

OPERATING INSTRUCTIONS - 'A' SERIES ROOF TILE ELEVATOR

TRANSPORTATION

The elevator must be transported in the folded position with the top folded section secured to the lower framework with rope. Also secure the conveyor belt to the framework at both the front and centre of the elevator.

UNFOLDING

The elevator must be on horizontally level ground with the wheel brake engaged. (The cross bar which rests on top of the wheels should be pushed down using your foot until the black locking bar engages onto the cross bar). The elevator can now be unfolded, with care being taken to maintain it in a balanced position. The framework locks together by lifting the lower framework behind the locking catch. The catch will automatically engage the round pins on the top framework. Ensure the catch has fully engaged the round bar pins on the top framework.

SETTING UP

The supplied roof batten stand should be placed in between two roof trusses. Ensure the two tabs are firmly slipped under one of the battens and the bottom of the stand is resting on the next batten below. The elevator should be supported on the stand within 1.5 metres from the end of the elevator. Before starting the elevator, ensure the stand is secure and the elevator is resting correctly on the stand with the wheel brakes engaged. Ensure the conveyor belt is level inside the framework and that the metal cleats are resting correctly on the runners. The elevator must be horizontally level throughout its length and not inclined more than 60 degrees.

OPERATING THE ELEVATOR

The elevator is switched on and off using the switch on the control box. At no time should the power lead be plugged into the power except during operation. An overload button protects the motor and it is located on the side of the electrical enclosure. The tiles should be positioned directly onto the loading slides, ensuring they are placed over the centre of the conveyor belt. A number of tiles can be placed at a time but the total height of the tiles should not exceed the height of the cleat. Operators should only handle the tiles and should not in any way come into contact with moving parts of the elevator and should not in any way attempt to move or handle the elevator while it is operating.

AUTOMATIC STOP/START

The automatic start/stop function is a lever at the top of the elevator. When this is activated by the tiles on the conveyor belt, it activates a limit switch at the bottom of the elevator via the steel cable which cuts power to the motor and stops the elevator. Removing the tiles will automatically restart the elevator. All operators should be made aware that the elevator automatically restarts when the tiles are removed.

FOLDING THE ELEVATOR

When the elevator is ready to be taken down from the roof, the belt should be stopped with one of the cleats positioned in the entrance of the drive roller guard. This is the point where it would contact the tiles as they rest on the loading slides. This is important as it ensures the cleats are positioned correctly so when the top framework is folded, it can be secured correctly to the bottom framework. Remove the elevator from the roof batten stand, then remove the elevator from the roof to the ground.

With the elevator on horizontally level ground and with the wheel brakes engaged, lift the framework directly behind the locking catch. By pulling the cable attached to the locking catch, this allows the locking catch to be disengaged from the pins on the top of the framework. Lower the elevator to the ground and the top frame can then be folded over and secured to the bottom frame.

During this operation, place a block of wood on top of the drive roller guard and rest the top roller on it when the frame is folded. This will leave enough room between the two frameworks to fold the cleats down. The wood can be removed once the cleats are folded down, the top frame can be secured to the bottom and the belt can be secured to the frame.

ADDITIONAL INFORMATION

The primary design of the roof tile elevator is to carry roof tiles. If it is used to carry other objects, then it is the operator's responsibility to ensure that the load travels safely. This may require fitting guides or rails to ensure the load is placed correctly on the elevator belt and cannot fall off.

OPERATIONAL NOTES

Some shingle type tiles may require **LOADING SLIDE PACKERS**. (available on request)

They are to be fitted onto the existing loading slides to increase the clearance between the tiles and belt.

Elevators can be used in reverse direction if prior notice is given to allow for an altered set up.

Do not operate in reverse direction without correct preparation.

HAZARD IDENTIFICATION & RISK ASSESSMENT – OPERATIONAL

HAZARD	RISK	CONTROL MEASURE
Electrocution.	PROBABILITY: Remote to occasional CONSEQUENCE: Potentially fatal	Do not use in wet or rainy conditions. Do not use extension leads longer than 20m. Ensure all electrical leads are free of moisture. Ensure the power supply is protected by a residual current device. Do not open/tamper with any electrical components. Ensure minimum clearance of 6.4m from overhead power lines.
Crushing or striking by elevator during installation or uninstallation.	PROBABILITY: Remote to occasional CONSEQUENCE: Marginal to fatal	Prevent non-essential people from entering the immediate area during the process using barricades. Do not travel conveyor up/down steep slopes without a secondary means to prevent losing control. Engage a minimum of 2 people of sufficient strength for the weight of the elevator. Ensure a firm grip on the elevator and that body parts are clear of section joints. Ensure that a secondary means is preventing the elevator from falling during the installation lift. Do not exceed 8m elevation or 60 degrees.
Falling from height during installation or uninstallation.	PROBABILITY: Remote CONSEQUENCE: Critical to fatal	Barricade and/or install safety rails at installation point. Use appropriate fall restraint systems / equipment where barricade is not installed.
Crushing, striking or entanglement by/in elevator during use.	PROBABILITY: Remote to occasional CONSEQUENCE: Marginal to fatal	Ensure brake is applied and effective. Ensure locking catch has engaged onto round pins. Ensure roof batten stand is firmly secured to receive elevator within 1.5m from end of elevator. Keep body parts, clothing and accessories clear of moving parts. Stop elevator and disconnect power source before clearing jams or obstructions.
Crushing or striking by material falling from elevator.	PROBABILITY: Remote to occasional CONSEQUENCE: Marginal to fatal	Barricade immediate work area to prevent people walking underneath elevator. Do not overload elevator. Estimated WLL = 125kg. Do not place oversize objects on elevator. Do not transport buckets, containers or liquids. Only operate elevator when there is a second person to receive the material. Ensure automatic stop/ start lever is operational. Do not exceed 8m elevation or 60 degrees.
Strains & sprains. (Musculoskeletal injuries)	PROBABILITY: Remote to occasional CONSEQUENCE:	Ensure correctly lifting techniques are employed during transport, opening / closing, installation / uninstallation. Avoid twisting when loading / unloading elevator.

	Marginal to critical	
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RISK ASSESSMENT - DESIGN

Assessment item: Roof Tile Elevator
Worksheet Number: 1 of 1
Date of Assessment: 16/10/98
Visual assessment: Conducted by Alan Wilson Consultant Engineer
For: Fasco Engineering | 158 Marshall Rd, Rocklea QLD, 4106

	HAZARD IDENTIFICATION	DESCRIPTION OF RISK CONTROL
A	Entanglement and shearing	Fit guard to cover drive roller Fit nip point guards to top roller Fit sheet metal guards to side of framework adjacent to rollers
B	Striking	
1	Struck by the falling load from the elevator	Provide instructions for the correct set-up and operation of the elevator Fit tracking guides to each of the tile supports to prevent tiles falling off the end of the elevator
2	Movement by the elevator during operation	Provide instructions for the correct set-up Provide a suitable support that can be secured to the roof battens Fit brakes to the wheels
	Electrical	
	Electric shock due to damaged electrical components	Correct maintenance to be provided by operator or owner