

Monitor Machine Induction

Model:

Winlet 400 Glass Lift

Warning!

This is a basic induction only, and is not designed to remove the responsibility the operator has to be fully conversant with the Operator's Manual and any site-specific requirements

INTRODUCTION:		Y	N	N/A
1)	Identify safety functions <ul style="list-style-type: none"> • Emergency stop • Safety cut-out switch (stomach switch) • Dead-man function • Lifting and handling..... 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Identify Safe Working Load.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Height / weight limit features/counterbalance weight (if applicable).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Limit switches must not be tampered with.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Identify Wind Load or sail effect if applicable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Identify swing and crush hazards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Wired remote control operation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Emergency controls.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Extreme importance of lifting loads by the load centre of gravity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Operator's manual for technical assistance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)	Personal protective clothing and / or equipment requirements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPERATION: (Note: Perform pre-operation checks!)		Y	N	N/A
	Drive			
1)	Operating handle for driving.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Use caution on uneven ground. Use stabiliser legs (if fitted) as a safety precaution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	The use of dual wheel package if needing to manoeuvre on soft or uneven ground.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Reverse up slopes without load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Do not leave parked on a slope (always chock wheels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Drive up slopes forwards when travelling with a load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Keep well clear of the machine when driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Either stand behind controls or stay outside the safe exclusion zone from the machine when lifting loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Never stand on the lower side of the machine on a slope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Fitting and removal of dual wheels (if supplied).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11)	Always drive with dual wheels (if supplied) unless access is limited.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Stabiliser Legs (if fitted)			
1)	All stabiliser legs must be swung out and pinned in the required position.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Check level of machine using a level indicator or slope gauge.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Use extreme caution on sloping terrain.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Check stability of ground. Use either form ply or ground support sheets/mats if required. And avoid soft or unstable ground. Be aware of any underground hazards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control Operation			
1)	Levers, Buttons and their functions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Gyro head function.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Emergency drive or brake release.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Dangers of overhead power: non-insulated booms.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Do not use as crane unless special attachments are fitted.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Boom must be completely down or lowered as much as possible before manoeuvring machine.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	240 volt charging of batteries.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Care when suction head is rotated 90 degrees not to hit parts when tilting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Locate electrical test & tag decal (inform of next inspection date).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	TRAILER: (if applicable):			
		Y	N	N/A
1)	Loading and unloading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Correct load balance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	S.W.L. of towing vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Brakes and adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Safety chain connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Correct tie-down method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Handbrake on in towing vehicle + remove keys and lock doors to prevent unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Trailer to towing vehicle connection type.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	SERVICE:			
		Y	N	N/A
1)	Any faults or requirements must be immediately discussed w/- Monitor before further operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	If suction pad/s damaged, a lift and suction test needs to be completed by trained technicians after repairs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Flashing lights and movement alarms must not be disconnected. Report any malfunction immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Monitor must service and inspect the machine as per the intervals indicated on the handover documentation. Advise Monitor if the machine reaches either of these intervals. The machine can be serviced on site without any inconvenience to the hirer....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	The unit should be kept in full safe operating condition according to the operator's manual and any site-specific requirements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6) During annual inspection, machine requires a yearly lift and suction test by trained technicians to keep the machine compliant.....

OTHER:				
1)	Hirer's responsibilities (theft / damage).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Theft & Damage Waiver: reduces liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Hire Contract Terms & Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	<u>Monitor contact numbers</u> for any assistance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Length of warranty explained as per handover documents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Notes:			

Date: ___/___/___

Location: _____

I acknowledge I have completed the above induction and fully understand each point covered.

Employer: _____

Ph: _____

Address: _____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

Name: _____	Ph: _____			
	HRW WP	<input type="checkbox"/>	Expiry	_____
Signature: _____	Yellow Card	<input type="checkbox"/>	Expiry	_____

The above induction was given and completed by:

Print Name

Signature