



SUPPORT PROPS - (Manual)

SAFETY PRECAUTIONS & WARNINGS

It is in the interests of those operating this equipment, and for the safety of others, that these **SAFETY PRECAUTIONS & WARNINGS** are carefully read and understood before operating this equipment.

PURPOSE

1. This equipment is designed for providing temporary support to overhead structures whilst they are being repaired or renovated.

PERSONAL SAFETY

2. This equipment is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it. It must not be operated by minors, or by anyone under the influence of drugs or alcohol.
3. If the equipment is not used in a safe, careful and controlled way, personal injury or injury to others may result.
4. Before attempting to operate this equipment you must familiarise yourself with the equipment, its controls and operating characteristics.
5. If you are unsure of the weight that the equipment is to support – consult an architect or other competent person before starting work.
6. Before starting your work, think and plan ahead to ensure you, and others around you, will be working in a safe environment.
7. When using this equipment, it is recommended that the following items of Personal Protective Equipment (PPE) be worn:
 - Safety helmet to EN397 or BS4972.
 - Safety footwear to EN345.
 - Appropriate industrial gloves.

NOTE: Other types of work, or environment, may require a higher level of PPE.

SUPPORT PROPS – SAFE WORKING LOAD

8. Support props are normally supplied in six sizes (0 to 5). The following table provides a guide as to their safe working load (SWL):

Prop Size	Closed Length (m)	Extended Length (m)	SWL (kgs)
0	1.04	1.83	1700
1	1.75	3.12	1500
2	1.98	3.35	1300
3	2.59	3.96	1000
4	3.20	4.88	700
5	3.65	6.10	400

9. The above is only a general guide, consult an architect or competent person if unsure as to your requirements.
10. The shortest prop when extended is 1.83m (1.04m when closed). The longest prop when extended is 6.1m (3.65m when closed).
11. The above guide assumes props are erected to within 1.5° of the vertical (25mm in 1m (1in in 1yd)).

OPERATING AREA SAFETY

12. Before commencing work, ensure that the area you are to operate the equipment in is a safe environment. Erect safety barriers and warning signs as necessary.
13. Make sure that the work area is clear of obstructions and hazards (projections, cables, pipes, etc.).
14. Before commencing work, warn others who may be working in the vicinity of the equipment, to keep clear. If possible place safety barriers around your work area.
15. Anybody who is working near to you will also need to wear the appropriate PPE.
16. Protect others from noise, dust and debris.

BEFORE OPERATING THE EQUIPMENT

SAFETY CHECKS

17. Visually inspect the equipment and all its accessories (props, inner and outer sleeves, retaining pin, chain, safety barriers, etc.) for serviceability (completeness, signs of damage, undue wear, etc.). Do not use the equipment if found damaged or worn - contact the hire company immediately.
18. Before attempting to operate the equipment, familiarise yourself with the equipment. Make sure you understand their operation, purpose and function.

OPERATING THE EQUIPMENT

USING THE EQUIPMENT

19. Never use a support prop as a jack to lift or move structures.
20. Ensure the floor and ceiling (or upper surface), where the prop is to be positioned, is safe and capable of sustaining the weight that will be transferred by the prop.
21. The support prop must be erected vertically and will usually require the assistance of another person.
22. Each prop must have an additional timber support for each prop sole and head plate. These timber supports must be a minimum of 225mm (9in) wide, 38mm (1.5in) thick and protrude 300mm (12in) either side of the sole or head plate.
23. Place a timber support under the sole plate and slide out the inner sleeve until the head plate and timber support contacts the structure to be supported.
24. Place the retaining pin through the nearest hole in the inner sleeve closest to the collar of the outer tube.
25. Screw the collar up tight against the retaining pin to support the structure. Check that the prop has remained vertical.
26. If using addition props, ensure the weight of the structure is evenly distributed.
27. Do not attempt to brace the props unless experienced and competent to do so.
28. Do not attach items (i.e. electrical cables, pipes, etc.) to the props.
29. Never attempt to adjust or remove a support prop unless you are absolutely certain it is safe to do so.

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SECURITY AND MAINTENANCE

30. Visually check the condition of the support props at the start of each day.
31. Periodically, clean the equipment to ensure it is free from dust, dirt and other debris.
32. Periodically, lightly lubricate (oil or grease) the props inner sleeve before use.
33. When the equipment is left unattended for long periods (i.e. overnight), ensure it is made secure to prevent unauthorised use or loss.

COLLECTION & PICK-UP

34. For safety reasons this equipment requires you to use a **LORRY, VAN** or an **ESTATE**.

