

OPERATIONAL EXCELLENCE

INSTRUCTIONS FOR THE SAFE USE OF: HANDHELD TEST WEIGHTS

This document outlines the care and safe use of **Handheld Test Weights**.

This information is of a general nature only covering the main points for the safe use of Handheld Test Weights & it may be necessary to supplement this information for specific operations.

ALWAYS

- Always ensure operators wear appropriate personal protective equipment (PPE), e.g. gloves, hard hat, safety glasses, & safety footwear.
- Always ensure operators are trained and competent.
- Always follow site specific safety procedures and applicable local regulations.
- Always ensure the operator has understood this procedure/instruction prior to commencing. Failure to follow these instructions may result in equipment damage, instability or serious injury.
- Always keep fingers clear of pinch points when positioning the weight.
- Always use mechanical lifting aids where available and appropriate.

NEVER

- Never use equipment without carrying out a pre-use inspection.
- Never use equipment that has not been periodically inspected and certified.
- Never use equipment out with its intended purpose.
- Never stack the weights on top of each other without them being supported.

PRE-USE INSPECTION

- Ensure the work area is clean, level & free from obstructions.
- Ensure test weights are free from obvious signs of damage.
- All lifting equipment being used with the test weights to be checked to ensure it is certified.
- Ensure the route to the work area is clear of obstacles and trip hazards.
- Check the embossed weight on the test weight prior to lifting.

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MAINTENANCE & INSPECTION

- Paintwork damage must be regularly treated to prevent corrosion.
- Ensure there are no sharp edges / burrs on the handle

SAFE HANDLING PROCEDURE

	Test weight to always be placed on flat even surface.
	Correct manual handling techniques to be used when lifting the weights.
	Only one weight is to be moved at a time.

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LOAD TESTING

- Only essential personnel may remain within the controlled test area.
- Place test weights on suitable pallet until desired weight is achieved.
- Slowly lift pallet for duration of load test.
- Monitor the structure and testing equipment for signs of overload or instability.
- On completion of load test slowly lower pallet & remove test weights.
- Do not leave suspended or partially stacked loads unattended.
- Continuously monitor the stability of the stacked weights.
- Stop operations immediately if leaning, shifting or unusual movement occur.
- Never climb on stacked weights or testing assemblies.
- Follow the approved test sequence and loading increments.

EMERGENCY PROCEDURES

In the event of instability, equipment failure or injury:

- Stop all operations immediately.
- Evacuate the exclusion zone if necessary.
- Report the incident to the responsible supervisor.
- Follow site emergency response procedure.

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