For guidance on managing construction health risks go to
www.hse.gov.uk/construction

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1312 Safety Guidance
110/230V v:052017

Air Conditioner

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE using the Air Conditioner

1. Plan your work and think ahead to make sure you will always be working safely.
2. Electricity can be hazardous and must always be used with great care.
3. This air conditioner is designed to reduce the temperature of the surrounding air. It will produce a steady stream of cool, dry air.
4. The air conditioner can cause injury or damage if it is not used in a careful and controlled way.
5. If you have not used an air conditioner before, familiarise yourself with how the equipment works before you start to use it.
6. You should use a residual current device "rcd" to help protect you against electric shock if using a 230 volt (mains) supply.
7. This air conditioner must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This air conditioner is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

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Using the Air Conditioner

1. Make sure the air conditioner is sited in a safe secure place before switching on.
2. It must always be standing upright, never lay it on its side.
3. Check the water level in container at least once a day while in use. Follow the instructions written on the unit or given by the hire company.
4. Switch off and unplug before moving the air conditioner.
5. Switch off and unplug if you are not using the air conditioner.
6. If you think the cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. Contact the hire company. If an extension cable has been damaged, do not use it again.
7. Take care not to accidentally pull the plug from the socket.
8. If your equipment does not work properly, do not attempt to repair it. Contact the hire company.

Please store this leaflet safely. It may be required for further information

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v:052017

Before Starting Work...

WORK AREA

1. Do not use this air conditioner where there is a danger of explosion. It will ignite fumes from petrol or gas cylinders.
2. Site the unit in a safe place away from walls and other obstructions.
3. Do not use this air conditioner in the rain or where it might get wet.
4. The unit must always be standing upright: never lay it on its side.
5. Position the unit so that no-one will need to stand directly in front of the airflow.
6. Do not move the air conditioner unit while it is working.
7. Do not cover or block the air intakes and outlets while the air conditioner is in use.
8. Do not stand anything on top of the air conditioner.
9. This air conditioner can be left unattended once it has been set up safely.
10. Check on how the on/off switch operates – before you switch the air conditioner on, you must know how to switch it off.

ELECTRICAL SAFETY

Your air conditioner will only operate on one voltage: it will be 110v or 230v. 110v air conditioners will have a yellow industrial plug fitted. 230v air conditioners will have either a normal square pin plug fitted, or a blue industrial plug.

OPERATORS

1. Check your air conditioner, cables, plugs and equipment, including the water container. If anything is found damaged, do not use the equipment – contact the hire company.
2. Check that the plug on your air conditioner matches your supply. Do not try to force connections or improvise them.
3. Air conditioners with a cylindrical yellow industrial plug fitted are designed to run off a special 110v supply. The hire company will have provided a portable transformer if you need to power the air conditioner from a normal mains 230v supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about – it may be heavier than you think. Air conditioners designed to run directly from 230v mains will have either a normal square pin plug fitted, or a blue industrial plug.
4. The unit must always be standing upright: never lay it on its side.
5. Position the unit so that no-one will need to stand directly in front of the airflow.
6. Do not move the air conditioner unit while it is working.
7. Do not cover or block the air intakes and outlets while the air conditioner is in use.
8. Do not stand anything on top of the air conditioner.
9. This air conditioner can be left unattended once it has been set up safely.
10. Check on how the on/off switch operates – before you switch the air conditioner on, you must know how to switch it off.

ELECTRICAL SAFETY

Your air conditioner will only operate on one voltage: it will be 110v or 230v. 110v air conditioners will have a yellow industrial plug fitted. 230v air conditioners will have either a normal square pin plug fitted, or a blue industrial plug. Read the instructions below for your air conditioner.

110 VOLT MACHINES (YELLOW PLUG)

1. If you are using a portable transformer, plug the transformer directly into the 230 volt socket. Do not use any 230v extension cables.
2. If you need to use an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty 110v extension cable, not longer than 50 metres (160 feet). You must only use an extension cable between the transformer and the air conditioner.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device ("rcd") plugged directly in to the 230 volt socket. Plug your air conditioner into the rcd. This will help to protect you against electric shock if the cable or air conditioner get damaged.
2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.
3. If you need an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty one, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

Useful Reference Points • www.hae.org.uk/businessguard

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