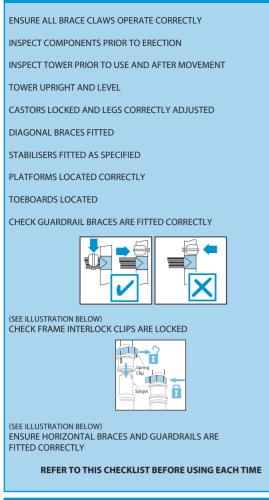
SAFETY CHECKLIST

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EQUIPMENT CARE

Never push the equipment beyond its design limits. If it will not do what you want with reasonable ease and speed, assume you have the wrong equipment for the job. Contact HSS Hire for advice.

Keep the equipment clean - you will find this less of a chore if you clean it regularly, rather than wait until the end of the hire period.

When not in use, store the equipment somewhere clean, dry and secure.

STORAGE AND TRANSPORT

For ease of storage and of transportation, tower has been designed so that all components can be safely stored within the tower's base assembly.

INTRODUCTION

Before assembly, please read the Safety Notes carefully. The law requires that operatives must be competent and qualified to erect the tower. If another person is involved,

please pass on these instructions. For further information on the safe use of Mobile Access Towers

consult the PASMA Guide or EN 1298. For further information, design advice, additional guides or any

other help with this product, please contact HSS Hire.

GENERAL SAFETY

For advice on the safety and suitability of this equipment contact HSS Hire.

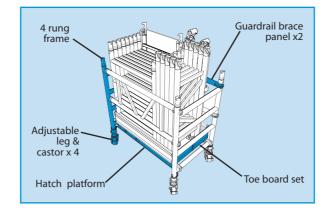
There is a serious risk of personal injury if you do not follow all instructions laid down in this guide.

The hirer has a responsibility to ensure that all necessary risk assessments have been completed prior to the use of this equipment.

This equipment should only be used by an operator who has been deemed competent to do so by his/her employer.

This equipment should be used by a competent adult who has read and understood these instructions. Anyone with either a temporary or permanent disability, should seek expert advice before using it.

Keep children, animals and bystanders away from the work area. Cordon off a NO GO area using cones and either barriers or tape, available for hire from HSS Hire. Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.



WARNING Do not use forklift to lift the trolley



... have you been trained

The law requires that personnel using this type of equipment in the workplace must be competent and qualified to do so. Training is available at HSS Training 0845 766 7799

...any comments?

If you have any suggestions to enable us to improve the information within this guide please e-mail your comments or write to the Safety Guide Manager at the address below e-mail: safety@hss.com

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SAFETY WARNING

Do not use boxes or stepladders or other objects on the platform to gain extra height.

The assembled tower is a working platform and should not be used as a means of access or egress to other structures.

Adjustable legs should only be used for levelling and not for gaining extra height.

When building the tower with 2 persons components can be lifted using a **reliable lifting material** (e.g. strong rope), employing a reliable knot (e.g. clove hitch), to ensure safe fastening and **always lift within the footprint of the tower**. Assembled mobile towers **should not be lifted with a crane** or other lifting device.

The tower should only be **moved by manual effort**, and only **from the base**.

When moving the tower, beware of live electrical apparatus, particularly overhead, plus wires or moving parts of machinery. **No person or materials** should be on the tower **during movement.**

Caution should be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock castors. If stabilizers are fitted, they should only be lifted a maximum of 25mm above the ground to clear ground obstructions.

After every movement of the tower use a spirit level to check that it is vertical and level and set the adjustable legs as required.

Beware of high winds in exposed, gusty or medium breeze



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MiTower

Versatile and high quality tower providing a work platform for one person.



IDENTIFIER

Wear practical, protective clothing, gloves and footwear. Avoid loose garments and jewellery that could catch in moving parts, tie back long hair.

Make sure that anyone in the immediate work area is warned of what you are doing.

Check the condition of the equipment before use. If it shows signs of damage or excessive wear, return it to HSS Hire.

Check that all components are on site, undamaged and are functioning correctly (see Checklist and Quantity Schedules).

Damaged or incorrect components shall not be used.

Check the ground on which the mobile access tower is to be erected and moved is **capable of supporting the tower.**

The safe working load on the beam unit is 150kg.

Always carry tools and materials safely retained in a tool belt that allows freedom of movement.

Towers must always be **climbed from the inside.**

It is recommended that towers should be tied to a solid structure when left unattended.

conditions. If the wind is likely to reach gale force the tower should be dismantled. If the wind exceeds medium breeze force use of the tower should be ceased (see wind description).

Wind Description	Beaufort Scale	Beaufort No.	Speed in m.p.h	Speed in m/sec
Medium Breeze	Raises dust and loose paper, twigs snap off	4	8-12	4-6
Strong Breeze	Large branches in motion, telegraph wires whistle	6	25-31	11-14
Gale Force	Walking is difficult	8	39 - 46	17-21

Mobile towers are not designed to be suspended. For more information contact HSS Hire.

Stabilisers and ballast weights shall always be fitted when specified.

Never use the tower if you don't understand something in the guide. Contact HSS Hire for advice.

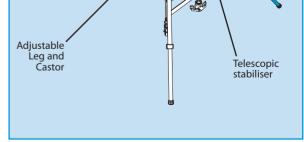
Never ascend or descend unit if both hands are not free.

Never suspend tower from another structure.

Assemble only as instructed.

DANGER

Beware of horizontal forces (e.g. power tools) which could generate instability. Maximum horizontal force 20kg.



GETTING STARTED

The HSS MiTower is a light-weight scaffold towers used throughout the building and construction industry for both indoor and outdoor access solutions where a stable and secure platform is required. Ideal for maintenance and installation work or short-term access, the highly versatile towers provide a strong working platform for a height up to 4m.

Never use the HSS MiTower until you have fully read and understood this User Guide and the machine has been properly set up using the information it contains.

The tower requires only one person to assemble and dismantle it. The unit is supplied with uniform 1m heigh 4 rung frames which can be used at any stage of the

assembly. During erection, the frames may be connected together to create 2m high frames which makes assembly both quicker and easier.

THROUGH THE TRAPDOOR SYSTEM (3T)

The 3T method of construction has been developed to reduce the risk of an erector falling from a tower during construction. The erector must sit on the platform with legs through the hatch and feet on the frame rungs when attaching guardrail brace panels above the platform. This ensures the erector is always protected be a set of guardrail brace panels.

PREPARATION

The floor area must be clear of any obstructions including materials and debris. Check that you have all components necessary to construct the tower height you require. Check also each component for condition and correct function. If any part is missing or damaged / not working correctly the tower should not be erected. In this case return unit to HSS Hire.

You should consider tying in the tower to add stability, but this may only be carried out by a suitable trained person.

Ballast must be used to stabilise against overturning. Only use solid material as ballast (i.e. block of concrete) and position to avoid overloading individual components. Ballast should be supported by the base of the tower and securely fastened to prevent removal.

COMPONENTS

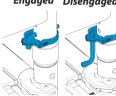
Guardrail Brace Panel



Claws are fitted to the guardrail brace panels and each has an automatic locking jaw which is released by simply moving the jaw's trigger. The claw must only be attached to the frame with the opening facing outward. Attachment with the jaw's opening facing inward will not fully protect the user if lent

upon and may cause serious injury or death. Always ensure that each claw is positively locked in position before using the tower.

Frame Clips



Engaged Disengaged The frame clip's pin locates into a retaining hole in the frames to lock tower sections together when place one on top of the other. The pin is locked in place by a red tab to ensure that it remains in place. From the disengaged position, pivot the pin / tab to bring the pin

horizontal. Insert the pin fully through the retaining hole with its tail pointing down. Next flip the tab vertically to lock the pin in place. Removal is simply a reversal of the fitting sequence.

Stabiliser Coupler Clamp



secure the stabilisers to the tower's vertical tubing. With the clamp jaw open, offer it to the tube. Bring the jaw around the tube and set the buckle on to the hook, then close the

The coupler clamps are used to

clamp arm to lock the stabiliser in position. A similar clamp is fitted to the stabiliser extension leg.

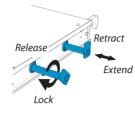
Wind-lock Catch



The wind-lock catch is drop down jaw fitted to the side of the hatch platform's mounting hook and prevents the platform from lifting in windy conditions. It is attached to the horizontal tube of the frame. To

disengaged, simply lift and hold the jaw as you rise the platform clear.

Platform with built in Component Hangers



To enable one man to erect the tower, each hatch platform is fitted with four component hangers which are stowed (two either side) within the platform's frame. The hangers can be extended when needed and retracted when not. To extend and lock a hanger, take a hold of

the hanger stop end and pull from the frame. Once the stop rivet is clear of the slot, turn the hanger 45 degrees anticlockwise then gently slide back in until it stops. To retract the hunger, simply reverse the procedure.

DANGER

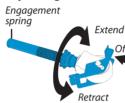
Do not exceed maximum weight of 20kg per hanger.

WARNING

The hangers are intended for hanging of components during the erection of the tower. Do not use the hangers other than to their intended purpose.

On

Adjust Leg and Castor



movement.

The adjustable leg and castor allows for accurate positioning of your tower in relation to your workplace. The legs can be extended or retracted to allow for levelling and the brake must be applied to prevent **MOVING TOWER**

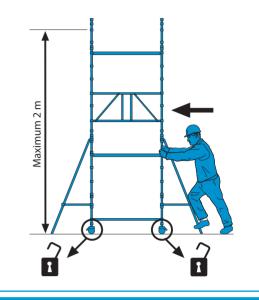
When the tower needs to be moved a small distance to enable you to continue your task, this can be achieved provided the stabilisers can remain in pattern and all tools, materials and personnel are removed from the tower.

You will need to rise the stabilisers so that they are no more than 25mm above the floor and properly locked. However if the stabilisers need to be positioned and this reduces the footprint, the tower must be reduced in height to 2m.

You must only move the tower by manual effort at the base at a slow pace and only after fully assessing the risk.

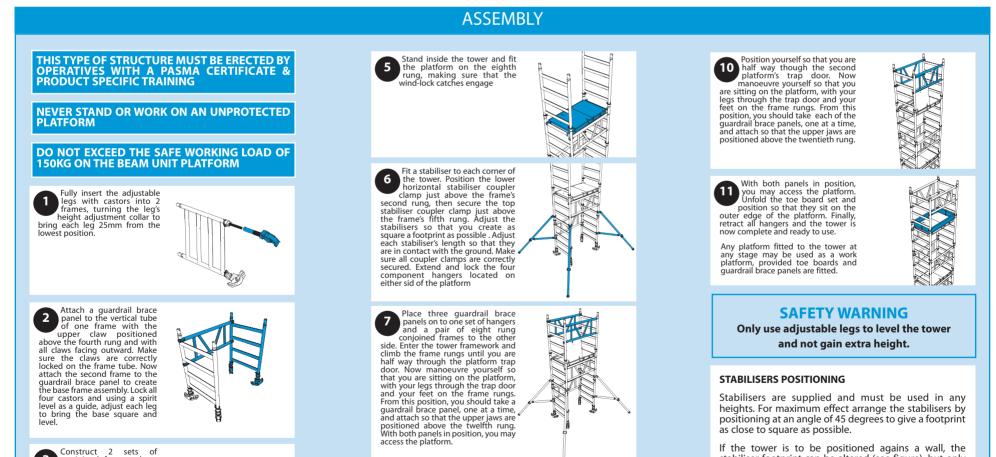
Once moved, always check the tower before using.

If the unit is to be moved to new location, a new level or over the rough terrain, it must be fully dismantled and rebuild at the new location.



QUANTITY SCHEDULE

4 rung Frame	10
Telescopic outrigger	4
Hatch platform	2
Guardrail brace panel	7
220mm adjustable leg	
125mm locking castor	
Toe board set	
Tower weight	109 kg
Platform safe working load	150 kg



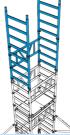
Construct 2 sets of conjoined frames, these will give you two 2m sections and will speed up the erection process. Release the frame clips on one four rung frame and fit it on to a second four rung frame. Apply the frame correctly locked. Repeat this with the second set. Fit one set of conjoined frame and apply the frame clips. Repeat this with the second set. the second set.



Next attach one guardrail brace panel with its lower jaw position above the sixth frame rung. It must be fitted on the opposite side to the first guardrail brace panel to ensure stability. Ensure all claws are facing outward and correctly locked on the frame tube.



B Fit one set of conjoined frames to each end of the tower and apply the frame clips. Next, attach the guardrail brace panel with its lower jaw positioned above the fourteenth frame rung. Ensure all claws are facing outward and correctly locked on to the frame tube. Descend the tower and from the ground place two quardrail brace ground place two guardrail brace panels onto the hangers on one side of the platform then a set of toe boards and a platform on the other



Access the tower then carefully fit the second platform on the sixteenth rung, making sure that the wind-lock catches engage. Extend and lock the four component hangers located on either side of the platform. Transfer the two guardrail brace panels and the set of toe boards to the component hangers on the second platform



as close to square as possible.

If the tower is to be positioned agains a wall, the stabiliser footprint can be altered (see figure), but only when the height of the wall is a minimum of two third of the height of the top working platform.

Ensure that all four stabilisers' feet are in contact with the ground and that the ground can support the weight of the tower and stabilisers.



DISMANTLING

The tower is easily dismantled by simply reversing the erection procedure. Make sure that the component hangers are evenly loaded to ensure the tower remains balanced. You must, however, be protected by guardrail brace panels when standing on any platform and ensure that you use the 3T method when removing guardrail brace panels.