

**MOST IMPORTANT - RISK ASSESS!!!**

Before you commence any work at your chosen work area, you should undertake some preliminary **hazard identification** and **risk control** precautions. Ideally more than one person should do this. This is undertaken by:

1. Physically inspecting the work site
2. Reviewing the best way/job steps required to complete the task
3. Reviewing the Safe Work Information supplied with the equipment
4. Reviewing other reference documentation and expert advice

The hazard identification and control process steps are defined as:

1. Identify the Hazards (e.g. uneven ground, ground hardness, or other site conditions)
2. Assess the Risk (e.g. possible injury resulting from a falling fence panel)
3. Select the Control Measure (e.g. ensure ground is level and suitable, ensure joiners clamps are used, add bracing where necessary)
4. Re assess the Risk (risk of falling fence panel now negligible). This is undertaken to ensure that the risk control measures adopted have not introduced any new risks to the work area.

**HELP**

If you are unhappy with any aspect of the equipment, return it to the nearest TOP FENCES Hire Centre for exchange or phone for assistance.

**Do not attempt repairs yourself.**

Refer to your Hire contract for details of our AFTER HOURS **EMERGENCY NUMBER.**

**SAFETY DO'S**

DO take your time; **Read this User Guide** and any other Safety Information provided (e.g. decals, manufacturer's instructions), completely and in its entirety, **BEFORE** assembling the equipment.

DO ensure that the equipment is suitable for your needs and working environment.

DO ensure that the equipment is assembled and used according to the manufacturers and hirer's instructions.

DO wear appropriate PPE if necessary depending on task.

DO where possible operate in a clear work area free from nonessential persons, children, animals or hazards.

DO check and assess the Temporary Fencing at the start and end of each day and report any damage or defects.

DO ensure any relevant permits are obtained for installing the Temporary Fencing on a particular site.

DO ensure that you have a secure footing and clear access and avoid standing on damp, wet or slippery surfaces.

DO ensure the work environment is well lit with all aspects of the job easily seen and discernable.

**SAFETY DON'TS**

DO NOT assemble fencing or operate any equipment if you are tired or suffering any medical condition, or if under the influence of drugs or alcohol which may cause lethargy or dangers to yourself or others. DO NOT use equipment for a job it was not designed for. DO NOT use faulty equipment. If in doubt contact your local TOP FENCES Hire Centre. DO NOT use as temporary fencing around a swimming pool.

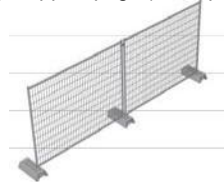
**USE OF TEMPORARY FENCING**

Temporary Fencing is a modular, free standing site securing system to maximise pedestrian safety and asset protection.

**PARTS**

The system consists of:

- Fence panel(s)
- Fixing System: fence block, (counterweight)
- Bracing components: bolted/clamped brackets, support panel(s) (extra fence panel), support pegs (on request)



**GENERAL SAFETY**

- Temporary fencing shall remain erect and stable at all times.
- All relevant safety procedures shall be adopted on site in accordance with safe work practices or Occupational Health & Safety (OH&S) regulations.
- The fence or its foundation counterweights shall be installed with safe material handling in mind.

**SPECIFICATIONS**

<b>Panel Length</b>	2.1m
<b>Panel Height</b>	2.0m
<b>Panel Weight</b>	22kg
<b>HDPE Block Weight</b>	24kg

**GENERAL INSTALLATION**

- Ensure any permits and/or approvals have been sought if temporary fencing is erected on public property.
- The fence line shall be determined by site inspections and/or permits.
- Inspect area for hazards and site specific requirements (i.e., uneven ground, sloping sites, wind/environmental conditions etc.)
- Temporary fence installation shall comply with regional wind categories.
- A temporary fence system may be installed to a maximum of 3° out of plumb before additional bracing will be required.
- The fence and its counterweights shall not protrude onto access ways in a manner that obstructs or is hazardous to pedestrians.
- We don't recommend the use of signs or additional windbreaks (shade cloth, safety signage etc)
- Additional bracing should be considered to maintain the integrity of the fence should it be assessed as necessary.

**Bracing**

Each fencing panel should be clamped to the next using the galvanised bolted/clamped brackets provided.

All effort should be made to maintain the integrity of the fence system. Factors that will affect this include:

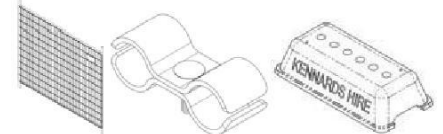
- the addition of visual barriers and accessories (e.g., shade cloth, safety lighting, signage)
- if the fence is installed over 3° out of plumb
- wind loading

The integrity of the fencing could be increased by using additional support pegs; or bracing fitted at 90° to approximately every third fence panel and secured at the top using a bolted/clamped bracket.

**TO INSTALL**

1. Place blocks approximately 2.3m apart. Ensure the blocks are on solid and level ground. Blocks should be placed at right angles to fencing.
2. Insert fencing into holes on top of blocks.

Where possible the fencing should normally be placed in the middle holes of the blocks. 3. Secure each fencing panel to the next using galvanised bolted/clamped brackets provided or other appropriate bracing.



Fencing                      Galvanised Rubber Clamp                      Block

**TO REMOVE OR RELOCATE**

If at any time the fence system is moved or altered it shall be done so by a competent and trained installer.

**TO STACK AND STORE**

- Where appropriate, all temporary fence systems shall be stacked in a safe and secure area with consideration for the safety of the general public.

Fence panels should be horizontally stacked to a safe height (max 20 panels) and in a stable and level manner or stored in a stock stillage.

