

### **SAFETY FIRST:**

If you are collecting the equipment for someone else please make sure this sheet is given to the equipment user to read and complete the competency test before the equipment is operated. In accordance with Health and Safety in Employment Act requirements, this sheet should be given to the site supervisor if the equipment is being hired for use at a commercial worksite so that the information is available to all users.



### **Required Safety Equipment**



Certification



Protective Clothing



Boots



Visual Inspection

### **Pre-Start Checks and Safety**

**! It is the driver's responsibility to ensure they meet all the "Land Transport NZ" requirements at all times**

#### **This includes things like:**

- ! The driver has the appropriate licence for what they are driving
- ! The vehicle has a current WOF or COF
- ! The vehicle has a current registration
- ! Road User Charges (if applicable) are current
- ! Dangerous Goods Licence (if required)
- ! Log Books are used (if applicable)
- ! Driving Hours, On Duty Hours and Days off are adhered to
- ! Over Width and/or Weight requirements are met
- ! Speed limits are adhered to at all times

#### **All LTSA infringements are the hirers responsibility!**

- All panel and glass damage is not covered by Hireways Damage Waiver Insurance

### **Daily Checks**

- It is the driver's responsibility to carry out daily checks on all fluid levels, controls, lights, tyres etc

### **When Operating**

**As this instruction sheet is generalized on all our vehicles please ensure you are briefed fully on the particular vehicle you are hiring**

- Always drive in a manner as per the New Zealand Road Code and have courtesy for other road users
- Always check vehicle load ratings and Ensure you work within them (this includes Combined Maximum Gross Weight – EG vehicle, trailer and its load)
- When carrying a load always ensure it is securely fastened so it can't shift around while the vehicle is moving, if possible put the load against a head or side board. Place heavier items at the bottom, on trailers position loads as close to the axle as possible and avoid placing heavier loads towards the rear of the trailer
- For more specific information on the above feel free to look on the Land Transport website that can be found at [www.landtransport.govt.nz](http://www.landtransport.govt.nz)