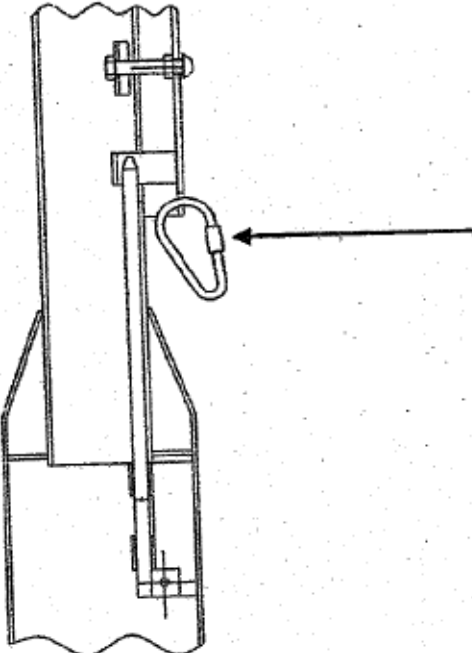


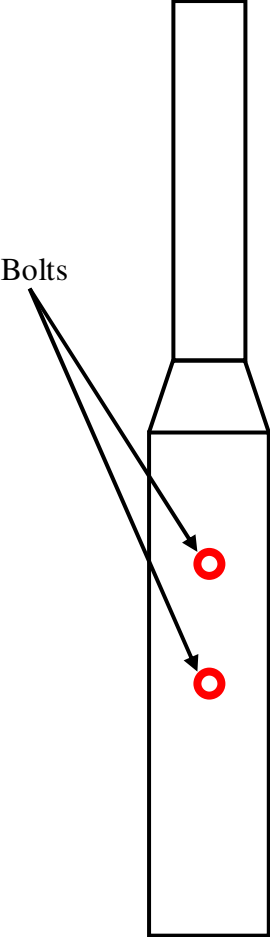
Page 1 of 8	<h1>Mallatite Ltd</h1>	P.P.E Req:	Hi-vis clothing, Heavy duty Gloves, Safety boots, Hard Hat	Persons Responsible:
Date Updated: 11/10/2009	Safe Systems of Work: <h2>Operating SupaFlex Column</h2>	Tools Req:	Raising tool including winch, 8mm Allen Key 6mm A/V Key (5/6m columns), 24mm Spanner (8/10/12m columns)	Operator Manager, Team Leader
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"> • 1 x external tamper proof security screw (on 5/6 metre columns) • 1 x external bolt (on 8/10/12 metre columns) • Internal pin to prevent opening of the half shaft <p>See Fig 1,2 & 3 below for more detail</p> <p>Even if the external security screw or bolt is removed the column shaft is secure.</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
	 <p style="text-align: right;">Fig 1</p>			Information

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Main Steps:	Operation Description			Manager, Team Leader
	<div style="text-align: center;">  </div> <p>FIGURE 2 Column in normally raised position with tamperproof screw and locking bolt fully engaged.</p>			Information

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Main Steps:	Operation Description			Manager, Team Leader
4. Raising the column	 <p data-bbox="1429 746 1744 826">Quicklink adaptor on winch rope</p> <p data-bbox="353 917 817 1204">FIGURE 3 Tamperproof screw disengaged and quicklink adaptor for winch rope connected to fold down column. Locking bolt still in engaged position.</p>			Information

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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 (see risk assessment (IMS-MA RA086) or 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 (fig 1)</p> <p>Position the winch tool 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>Unwind some of the webbing</p> <p>Connect the webbing clamp and quick link to the eyebolt on the gutter section</p> <p>Using a 6mm Anti vandal Allen key or 24mm spanner loosen the security cap head or bolt</p> <p>Take up the slack in the webbing to secure the half shaft</p> <p>Using a door key remove the door from column</p> <p>Remove safety screw (See fig 2)</p> <p>Pull down the locking bolt (see fig 2) to allow the half shaft to come away from the main shaft</p> <p>Ensure that the lowering area is free from personal etc</p>			<p>Information</p> 

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Main Steps:	Operation Description			Information
3. Lowering column Cont. 4. Raising Column	<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 gutter section is close to the shaft section</p> <p>Push the gutter section close to the shaft</p> <p>Using a 6mm Anti vandal Allen key or 24mm spanner tighten the security cap head or bolt</p> <p>Push the locking bolt up into the mechanism</p> <p>Attach the safety screw and tighten</p> <p>Replace the door</p> <p>Unclip the webbing clamp and quick link from the eyebolt on the shaft</p> <p>Using the 8mm Allen key loosen the cap head bolts holding the tool</p> <p>Remove the winch tool off the column</p> <p>Using the 8mm Allen key tighten the cap head bolts</p> <p>Remove the temporary barrier</p>			

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Main Steps:	Operation Description			Information
5. Maintenance	<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 a regular 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 			