



**EUROPEAN
RENTAL
ASSOCIATION**

FRAMEWORK FOR THE PRODUCTION OF INSTRUCTION LEAFLETS

Background

It is recognised that more information on the safe use of rented equipment should be provided to users and in accordance with the requirements of Directive EC 2006/42/EC (Machinery Directive) and Directive 2009/104/EC (Use of Work Equipment).

It has long been a practice in some countries to provide such information and the ERA has a desire to encourage established rental companies both in mature and emerging markets to do so.

In order to support rental companies and national rental associations when creating instruction leaflets to be distributed to customers in one or the other countries, the ERA has drafted this framework. Leaflets produced according to the framework will be entitled to add 'produced in accordance with ERA Framework' as a form of accreditation if so desired.

Leaflets should fall in to one of 4 categories:

- ▶ Hand operated tools & equipment
- ▶ Lifting & Access
- ▶ Small Plant – up to 2.5 tonnes
- ▶ Heavy Plant – above 2.5 tonnes

It is considered that provision of a small leaflet for Heavy Plant would not be appropriate to ensure that a user would have sufficient knowledge or experience to safely use this type of equipment, therefore this framework is intended to cover only the first 3 categories as it is expected that the manufacturer's handbook will be made available.

Authoring of the leaflet should be carried out by a suitably qualified individual experienced in writing technical documents. They should also be able to display a working knowledge of the equipment and understand the practical implementation of relevant health, safety and environmental legislation.



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Where possible the leaflet should be created using resources supplied by a group of interested parties. These are:

Manufacturers
Trade associations
Government
Construction bodies

Guidelines for the Development of instruction leaflets for hand-operated tools and equipment

1. Each document should contain a general description of the machine that leaves the user in no doubt as to what procedures the machine can be used, and importantly any that it cannot.
2. Each document should highlight any training or certification required by the user prior to usage
3. Each document should outline the correct Personal Protective equipment required for safe operation. This should be outlined in a textual format and further highlighted with internationally standardised symbols.
4. Information on specific risks should be outlined, in particular, paying attention to manual handling, noise level, dust and vibration. Where possible, further information should be provided to help mitigate the additional specific risk identified.
5. Each document should contain a section that outlines the basic safe operation of the equipment and should include stopping and starting the equipment under both normal and emergency situations. This should also be depicted in the form of simple illustration. Also at this point additional hazards of use should be highlighted.
6. Detailed instruction on the correct maintenance and cleaning procedures to maintain safe operating condition also with simple illustration where possible. These instructions should also include correct safe storage before and after use.
7. A short section advising on the potential environmental impacts of use where applicable should also be provided. These can be areas related to noise, dust, exhaust, fuel spillage etc.
8. Detailed technical information should be provided that is relative to the safe and correct use of the equipment for example voltage, ampere, fuel type, blade/wheel size, operating in wet conditions.



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Guidelines for the development of instruction leaflets for access, lifting and plant type equipment

1. It will be expected that the full manufacturer's handbook will be made available and attached with the equipment for the start of the hire. The handbook however must comply with Directive 2006/42/EC – Machinery Directive, specifically section 1.7 Information as follows:

'The information needed to control machinery must be provided in a form that is unambiguous and easily understood. It must not be excessive to the extent of overloading the operator.'

2. The provision of the handbook can be further supported by the addition of a simple leaflet prepared as per the requirements for Hand tools and equipment as laid out in previous paragraphs.



Example of a possible structure for instruction leaflets

1. General description of the equipment

- 1.1 Picture/illustration
- 1.2 Manufacturer/type
- 1.3 Specific technical information (related to safe use)
 - Kw, V, A, dimension/weight, fuel, blade/wheel size etc.
 - Capacity – reach/working range
- 1.4 Range of intended uses – and foreseeable misuses
 - Accessories and interchangeable tools/equipment
 - Fixing elements and cartridges
 - Operating in wet condition, explosive areas etc.

2. Training/certification required

Training programme, age, etc.

3. Correct Personal Protective Equipment (ISO-symbols + text)

4. Warnings (ISO-symbols + text)

- El. current, gas, explosives, safe distance (Keep off!)
- Waste, fuel/oil spillage
- 4.1 Vibrations
- 4.2 Noise
- 4.3 Exhaust
- 4.4 Dust

5. Risk factors

- 5.1 Machinery/equipment safety devices ("built-in security")
- 5.2 Risk assessment, such as:
 - Place of work, task. Irregular happenings – undesirable incident
 - Probability – consequences. Risk reductive actions - information

6. Inspection before use

7. Safe operation/use (Illustrations)

- 7.1 Start
- 7.2 Stop
- 7.3 Ergonomics
- 7.4 Basic safe operation/use
- 7.5 Emergency stop/lowering

8. Maintenance/handling (Illustrations)

- 8.1 Safe transport, handling and storage
- 8.2 Service - safety maintenance & cleaning
- 8.3 Troubleshooting
- 8.4 In-service inspection

9. Consult the Rental Company